



Gaelscoil Choráin
Eochail

SAFETY HEALTH & ENVIRONMENTAL POLICY MANUAL

In relation to

GAELSCOIL CHORÁIN EOCHAIL
Strand Street,
Youghal,
Co. Cork

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SAFETY STATEMENT OF INTENT

GAELSCOIL CHORÁIN EOCHAILL

In compliance with the Safety, Health & Welfare at Work Act, 2005 & subsequent legislation it is our firm intention to enforce appropriate measures to control and monitor safety, health and welfare procedures as a vital part of running **GAELSCOIL CHORÁIN EOCHAILL** as an efficient and successful school.

Therefore, so as far as is reasonably practicable
GAELSCOIL CHORÁIN EOCHAILL

- Ensures that equipment and working practices are safe and offer no hazard and risk to safety, health and welfare
- Ensures that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances, as applicable
- Provides such information, instruction, training and supervision as is necessary to ensure the safety, health and welfare at work of all employees
- Maintains all places of work, work equipment under its control in a safe condition, free from risk to safety, health and welfare
- Provides adequate facilities for the welfare of employees and pupils.
- Safeguards the safety, health and welfare of visitors, contractors and of any members of the general public who could be affected by our activities
- Provides all necessary information relating to safety, health and welfare in respect of procedures and services and to consult with employees on all aspects of safety, health and welfare
- Reviews and updates the policy as and when necessary particularly in respect of major changes within **GAELSCOIL CHORÁIN EOCHAILL** and/or changes in legislation and brings these changes to the attention of all employees
- Ensures that all employees are mindful of their safety, health and welfare responsibilities and co-operate with **GAELSCOIL CHORÁIN EOCHAILL** in its efforts to fulfil the above policy.
- Ensures the policy is monitored in the school
- Ensure that adequate evacuation plans are in hand in the event of an emergency

Continued/.....

- To communicate this statement and subsequent updates to all employees, pupils, contractors and visitors/members of the public (as applicable).

Signed: _____
ANTÓIN Ó LAOIRE

Position: CATHAOIRLEACH AN BHOIRD BHAINISTÍOCHTA

Date: 22/10/2020



The Key to Health & Safety is in **your hands**

SAFETY LEGISLATION AND GUIDELINES

This document is developed in accordance with the following legislation and best practices including:

- The Safety Health & Welfare at Work Act 2005
- General Application Regulations 2007-16
- Construction Regulations 2013-20
- Environmental Protection Act 1992
- Protection of the Environment Act 2003
- Environmental (Miscellaneous Provisions) Act 2011
- Water Services Act (2007-12) and subsequent legislation
- Covid-19 Pandemic Guidelines

The document further outlines the policies and procedures adopted by **GAELSCOIL CHORÁIN EOCHAILL** in relation to the management of Health Safety and Environmental issues as they relate to this school.

SAFETY MANAGEMENT STRUCTURE

GAELSCOIL CHORÁIN EOCHAILL

CAITRÍONA NÍ RIADA

PRÍOMH OIDE

LEAS PRÍOMHOIDE
CARMEL UÍ CHIARDHA
BHRIAIN

SAFETY OFFICER

LEAS PRÍOMHOIDE
CARMEL UÍ CHIARDHA
BHRIAIN

SAFETY REPRESENTATIVE

External Health & Safety Risk Management Consultants are:
SAFE PLACE SYSTEMS LIMITED - Tel No. (021) 4323015

SAFETY OFFICER/MANAGER DUTIES

- Appointed by Management to carry out tasks on its behalf.
- Monitor and regularly review Safety Policies and arrangements.
- Bring to the attention of Management any shortfalls, noncompliance relating to Health and Safety
- Identify Safety Training needs within the organisation
- Accident/Incident Investigation and Reporting
- Liaise with Safety Representative(s)/Contractors and Service Providers
- Review Safety Documentation regularly.
- Ensure all activities are risk assessed and reviewed.

Note: External Consultants can be engaged to assist with the above.

SAFETY REPRESENTATIVE

(Full list on Section 25 of the S.H.W.W. Act 2005)

- Duty assigned to Post Holder by the Board of Management to be the Staff Representative and Spokesperson in matters of Health and Safety.
- Periodically attend courses on Health and Safety Issues.
- Be present during Accident/Incident Investigations
- Be present when an HSA Inspector undertakes a walkabout at the school.
- Undertake Safety Inspections at their school on behalf of the stakeholders.

INTRODUCTION TO OUR SAFETY POLICY

We are legally required to identify the duties and responsibilities on safety, health and welfare of management.

Those involved in the management of **GAELSCOIL CHORÁIN EOCHAILL** have their duties and responsibilities clearly defined. This is to ensure the Safety Statement General Policy and Safety Statement of Intent are properly taken into account when designing and implementing systems and procedures.

We also have a responsibility and duty to ensure that:

- You are aware and understand the Safety Statement General policy and Safety Statement of Intent
- You are aware and understand the Safety, Health and Welfare rules relating to your work
- You are adequately instructed, trained and supervised
- You are aware of the hazards and risk associated with your work (teaching or otherwise) activities
- You are provided with safe products and equipment, safe methods of work and an environment which is safe and healthy to work in
- You will be consulted on all matters relating to safety, health and welfare.
- The above duties and responsibilities on us are implemented using the documentation outlined within the manual and through management carrying out periodic monitoring of the areas within their control.

DIGNITY IN OUR WORKPLACE

We at **GAELSCOIL CHORÁIN EOCHAILL** commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at school.

All who work here are expected to respect the right of each individual to dignity in their working life.

All will be treated equally and respected for their individuality and diversity.

Bullying in any form is not accepted by us and will not be tolerated.

Our policies and procedures will underpin the principles and objectives of this Charter.

All individuals, whether directly employed or contracted by us, have a duty and a responsibility to uphold this Dignity at Work Charter. All in the school have a specific responsibility to promote its provisions.

ALCOHOL/DRUGS/BANNED SUBSTANCES AND PRESCRIBED MEDICINES.

It is a strict company rule that alcohol, drugs or banned substances must not be brought into or consumed in the school. Anyone found under the influence of alcohol, drugs or banned substances during working hours will be subject to disciplinary procedure.

Employees who have an addiction to any of the above should speak to management. In all such cases confidentiality will be maintained. All steps will be taken to assist in these matters as far as is reasonable, considering the working environment, employee safety and Health & Safety legislation.

SMOKE/NICOTINE FREE POLICY **(Including e-cigarettes/battery operated inhalers).**

(PUBLIC HEALTH (TOBACCO) AMENDMENT ACT 2004)

GAELSCOIL CHORÁIN EOCHAILL in line with Legislation, is fully compliant with the above as and from 29th March 2004.

CAITRÍONA NÍ RIADA, PRÍOMH OIDE has taken personal responsibility for the implementation of Smoke Free Zones throughout the school.

This Policy was devised to reduce risk of exposure to the ill effects of tobacco and nicotine smoke. It is a medical fact that second-hand smoke is harmful and contains cancer causing substances, so not only are smokers at risk, but everyone in their smoke trail.

Our duty of care extends to our Staff, Pupils, Visitors and indeed our family.

Because of the “Fire Load” and potential exposure to nicotine at our school, we cannot provide designated Smoking Areas.

Smoking is therefore prohibited throughout the facility and anyone found in breach of our Smoke Free Policy will incur disciplinary procedures.

While we cannot provide direct support for smokers, we suggest you contact:

QUITLINE: Tel. No. 1850 201 203

or

Website: [www.smokefreetatwork.i.e.](http://www.smokefreetatwork.i.e)

and

www.otc.ie.

THANK YOU FOR YOUR SUPPORT IN CREATING A SMOKE AND NICOTINE FREE ZONE.

LADDERS – WHEN CAN THEY BE USED

(EXTRACT FROM HSA NEWSLETTER)

The Safety Health and Welfare (Work at Height) Regulations 2007 contain specific requirements on the use of ladders. The Regulations do not ban ladders but require that careful consideration to be given to their use. Ladders should only be considered where the use of other more suitable work equipment such as mobile elevating platforms, towers scaffolds or temporary stairs is not appropriate. Ladders and stepladders should only be used for light work that is low risk and of short duration.

You must select the most appropriate work equipment for a particular activity and take account of the hierarchy of controls:

1. first, to avoid work at height where possible
2. then to prevent falls from height and, failing that
3. to reduce the consequences of a fall.

Where work at height is necessary you need to justify, as part of a risk assessment whether a ladder or stepladder is the most suitable access equipment compared to other access equipment options.

Only use a ladder or stepladder:

- where the work is of short duration – ladders are not suitable where they are in one position for 30 minutes or more.
- where the risk is low, i.e. because the nature of the work makes a fall unlikely or where a fall would be unlikely to cause injury for 'light work' – ladders are not suitable for strenuous or heavy work.
- for work that does not involve carrying heavy or awkward tools or equipment
- where a handhold is available both for climbing the ladder and in the working position.
- where you can maintain three points of contact (hands and feet) at a working position.
- Ladder must comply with EN 131 and is marked accordingly.

OCCUPATIONAL HEALTH

We recognise that the scope of occupational health monitoring is becoming steadily wider. At one time this was primarily concerned with medical examination and first aid. This expanding role now covers specific aspects within the miscellaneous welfare provisions that may cause or contribute to ill health at school.

We have a legal responsibility for ensuring the well-being of anyone who may be affected by the possibility of ill health arising from a school activity involving the use of materials, harmful micro-organisms, chemical agents, processes and products used, handled or stored.

We take notice of the above requirements and will where identified, institute monitoring procedures for the health of any employee who is exposed to health risks whilst carrying out these school activities.

We recognise that, when we cannot control or remove the hazard and risk in the chemical agents used or the by-products generated, protective measures must be instituted such as the issue and use of personal protective equipment and the required information and instruction will be provided.

Our Occupational Physician is Doctor _____

**Should Occupational Monitoring be required, Moloney & Associates,
Telephone No. (021) 4374333 will be commissioned**

BULLYING

GAELSCOIL CHORÁIN EOCHAILL has a clear unequivocal policy towards bullying in the school.

Violent behaviour towards another is the most obvious form of bullying. It can take the form of assaults or the deliberate pushing or jostling of an individual. Other physical forms of bullying can include damaging or tampering with the property of others.

SUCH BEHAVIOUR WHICH IS CRIMINAL WILL BE THE SUBJECT OF DISCIPLINARY PROCEDURES AND MAY LEAD TO A PROSECUTION.

Non-physical forms of bullying include:

- Aggressive behaviour by a Teacher, SNA, Pupil Admin', Caretaker or Colleague.
- Verbal abuse/harassment.
- The use of songs or laughter as a form of ridicule.
- Continued and deliberate staring.
- Unfair selection for difficult/unpleasant tasks.
- Intrusion by pestering, spying and stalking.
- Displaying hostility through sustained unfriendly contact or exclusion.
- Picking on a person as the butt of jokes, gossip, slander and horseplay.
- Posters, photocopied cartoons, graffiti, obscene gestures, flags, bunting and emblems.
- Coercion for sexual favours.

GAELSCOIL CHORÁIN EOCHAILL recognises that bullying can make victims fearful of going to work, cause them to leave their employment, resulting in physical or psychological illness and in extreme cases result in the victim taking their own life.

GAELSCOIL CHORÁIN EOCHAILL - POLICY IN RELATION TO BULLYING

CAITRÍONA NÍ RIADA, PRÍOMH OIDE is taking personal responsibility in relation to handling any alleged incident.

In order to maintain confidentiality all reported incidents will be sensitively and speedily investigated.

Should the alleged victim wish to communicate with an alternative senior member of staff Ms. Carmel Uí Chiardha-Bhriain has been instructed by the School in relation to the sensitive and confidential duties associated with the handling of this matter. The School may obtain the services of relevant professionals where applicable.

GAELSCOIL CHORÁIN EOCHAILL wishes to note the following: -

- This policy applies at all levels in the school.
- Anyone complaining of bullying will not be victimised.
- Constructive suggestions welcomed from individuals in order to ensure that this negative, ugly culture does not take hold in this school.

CONTROLLING STRESS

STRESS:

Many of us are faced with it every day, but we might not know how to deal with it. It is important to learn how to handle stress because it can affect our performance and relationships in our work and home. At school, stress can lead to distraction and cause an unfortunate accident. At home, stress can put a strain on family relationships.

Stress usually occurs when there are changes in our lives and we feel that we don't have enough resources to deal with those changes and demands. Which of the following do you think causes stress: getting married, winning the lottery, or having an argument? It is all of them. Stress can occur not only from negative life experiences, but also from positive ones. People react and deal with stress differently, but common stress symptoms include upset stomach, fatigue, tight neck muscles, irritability and headaches. Some people react to stress by eating or drinking too much, losing sleep or smoking cigarettes. Stress may also make you more susceptible to illnesses, including the common cold, ulcers and some cancers.

The first step to managing stress is to identify your "stressors"; those things that are making you react. Stressors may not only be events that cause you to feel sad, frightened, anxious or happy. You can cause stress through your thoughts, feelings and expectations. Look at the list below. Which cause you stress?

- Not enough time
- Unexpected change
- Family problems
- Extra responsibility
- Personality clashes
- Money difficulties

Everybody has to deal with life's problems. A key to dealing with the big and little everyday stressors is coping with stress in a positive way.

1. ACCEPTANCE:

Many of us worry about things we have no control over. For example, a family illness, a great deal of change at work or finding out that your team has lost. One way to manage stress is to accept when things are beyond your control. It may be helpful to think positive thoughts such as, “someday I’ll laugh about this”, or “it’s a learning experience”.

2. ATTITUDE:

Try to focus on the positive side of situations. Ask yourself, “What good can come out of this?” What can I learn from this situation? and “how can I handle this better when it comes up again?”. Solutions come easier when you focus on the positive and your stress level will be reduced.

3. PERSPECTIVE:

We often worry about things that never happen. Keep things in perspective by asking yourself, “How important is this situation?” Can I do anything about it? In five years, will I even remember it happened?”

Think about the situations in your life that cause you stress. Are they important or unimportant? Are they controllable or uncontrollable? If they are controllable events, you can take action to change the situation; if they are uncontrollable, you can use your skills in acceptance, attitude and perspective to reduce the stress.

This school will provide help and assist any employee to cope with stress.

Please contact: CAITRÍONA NÍ RIADA

PREGNANT EMPLOYEES - SPECIAL PRECAUTION

In accordance with the Safety Health and Welfare at Work Act 2005 and Pregnancy Regulations 2007, when an employee informs the School of her pregnancy, an assessment of any risk to the safety and health of that employee, and any possible effect on the pregnancy or breast-feeding by employees will be carried out.

This risk assessment will analyse a number of factors namely:

- (i) Physical Agents
- (ii) Chemical Agents
- (iii) Industrial Processes
- (iv) Working Conditions

The appropriate action will be taken to minimise or eliminate any risks, which may arise. In the event of an area, agent or work process revealing a risk to the employee's pregnancy or breastfeeding, and it is not practicable to ensure the safety and health of that employee through protective and preventative measures, then the School will temporarily adjust the working conditions of the employee concerned so that exposure to such risk is avoided.

MOBILE PHONES AND SOCIAL MEDIA POLICIES

Mobile phones are very distracting and can be a contributing factor in accidents. Please follow the guidelines below. Mobile calls should only be contemplated while parked and when not operating plant/equipment.

- Never answer a mobile phone while driving.
- Never answer a phone while operating plant/equipment or in other high-risk situations, i.e. when working at heights.
- Do not make mobile phone calls while working. If you must make a call, first finish off the task. Only then should a call be contemplated and then only when safe to do so.

ALL STAFF must obey the law as it relates to the use of mobile phones while driving where applicable.

- Hands free kit only.
- Short calls.
- Pull over safely.
- Don't impede or restrict traffic flow.
- Don't pull over on Motorways, call back.

Unauthorised photography whilst at work is strictly prohibited.

SOCIAL MEDIA POLICY

GAELSCOIL CHORÁIN EOCHAILL recognises blogs, networking sites and other social media (collectively referred to as “social media” defined below) as possible tools to support the School’s operational goals. This policy applies to employees when they participate in social media as part of their job duties. It also applies to staff employees’ participation in social media at any time that they give the appearance of speaking on behalf of the School, identify themselves as school employees or as affiliated with the school, or discuss the School or its affiliates.

Employees are responsible for the content they publish on social media and should use good judgment. Employees should be mindful that the things they say or do on social media are publicly available and searchable and may be forever accessible which can be then associated to **GAELSCOIL CHORÁIN EOCHAILL**. Comments, expressions and other postings on social media must be honest and respectful of others, respect confidential, personal and proprietary information and comply with applicable laws and **GAELSCOIL CHORÁIN EOCHAILL** policies.

SOCIAL MEDIA DEFINITION:

Online, electronic, or internet media, tools, communities and spaces for social interaction, sharing user generated content, or public or semi-public communication. Social media typically uses web-based technologies to turn communication into interactive dialogues. Social media can take many different forms, including internet forums, blogs and microblogs, online profiles, wikis, podcasts, pictures and video, email, text, instant messaging, music-sharing and chat to name just a few. Examples of social media include but are not limited to the following: LinkedIn, Facebook, Instagram, Wikipedia, YouTube, Twitter, Pinterest and blogs.

Being on social media on your phone or computer while on school time, including but not limited to Facebook Messenger, Twitter, Instagram, or Pinterest, is also akin to being on a personal call while at work. Please do your best to focus during your work hours and check these applications during personal time like lunch breaks or at the end of the day.

Violation(s) of the social media policy will be subjective to progressive discipline, up to and including termination.

INTERNET AND E-MAIL ACCEPTABLE USE POLICY

Use of the internet by Employees of **GAELSCOIL CHORÁIN EOCHAILL** is permitted and encouraged where such use supports the goals and objectives of the school.

However, GAELSCOIL CHORÁIN EOCHAILL has a policy for the use of the Internet whereby employees must ensure that they:

- Comply with current legislation
- Use the Internet in an acceptable way
- Do not create unnecessary business risk to the school by their misuse of the Internet.

Unacceptable behaviour

In particular the following is deemed unacceptable use or behaviour by employees:

- Visiting Internet sites that contain obscene, hateful, pornographic or other illegal material.
- Using the computer to perpetrate any form of fraud, or software, film or music piracy
- Using the Internet to send offensive or harassing material to other users.
- Downloading commercial software or any copyrighted materials belonging to third parties unless this download is covered or permitted under a commercial agreement or other such licence.
- Hacking into unauthorised areas.
- Creating or transmitting defamatory material.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of computer virus into the school network.

GAELSCOIL CHORÁIN EOCHAILL accepts that the use of the Internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the school.

In addition, all of the school's Internet-related resources are provided for educational purposes. Therefore, the school maintains the right to monitor the volume of Internet and network traffic, together with the Internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

E-MAIL USAGE AT GAELSCOIL CHORÁIN EOCHAILL

E-mail is also to be used for School business only. School confidential information must not be shared outside of the School, without authorisation, at any time. You are also not to conduct personal business using the School computer or e-mail.

Please keep this in mind, also, as you consider forwarding non-business e-mails to associates, family or friends. Non-business-related e-mails waste school time and attention.

Viewing pornography, or sending pornographic jokes or stories via e-mail, is considered sexual harassment and will be addressed according to our sexual harassment policy.

E-MAILS THAT DISCRIMINATE

Any e-mails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy.

These e-mails are prohibited at the school. Sending or forwarding non-business e-mails will result in disciplinary action that may lead to employment termination.

COMPANY OWNS EMPLOYEE E-MAIL

Keep in mind that the School owns any communication sent via e-mail or that is stored on school equipment. Management and other authorised staff have the right to access any material in your e-mail or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.

SANCTIONS

Failure to comply with these guidelines will result in sanctions ranging from disciplinary procedures such as verbal and written warnings, through to dismissal.

AGREEMENT

All School Employees, Contractors or Temporary Staff who have been granted the right to use the school’s Internet access are required to sign this agreement confirming their understanding and acceptance of this Policy.

SIGNED:	_____	DATE:	_____
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JOINT CONSULTATION

Within the clearly defined function and responsibilities of Safety Management Structure there is a duty for us to communicate with you.

To enable the effective implementation of the Safety and Health Policy and Statement of Intent and procedures, communication and consultation has to take place between us, you and where applicable your Representatives.

Your nominated SAFETY REPRESENTATIVE is CARMEL UÍ CHIARDHA BHRIAIN

Feel free to bring your Health & Safety issues to CARMEL UÍ CHIARDHA BHRIAIN who will formally bring them to our attention.

**REMEMBER SAFETY CONCERNS US ALL
HIGHLIGHT YOUR CONCERNS**

CONSULTATION AND REPRESENTATION

The Safety Health & Welfare at Work Act, 2005 provides for the setting up of consultative procedures.

It is the policy of **GAELSCOIL CHORÁIN EOCHAILL** to both encourage and facilitate consultation and communication on matters of the Safety and Health to all Stakeholders.

Consultation and communication is a two-way process and it can be formal or informal.

INFORMAL CONSULTATION:

Informal consultation will take place on an informal basis between the Safety Officer, and employees.

This will include information exchange on items such as:

- Safe Work Systems
- Hazards
- Accident Reports
- Personal protective Equipment
- Inspections
- Welfare Facilities

Any employee who has any concern about her/his Safety, Health or Welfare may feel free to express those concerns at any time with the Safety Officer.

The Safety Officer will take account of such representations and take the necessary actions to resolve the problem.

FORMAL CONSULTATION

Formal consultation will take place in the form of planned safety meetings. These meeting will be held at intervals and will be fully devoted to safety matters. The Safety Officer will be responsible to ensure the meetings are planned in advance.

These meetings will follow a set agenda, which will include:

- Review of Accidents
- Review of Hazards
- Safety Statement Contents
- Any Items of Concern to Employees on Safety and Health Matters

SAFETY TRAINING/INFORMATION

- Safety, Health & Welfare at Work Act 2005 has a wide range of training implications from induction training covering the Safety, Health & Welfare general Policy and the systems and procedures used, along with individual responsibilities to requirements outlined under specific regulations.
- We have a duty to train, instruct and inform you as necessary to ensure your safety, health and welfare whilst at work on any hazards arising from your work activities.
- In recognition of this duty, it is our policy to ensure that safety training will be reviewed on an ongoing basis.
- A review of our training requirements will be carried out at identified intervals. Should you be aware of any training that you feel is essential for your safety, health and welfare you have the responsibility to draw this to the attention of management.

EMPLOYEE RESPONSIBILITIES

YOU MUST:

- Read, understand and comply with the Safety Statement and additional safety data as issued.
- Observe the safety rules as applicable.
- Not to consume or not to be under the influence of alcohol or banned substances.
- Report any safety hazard within your work area or defect in any plant, machinery or equipment.
- Comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- Dress sensibly and safely for your particular working environment or occupation.
- Conduct yourself in an orderly manner in the school.
- Use the safety equipment and/or protective clothing provided.
- Avoid improvisation in any form which may create a risk to your safety and to the safety of others.
- Maintain all equipment in good condition and report any defects.
- Report all accidents whether injury is sustained or not.
- Attend, as requested, any training course, meeting, etc. designed to further the interests of safety, health and welfare.
- Observe all laid down procedures concerning work activities, plant, materials, chemical agents.
- Observe the Fire/Emergency Evacuation Procedure and learn the position of all fire equipment and exit routes and if trained, attempt to control the fire until the fire service arrives.
- Not invite visitors onto the facility without permission from management.
- Not consume food or drink in areas where there is a risk of contamination.
- Comply with the control measures identified in the assessments.
- Comply with the requirements outlined for first aid treatment.
- Never operate Plant/Equipment when using a mobile phone.

RISK

INTRODUCTION TO RISK

The Safety, Health & Welfare at Work Act 2005 imposes a statutory duty upon us to make suitable and sufficient assessments of the degree of risk associated with your work.

A written assessment is brought to your attention by your Safety Officer if you are affected.

External consultants may be obtained to assist with these. It is important you adhere to all the safety measures introduced to protect your safety, health and welfare and request information if in doubt.

Reviews are undertaken at regular intervals and you will be informed of the results of the assessments, which generally affect you and others.

All the required control measures identified within each of the assessments are for the protection of you and others whilst on our premises.

SHOULD YOU AT ANY TIME IDENTIFY ANY ACTIVITY FOR WHICH YOU HAVE NOT RECEIVED INFORMATION ON THE SAFETY MEASURE YOU HAVE TO ADOPT YOU MUST REPORT IT IMMEDIATELY TO YOUR SAFETY OFFICER.

RISK DEFINED

A **hazard** is something with the potential to cause harm e.g. machines, chemical agents, fumes, plant and equipment or methods of work etc.

A **risk** is expressed as the likelihood that harm from a particular hazard is realised.

Risk therefore is defined as the probability by the consequences.

Risk Assessments help to identify hazards so the company can determine what measures we need to take for your safety, health and welfare and that of others who may be affected.

We also carry out Risk Assessments on an ongoing basis during the course of working operations, to note changes in working practices, identifying faults and hazards and taking the necessary corrective action.

LEGIONNAIRES DISEASE

INTRODUCTION

Legionella is a common bacterium, which may be found in many environmental water sources including potable water supplies. It grows best where there are deposits of sludge, algae, slime, scale, organic matter, etc. such as can be found in water storage tanks, showerheads and similar water fittings.

Water temperature between 20-45 degrees C favour the growth of Legionella.

The bacterium is resistant to the levels of chlorine usually used to treat drinking water and therefore chlorination of water does not eliminate Legionella.

The bacteria enter the lungs by breathing in fine water droplets (aerosols/mist) which contain the organisms. The inhalation of Legionella contaminated water can result in a condition known as legionnaire's disease. The infection is not contagious and cannot be caught from another person.

LEGIONNAIRES DISEASE

There are on average about 10 cases of legionnaires disease reported each year in Ireland. It can affect all age groups, but it is more common in those over 50 years of age, smokers, heavy drinkers and those with chronic illnesses whose immune systems are weakened are also at greater risk. Males are at higher risk than females.

WHAT ARE THE SIGNS AND SYMPTOMS?

The incubation period is 2-10 days. Symptoms usually appear 5-6 days after infection but may take longer.

The illness usually starts with flu-like symptoms including fever, tiredness, headache and muscle pains. This is followed by a dry cough and breathing difficulties that may progress to a severe pneumonia.

Some people also develop diarrhoea or may become confused. Death occurs in 10-15% of otherwise healthy people and may be higher in some groups of patients.

SOURCES OF LEGIONELLA

The following are potential sources of Legionella:

Hot and cold-water distribution systems, air conditioning systems, condensers, humidifiers, water taps, showerheads, water fountains, water features, whirlpool baths, Jacuzzis, spas, respiratory therapy equipment, fire sprinkler systems, misting systems, vehicle washes, etc.

PREVENTION OF LEGIONNAIRES' DISEASE

The risk of multiplication and transmission of Legionella bacteria can be prevented by regular maintenance and cleaning of water distribution systems, water-cooling towers in air-conditioning systems, etc.

THE FOLLOWING STEPS SHOULD BE TAKEN AS A GENERAL GUIDE TO OPERATION, MAINTENANCE AND CLEANING.

1. Water heaters in hot water systems must heat the water in the calorifiers to 60 degrees C minimum.
2. Water temperature should be delivered to all outlets such as taps, showerheads, etc. at below 20 degrees C or above 50 degrees C. Remove rarely used outlets such as taps, showerheads and dead legs in the water system.
3. Ensure that the water in storage tanks turns over at least every 24 hours.
4. All water storage tanks must be accessible for inspection and cleaning.
5. All outlet fittings and water storage tanks must be regularly cleaned and flushed out.
6. Avoid water stagnation in any part of the water system.
7. Low-use outlets should be installed before high use ones to ensure maximum flow through the system i.e. to avoid stagnation.
8. Low-use sections in a water system should be flushed out weekly.
9. Clean water filters on a regular basis.
10. Avoid the use of materials that can harbour bacteria in the water system.

11. Managers of schools should carry out a risk assessment on site in order to identify and assess the risk of legionnaires' disease from water sources and determine any precautionary measures required.
12. Particular attention should be paid to premises or parts of premises that operate on a periodic basis (e.g. closed or partially closed hospital wards, seasonal hotels, hostels, etc.). In these situations, a full maintenance and cleaning programme should be carried out on the water system/air conditioning system prior to reopening.
13. Run taps and showers that are not in regular use at least once a week. Water in calorifiers should be brought above 60 degrees C for 1 hour in these cases before being used.
Calorifier temperatures should be hot enough to achieve temperatures of 60 degrees C at the taps and appliances during the procedure.
Ensure that each tap and appliance should be run sequentially at the full temperature. The risk of scalding should be considered, and particular care taken to ensure that water services are not used, other than by authorised personnel until water temperatures have dropped to their normal operating levels.
14. Blending or mixing valves at or near the taps and showers may be used to reduce the water temperature to greater than or equal to 43 degrees C with a view to reducing scalding risk. These need to be placed as close to the point of use as possible.

Remember Legionella can be controlled by proper cleaning and maintenance of all parts of the water system, proper temperature control and the avoidance of water stagnation in all parts of the water system.

For further information on this topic please refer to the Health Protection Surveillance Centre on www.hpsc.ie.

LEPTOSPIROSIS AND WEIL'S DISEASE

WHAT IS LEPTOSPIROSIS?

Leptospirosis is a disease caused by bacteria. It is passed from animals to humans. It is more common in warmer countries, but is also found in temperate countries, including Ireland.

WHO GETS LEPTOSPIROSIS?

Anyone can get leptospirosis, but it is more common in adult men and people who:

- Work on farms or handle animals (wild, or farmed animals especially rodents).
- Are in contact with canals, rivers and other watercourses.
- Work in drainage ditches and sewers.
- Engage in recreational activities on the water i.e. swim and scuba dive, canoeing, sail, windsurf.
- Go caving and underground exploring.

HOW DO YOU GET LEPTOSPIROSIS?

You can be infected through direct or indirect contact with infected animal urine, fluids or tissues (typically rats). Indirect exposure through water or soil (and in some countries foodstuffs and water) contaminated by urine from infected animals is also a common way to become infected. The bacteria enters the body through cuts in the skin, and through the skin lining the mouth and nose and the membrane at the front of the eye. Many rats are infected and can pass the infection to people.

Person-to-person spread is very rare, if it occurs at all.

HOW TO AVOID GETTING LEPTOSPIROSIS?

No human vaccine is available in Ireland, although there are vaccines for cattle, dogs and other animals. People, who are at risk either through their job or recreational activities, should wear footwear and dry suits if possible and should always wash or shower after their activity.

Both these groups should take care to cover all cuts and grazes with a waterproof dressing before going near water or animals. Protective clothing should be worn at work.

Catching the disease from pets is rare. Dogs are often vaccinated against leptospirosis – it is possible to catch the disease from dogs that have recently been in contaminated water including gravel pits or rivers. Those who work with dogs may also be at risk. Leptospirosis is rare in cats and captive-bred rodents that have not been exposed to the bacteria. There have been recent cases among golfers who have become infected while retrieving balls from stagnant pools.

WHAT ARE THE SYMPTOMS OF LEPTOSPIROSIS, HOW LONG DO THEY TAKE TO APPEAR AND HOW LONG DO THEY LAST?

As many of the symptoms are similar to those for other diseases, a diagnosis is based on information on occupation or recreational activity and is confirmed by a blood test in the laboratory.

There are two main types of leptospirosis. The more common and less serious form of the disease often resembles influenza, with fever, muscle aches, conjunctivitis and sometimes vomiting.

The more serious form (also known as Weil's disease) causes severe illness. This may start suddenly with fever, headache, muscle aches, conjunctivitis, vomiting and diarrhoea or constipation.

Symptoms develop normally 7 to 14 days after contact with the infection, but they can develop in a little as three days or as long as 30 days.

WHAT IS THE TREATMENT FOR LEPTOSPIROSIS?

Leptospirosis is treated with antibiotics, which should be given as soon as possible. Serious cases are treated in hospital and some people may need kidney dialysis.

ARE THERE ANY COMPLICATIONS?

The more serious form of the disease can lead to an enlarged liver and kidney failure.

REF: HSE - LONDON.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Safety, Health & Welfare (General Application) Regulations require us to provide protection for you in the school.

Personal Protective Equipment (PPE) includes all types of equipment and clothing which must be used or worn by you where the identification of hazard(s) and the degree of associated risk necessitate the use of such equipment and clothing.

Should it not be reasonably practicable to remove or eliminate the risk or introduce engineering, mechanical or other control measures, we have a duty to protect you by issuing appropriate and suitable PPE as a last resort.

If issued with PPE, you must ensure its care and maintenance and sign as having received it and must wear the protective equipment at all times when exposed to a risk.

**PPE ITEMS ARE NOT FASHION ACCESSORIES!
THEY ARE ISSUED AS A LAST RESORT TO PROTECT YOU
FROM EXPOSURE TO SPECIFIC HAZARDS.
WEAR THEM, WHEN ISSUED THEY ARE YOUR LAST LINE OF
DEFENCE.**

GAELSCOIL CHORÁIN EOCHAILL PERSONAL PROTECTIVE EQUIPMENT ISSUE

I have received the following Personal Protective Equipment for my safety, i.e. Gloves, etc.

List: Please fill in below and tick as appropriate:	YES	NO
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		

I agree to use this equipment as is required by Legislation and **GAELSCOIL CHORÁIN EOCHAILL** safety regulations. I also agree to care for and maintain this equipment in good condition. I understand that any unserviceable safety equipment may be turned in for new equipment, but if lost, must be replaced at my own expense. Upon termination of my employment with the school, I agree to return all equipment.

ITEMS LISTED ABOVE MAY NOT BE NECESSARY FOR ALL EMPLOYEES

Employee's Signature: _____ Date: _____

Issuer's Signature: _____

HOUSEKEEPING PROCEDURES

UNTIDY WORK AREA

Untidiness in the workplace is a major cause of injury and fire.

The risk to employees from untidy workplaces include:

- Risk of fire from the accumulation of combustible materials.
- Fall injuries from tripping over concealed or poorly placed hazards.
- Fall injuries from slipping on floors which have water, oil or grease spilt on them.
- Penetration and laceration due to having concealed or poorly stored or placed objects about.

Housekeeping inspections will be a regular part of the safety inspection programme.

MANUAL HANDLING/LIFTING

The Safety, Health & Welfare (General Application) Regulations require us to review manual handling activities with the intention of reducing the incidence of back injuries at work.

Our policy is to:

- Avoid hazardous handling operations so far as is reasonably practicable.
- Reduce the risk of injury so far as is reasonably practicable.

The following elements are to be considered:

- The task
- The load
- The working environment
- Your capabilities

Where assessments reveal that it is necessary to reduce the risk, training and teamwork will be introduced as soon as is reasonable to do so.

At all times correct manual handling techniques must be used.

Please ensure:

- Those of you without previous experience in handling and moving operations attend demonstration in the technique of lifting and the use of lifting equipment.
- Those of you with previous experience and training in lifting and manoeuvring and the use of lifting equipment attend refresher demonstrations at regular intervals.

**REMEMBER DO NOT UNDER ANY CIRCUMSTANCES ATTEMPT TO LIFT ANYTHING HEAVY/AWKWARD.
ALWAYS SEEK HELP- WHEN IN DOUBT SEEK DIRECTION FROM YOUR SAFETY OFFICER.**

CHEMICALS IN OUR WORKPLACE

CHEMICALS

We aim to ensure that the level of exposure to chemical agents which may affect your health will be controlled.

- Chemical agents hazardous to health in the school emanate from:
 1. Hazardous materials taken into the school.
 2. Hazardous materials or by-products by the person involved e.g. dust, fumes and other residues.

- Chemical agents may be found in all sorts of working conditions and unless the right procedures are taken, they can threaten your health and the health of others exposed to them.

ALWAYS REQUEST COPY OF SAFETY DATA SHEETS.

We have a duty to you and other persons exposed to chemical agents arising out of our work activities.

ISSUES:

1. What chemicals are present?
2. Do we have the Safety Data Sheets (SDS) from the supplier(s) which identify their hazardous nature?
3. How are the chemical agents used and in what quantity?
4. What is the risk from their use and are there less hazardous chemical agents available?
5. What control measures are in place and can these be improved

ALWAYS ASK! DO NOT EXPOSE YOURSELF OR YOUR COLLEAGUES TO THE RISK OF EXPOSURE TO HARMFUL CHEMICAL AGENTS.

FIRE

1. The Safety Health & Welfare at Work Act 2005 requires schools to have fire related hazards evaluated. It also requires employers to set up procedures and other provisions to ensure that appropriate action e.g. raising of the alarm, evacuating the premises/facility and where reasonable to fight the fire.
2. The Safety Health & Welfare at Work Act, 2005 requires employers to carry out fire risk assessments.

The assessments must take into account the relevant hazards:

- The use of flammable substances or materials
 - Work such as welding (hot work)
 - Electricity in the school (overloading of sockets and circuits, old wiring, etc.)
 - Storage and use of other materials such as paper and cloth
 - Waste Products
 - Catering and Cooking facilities
 - Housekeeping
3. Factors that can help a fire to grow need to be considered e.g.
 - Dust
 - Storage and accumulation of waste
 - Materials brought in by Contractors
 - Bad housekeeping
 4. The persons who are at risk will be considered particularly those who may have special needs e.g.
 - Hearing impediments (difficulty in hearing a fire alarm call)
 - Mobility impediments (difficulty in evacuating the premises, particularly multi storey buildings if the lifts are turned off).
 - Visually impaired
 - Elderly and infirm residents
 - Young Persons
 - Employees involved in processes that are hazardous such as the use of highly flammable substances.
 5. All employees and visitors are required by law, to ensure that they do not endanger lives by being the cause of a fire and to comply with any measures (fire procedures) established.

FIRE PRECAUTIONS AND EVACUATION PROCEDURES

All employees must understand and follow fire precautions.

PROTECT AGAINST FIRE:

- Familiarise yourself with the fire exits and assembly points.
- Know the location of fire extinguishers.
- Emergency exits must be kept free of obstruction.
- Fire extinguishers must be kept free of obstruction.
- Fire extinguishers must be inspected yearly and the test certificates must be displayed.
- Observe no smoking signs.
- Store flammable materials outside in proper containers.
- Never leave a gas fire, or any naked flame unattended.
- Keep sparks, flames or excessive heat away from solvents, fuels or other combustible materials.
- Never refuel plant or other equipment with the engine running.
- Clean up debris, oil and combustible waste and remove them from the workplace daily.
- Switch off all electric and fuel heaters before leaving the school as applicable.

PROCEDURES IN THE EVENT OF FIRE:

On noticing a fire, raise the alarm immediately.

Tackle the fire if it is safe to do so.

Leave the place of work and go to the nearest fire exit.

Do not return to the school for any reason.

Go to the Assembly Point and wait until the most senior person available concludes a head count.

Our designated FIRE MARSHAL is: Ms. Carmel Uí Chiardha-Ní Bhriain.

ACCIDENT/INCIDENT REPORTING

There are legal obligations placed on us for reporting to the Health & Safety Authority certain types of injuries and dangerous occurrences.

Accidents involving injury or dangerous occurrences which happen to you or other people must be recorded in the Accident Record and investigated by the person in charge.

Some accidents are required to be notified and must be made on the appropriate form which is then sent to the Health & Safety Authority.

Our Insurers have to be informed of any accident or dangerous occurrences.

Should you therefore be involved in an accident involving injury or contact an occupational disease at work, after receiving immediate treatment you should enter all the details in the Accident Book. If you are unable to do this someone may do it for you at your request and notify management.

Any incident/near miss i.e. that which appears to be a dangerous occurrence, must be reported to your Safety Officer immediately.

In both of the above, an investigation may be undertaken to establish the facts.

The objectives of the accident/incident investigation and reporting procedures are:

1. To prevent a re-occurrence
2. To enable prompt remedial action to be taken
3. To fulfil legal requirements

An incident does not necessarily involve personal injury or damage to equipment and building being sustained. A near miss or a situation whereby there has been potential to cause an injury or damage will be recorded to the Accident/Incident Investigation Report.

In the event of a fatality the Health & Safety Authority must be informed by the quickest practicable means and a written report must be sent as soon as possible.

Where you are absent from work for over three consecutive days, excluding the day of the accident, because of an injury resulting from an accident at work, a report of the accident in writing (I.R.1) is sent to the Health & Safety Authority as soon as possible.

OFFICES, CANTEEN AND TOILETS

A number of electrical appliances are in use at our school. Employees should recognise the risk of tripping over trailing wires, wastepaper baskets etc. and all such articles should, therefore, be kept tidy and as unobtrusive as possible. A particular watch should be maintained for frayed wiring, broken plugs or sockets or faulty connections - these should be repaired without delay by a qualified Electrician. Adequate power points are provided throughout and excessive use of adapters (which could result in overloading) is to be avoided.

A good level of lighting is provided and should be maintained at all times.

Electric kettles, cooking or other equipment should be used strictly in accordance with manufacturer's instructions. A good standard of hygiene is essential in canteen and toilets and the co-operation of all employees is requested in this regard. In particular, spillages should be cleaned up immediately.

A first-aid kit is provided to afford treatment for minor injuries incurred on the premises and this will be kept intact and topped-up as required.

Computers and VDUs (visual display units) are used extensively in the Offices. The school recognises that these can give rise to certain hazards, particularly in the case of those employees whose duties entail the use of VDUs for continuous periods of more than one hour, or on-going on a daily basis and is committed to eliminating or minimising any risk identified by taking whatever appropriate steps as can reasonably be taken.

In particular, the following arrangements will apply to VDUs and workstations: -

- Screen to be readable, with stable image, adjustable and glare free.
- Keyboard detachable, adjustable and with key tops legible.
- Work surface to allow flexible arrangement, spacious, glare free, with document holder as appropriate.
- Work chair to be stable and adjustable. Footrest will be provided if required.
- Leg room and desk clearance adequate to allow postural change.
- Lighting to be adequate without glare or reflection.
- Distracting noises to be minimised.
- Operators to have periodic breaks or changes of routine away from VDUs.

Any problems or difficulties under these or related headings to be taken up with Safety Manager in the first instance.

RESOURCES PROVIDED FOR MANAGING OCCUPATIONAL HEALTH AND SAFETY

GAELSCOIL CHORÁIN EOCHAILL is committed to the provision of the necessary resources to ensure the proper management of the Health and Safety Programme.

These resources are looked upon by the School as an investment, which will yield returns through the prevention of accidents, ill health and injury as well as property damage and loss.

INCLUDED IN THESE RESOURCES ARE:

FINANCE:

A budgeted sum will be set aside for each calendar year.

Included in this figure are personal protection clothing, equipment, training and induction requirements.

This will also be required so as to cater for employee's welfare in the provision of eating, washing and toilet facilities.

THE FOLLOWING ARE ALSO TO BE INCLUDED:

PROFESSIONAL ADVICE:

The services of a competent professional Safety Consultant will be procured when necessary.

SIGNS AND POSTERS:

The School will provide all the necessary safety signs as required.

Safety posters may be brought and displayed in all work areas.

CONSULTATION:

It is the policy of **GAELSCOIL CHORÁIN EOCHAILL** to have general consultations with all employees at intervals to:

- Continuously acquaint everybody with safety policies.
- Monitor present safe working procedures and arrangements.
- Identify any area where further in-house action is to be considered, where practical for improvement.
- Confirm channels of communication.
- Identify and confirm the actual areas for the continuous implementation of procedures so as to ensure safety at all times.

Such consultations will give all employees an opportunity to:

- Express their views.
- Offer any other ideas to ensure continuous improvement in safety arrangements.

TRAINING:

The school's management and supervisory staff will attend courses where applicable. They will also determine the training requirements of our employees.

The School will provide the funding and time for all safety training.

TRANSPORT:

It is our School's position that the responsibility of Drivers under the Road Traffic Acts is quite explicit, and each driver must operate a vehicle in accordance with the Law as laid down as and where applicable.

CONTRACTORS

THE FOLLOWING RESPONSIBILITIES ARE ALLOCATED TO CONTRACTORS:

1. All Contractors will be expected to comply with GAELSCOIL CHORÁIN EOCHAILL policy for Health, Safety and Welfare and must ensure that their own Company's Safety Statement is made available to **GAELSCOIL CHORÁIN EOCHAILL** whilst work is being carried out.
2. All work must be carried out in accordance with relevant statutory provisions, the School's Contractor's Rules and considering the safety of others on the site/facility.
3. Access equipment used by Contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
4. All plant and equipment brought onto site by Contractors must be safe and in good working order, fitted with necessary guards and safety devices and with any necessary certificates available for checking.
5. No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 220-volt supply, a residual current device with a rated tripping current of 30 MA and operating 30 m secs. must be used.
6. Any injury sustained by a Contractor's Employee must be reported immediately to our Safety Officer.
7. Contractors must comply with any safety instructions given by our Safety Officer.
8. We must be notified of any material or substance brought onto the school which has health, fire and explosive risks. Such materials must be stored and used in accordance with current recommendations.
9. Contractors must take all reasonable steps to avoid interference with mobile plant.
10. **GAELSCOIL CHORÁIN EOCHAILL** reserves the right to see documentary clarification of Contractor's insurance arrangements.

ENVIRONMENTAL POLICY STATEMENT

GAELSCOIL CHORÁIN EOCHAILL have a planned approach towards prevention and reduction of waste and pollution, leading to a long-term reduction of costs, as prevention and reduction are more desirable and economical than damage repair after the event.

We will control our activities to avoid causing unnecessary and unacceptable risks or adverse effects on the environment, in line with the requirements of relevant legislation, as far as is reasonably practicable.

Responsibility for the environment is ranked equally with that for the health and safety of employees, the general public and others. Environmental awareness and individual responsibility will be developed amongst employees at all levels with full and effective consultation being encouraged. We will continue to develop and improve standards by making use of available technology and developments, together with a waste reduction, recovery and recycling approach. Plant, and equipment will be maintained and operated to provide the maximum environmental protection as far as practicable.

Local community interests will be considered and positive communication with the community entered into where appropriate. Pupils, employees, the general public and all other persons who may be affected will be made aware of any activity which may affect the environment. Natural habitats and wildlife will be respected and where appropriate within the control of our operations, maintenance, restoration or creation of habitats will be encouraged.

ENVIRONMENTAL ACTION

Objectives outlined in the Environmental Policy will be monitored to ensure they are being met wherever reasonably practicable.

Management - at all levels will take individual responsibility to ensure that environmental issues are considered when making decisions or when planning or controlling work.

Work force – all employees must understand their individual responsibilities for acting in accordance with our environmental policy and the safety policy.

Waste reduction – all employees must give careful consideration to the elimination and reduction of waste at every stage of our operations. Where re-use or recycling of material is an economical advantage, this will be carried out.

Complaints – we will continue to develop a system for handling complaints from individuals and organisations and make every effort to provide an efficient and friendly route for communication.

Development – senior management will supervise the implementation and further development of the corporate and environmental policy.

POLICY OBJECTIVES

To achieve the policy objectives, environmental management methods of work will ensure:

- The selection of contractors that can demonstrate responsible and effective environmental standards.
- That environmental issues are anticipated, and appropriate action taken.
- The provision of safe systems of work to prevent accidental releases and spillages including discharges into air, watercourses or land, but that also address emergencies should the implementation of the systems of work fail to meet environmental objectives.
- Those products are used in a manner that protects the environment.
- The conservation of resources by re-using or the use of re-cycled materials wherever economically possible.
- Monitoring compliance with all licence conditions, as applicable.
- The appropriate checking and application of emergency procedures.
- The ongoing checking and monitoring with an aim to continuous improvement.
- All employees have a responsibility to follow the environmental policy and report hazards to their Safety Officer.

REVIEW DATES

This document has been brought to the attention of our Staff and others who may be affected by our operations on the following dates.

DATE	PRESENTER	NOTES

DECLARATION OF SIGHT

GAELSCOIL CHORÁIN EOCHAILL

I have read and understand the contents of this document including my duties as an employee as outlined in the Safety Health and Welfare at Work Act 2005.

Signed: _____ **Date:** _____

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RISK ASSESSMENT MATRIX

For all Risk Assessments in this document the following methodology is utilised

The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each Hazard

HAZARD:	Is taken to mean ‘ Anything that can cause Harm ’
RISK:	Is ‘ The chance, great or small, that someone will be harmed by the hazard ’
SEVERITY:	Is the possible outcome of an accident / incident
LIKELIHOOD:	Is the possibility of the accident / incident occurring.

In the Risk Assessment SEVERITY and LIKELIHOOD have been graded as follows:

RISK RATING MATRIX				
SEVERITY			LIKELIHOOD	
MAJOR	3		HIGH	3
SERIOUS	2		MEDIUM	2
SLIGHT	1		LOW	1

The Risk Factor

is the multiple of Severity and Likelihood. RISK is then graded as follows:

GRADE OF RISK	VALUE	RISK	CHARACTERISTICS
<i>High Risk</i>	7-9	H	Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
<i>Medium Risk</i>	4-6	M	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
<i>Low Risk</i>	1-3	L	The possibility of injury or material loss is unlikely, although conceivable.

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u>		<u>JOB TITLE:</u> NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>GROUND / FLOOR SURFACES</p> <p>Slips, Trips, Falls, Cuts, Wounds, Personal Injury</p>	<p>L</p>	<p>TEACHERS, STAFF, PARENTS, STUDENTS AND VISITORS</p>	<ul style="list-style-type: none"> ▪ PATHWAYS, WALKWAYS AND ACCESS ROUTES KEPT CLEAR ▪ SPILLAGES MOPPED UP IMMEDIATELY ON DETECTION ▪ TEACHING STAFF ADVISED TO KEEP WORK AREAS FREE FROM OBSTRUCTION ▪ NO RUNNING ALLOWED IN THE HALLWAYS OR WHILST ENTERING OR LEAVING THE SCHOOL ▪ 'SLIPPERY SURFACE SIGNS' IN PLACE WHERE RELEVANT ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>ENTRAPMENT OF FINJERS, HANDS AND BODY PARTS IN DOORS, DOOR-FRAMES, WINDOWS AND MOVING PARTS</p> <p>Entrapment, Cuts, Wounds, Bruising, Nips, Breakages, Personal Injury</p>	L	STUDENTS	<ul style="list-style-type: none"> ▪ CHILDREN ADVISED IN RELATION TO ENTRAPMENT INJURIES ▪ ACTIVITIES MONITORED BY TEACHING STAFF ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u>		<u>JOB TITLE:</u> NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>FIRE</p> <p>Burns, Fume inhalation, Serious personal injury, Damage to Property and Equipment</p>	<p>H</p>	<p>TEACHERS, STAFF, STUDENTS AND VISITORS</p>	<ul style="list-style-type: none"> ▪ ESCAPE ROUTE(S) KEPT CLEAR ▪ PORTABLE FIRE EXTINGUISHER UNITS LOCATED AT HIGHLIGHTED FIRE POINTS ▪ FIRE DOORS INSTALLED ▪ AWAITING INSTALLATION OF FULL AUTOMATIC FIRE ALARM SYSTEM AND EMERGENCY LIGHTING. GRANT FUNDING APPROVED AND TENDER PROCESS COMPLETE. ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
MEMBERS OF THE PUBLIC/NON-INVITEES Risk of Assault, Abduction, Serious Personal Injury, Damage to Property	H	TEACHERS, STAFF, STUDENTS AND VISITORS	<ul style="list-style-type: none"> ▪ CONTROLS IN PLACE AND REGULARLY REVIEWED AND REVISED AS APPLICABLE TO REDUCE EXPOSURE ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>ELECTRICITY</p> <p>Burns, Electric Shock, Electrocution, Fire, Serious personal injury, Damage to property</p>	<p>H</p>	<p>TEACHERS, STAFF, STUDENTS, VISITORS AND ELECTRICAL PERSONNEL</p>	<ul style="list-style-type: none"> ▪ NO ELECTRICAL WORKS UNDERTAKEN BY TEACHERS OR SCHOOL STAFF ▪ WHERE APPLICABLE, ELECTRICAL WORKS UNDERTAKEN BY REGISTERED CONTRACTORS. ▪ ACCESS TO FUSE BOARDS AND CONTROL PANEL RESTRICTED ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
RADON Cancer causing Agent	M	TEACHERS, STAFF AND STUDENTS	<ul style="list-style-type: none"> ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u>		<u>JOB TITLE:</u> NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>BULLYING / HARASSMENT</p> <p>Repeated verbal / physical Aggression, Persistent verbal Abuse, Intimidation, Threatening behaviour, Frustration, Fatigue, Anxiety, Stress, Illness, Mental Exhaustion, Serious Personal Injury</p>	<p>M</p>	<p>TEACHERS, STAFF, STUDENTS AND VISITORS</p>	<ul style="list-style-type: none"> ▪ TEACHERS AND STAFF ACTIVITIES MONITORED BY MANAGEMENT ▪ TEACHERS AND STAFF ARE ADVISED TO REPORT ALL MATTERS TO THE PRINCIPAL ▪ CONFIDENTIALITY ASSURED ▪ SCHOOL POLICY IN PLACE IN RELATION TO BULLYING / HARASSMENT ▪ RELEVANT MATTERS BROUGHT TO THE ATTENTION OF THE BOARD OF MANAGEMENT ▪ ALL ACTIVITIES INVOLVING STUDENTS SUPERVISED AND MONITORED ▪ DISCIPLINARY PROCEDURES IN PLACE ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u>		<u>JOB TITLE:</u> NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>STRESS</p> <p>Illness, Fatigue, Mental Exhaustion, Serious Personal Injury</p>	<p>M</p>	<p>TEACHERS, NON-TEACHING STAFF ADMINISTRATION STAFF AND CARETAKER</p>	<ul style="list-style-type: none"> ▪ ALL MATTERS IN RELATION TO SCHOOL, WORK AND TEACHING DISCUSSED WITH THE PRINCIPAL, IN THE FIRST INCIDENCE ▪ CONFIDENTIALITY ASSURED ▪ STRESS RELATED INCIDENTS DISCUSSED BY THE BOARD OF MANAGEMENT ▪ _____

LOCATION CORRIDOR	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
PASSENGER LIFT Cuts, Wounds, Entrapment, Fall, Collapse, Incident whilst operating	M	PUPILS, TEACHERS, NON-TEACHING STAFF AND CARETAKER	<ul style="list-style-type: none"> ▪ ACCESS RESTRICTED ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> _____ <u>JOB TITLE:</u> _____		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>ADVERSE WEATHER CONDITIONS (RAIN, SNOW, FROST, SUN, HIGH WINDS).</p> <p>Sunburn, Frost Bite, Wind Chill, Colds, Flu, Deterioration in ground surfaces / slippery conditions, Slips, Falls, Overloading of structures due to 'ponding' of water or snow High winds causing damage, collapse, overturning of structures, etc. Falling Trees and Branches, Damage to Vehicles, materials and property, Lightning, Electrocution, Injury to personnel</p>	<p>M</p>	<p>TEACHERS, STAFF, AND STUDENTS</p>	<ul style="list-style-type: none"> ▪ BREAKS TAKEN WITHIN THE SCHOOL IN ADVERSE WEATHER CONDITIONS ▪ DIRECTION IN RELATION TO ADVERSE WEATHER CONDITIONS TAKEN BY THE PRINCIPAL OR BY SENIOR PERSON IN CHARGE ON THE DAY ▪ WEATHER AND GROUND CONDITIONS ASSESSED STUDENTS ADVISED TO WEAR APPROPRIATE CLOTHING, WHILST IN THE SCHOOL YARD OR INVOLVED IN OUTDOOR ACTIVITIES ▪ MATERIALS ON SITE STORED IN A MANNER LEAST LIKELY TO BE AFFECTED BY ADVERSE WEATHER CONDITIONS ▪ EXTERNAL ACTIVITIES SUSPENDED DURING LIGHTNING ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>SEXUAL, RACIAL, PHYSICAL OR MENTAL ABUSE AND DISCRIMINATION</p> <p>Verbal and Physical Abuse, Coercion, Verbal and Physical Aggression, Sexual Innuendo, Intimidation, Threatening behaviour, Racial Comments, Illness, Stress, Mental Exhaustion,</p> <p>Discrimination on the Following Grounds: Age, Race, Gender, Marital Status, Family Status, Sexual Orientation, Religious Belief, Disability, Member of the Travelling Community,</p>	<p>M</p>	<p>TEACHERS, STAFF AND STUDENTS</p>	<ul style="list-style-type: none"> ▪ ACTIVITIES OF PERSONNEL MONITORED BY MANAGEMENT ▪ SCHOOL STAFF ARE ADVISED TO REPORT THEIR CONCERNS AND ALL RELEVANT MATTERS TO THE PRINCIPAL ▪ CONFIDENTIALITY ASSURED ▪ SCHOOL POLICY IN PLACE IN RELATION TO ABUSE AND DISCRIMINATION ▪ RELEVANT MATTERS BROUGHT TO THE ATTENTION OF THE BOARD OF MANAGEMENT ▪ MATTERS INVOLVING STUDENTS DISCUSSED BY STAFF AND MONITORED ▪ DISCIPLINARY PROCEDURES IN PLACE ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> _____ <u>JOB TITLE:</u> _____		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>MANUAL HANDLING</p> <p>Incident whilst; Lifting, Handling, Carrying, Pushing, Pulling, Serious personal injury</p>	<p>M</p>	<p>HANDLERS</p>	<ul style="list-style-type: none"> ▪ PERSONNEL ARE ADVISED AGAINST LIFTING HEAVY / AWKWARD LOADS UNASSISTED ▪ LIFTING HAZARDS ENGINEERED OUT, WHERE PRACTICABLE ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> _____ <u>JOB TITLE:</u> _____		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>VEHICULAR TRAFFIC</p> <p>Crash, Crush, Collision, Overturn, Accidental contact with Children, Accidental contact with fixed structures or essential Services, Fire, Explosion, Serious Personal Injury, Damage to Property</p>	<p>M</p>	<p>TEACHERS, STAFF, STUDENTS AND VISITORS</p>	<ul style="list-style-type: none"> ▪ SCHOOL GATES IN PLACE ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> _____ <u>JOB TITLE:</u> _____		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>SHARPS</p> <p>TO INCLUDE: BLADES, KNIVES & PENKNIVES, POINTED OBJECTS, GLASS, BREAKAGES AND SHARP OBJECTS, ETC.</p> <p>Cuts, Wounds, Lacerations, Personal Injury</p>	<p>L</p>	<p>HANDLERS</p>	<ul style="list-style-type: none"> ▪ BLADES, KNIVES, ETC. USED BY EXPERIENCED PERSONNEL ▪ BREAKAGES AND SHARP OBJECTS DISPOSED OF IMMEDIATELY ON DETECTION ▪ PUPILS NOT ALLOWED TO BRING KNIVES, PENKNIVES OR WEAPONS ONTO SCHOOL PROPERTY ▪ MONITORED BY STAFF ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> _____ <u>JOB TITLE:</u> _____		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
SEATING/TABLES/CHARIS Falls, Collapse, Fall Over, Personal Injury, Damage to Property	L	STUDENTS	<ul style="list-style-type: none"> ▪ SUITABLE SEATING AND DESK/TABLE UNITS PROVIDED FOR STAFF AND STUDENTS ▪ SEATING MAINTAINED IN GOOD CONDITION ▪ DAMAGED OR DEFECTIVE SEATING UNITS TAKEN OUT OF SERVICE AND DISPOSED OF IMMEDIATELY ON DETECTION ▪ SEATING MONITORED BY TEACHERS AND SCHOOL STAFF ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> _____ <u>JOB TITLE:</u> _____		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>NOISE</p> <p>Can lead to deafness Serious personal injury</p>	<p>M</p>	<p>TEACHERS, STAFF, STUDENTS AND VISITORS</p>	<ul style="list-style-type: none"> ▪ CLASSROOM CONTROLS IN PLACE BY RELEVANT TEACHERS ▪ NOISE KEPT TO ACCEPTABLE LEVELS NORMALLY NOT EXCEEDING 80dB(A) ▪ WHERE LEVELS EXCEED FIRST ACTION LEVELS NON-ESSENTIAL PERSONNEL ARE REQUESTED TO VACATE HIGH NOISE AREAS ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u>		JOB TITLE: NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>TEACHING ACTIVITIES</p> <p>Cuts, Wounds, Slips, Trips, Falls, Incident whilst involved in physical activity, Noise, Dust, Respiratory Conditions, Claustrophobia, Electrocution, Burns, Stress, Fatigue, Aggression and Grievance from Parents, Verbal and Physical abuse, Bullying & Harassment, Leptospirosis, Personal Injury, Damage to Property</p>	<p>M</p>	<p>TEACHERS AND NON-TEACHING STAFF</p>	<ul style="list-style-type: none"> ▪ MANAGEMENT STRUCTURE IN PLACE WITHIN THE SCHOOL ▪ EXTERNAL BOARD OF MANAGEMENT APPOINTED ▪ DISCIPLINARY MATTERS DISCUSSED WITH THE SCHOOL PRINCIPAL ▪ TEACHING ACTIVITIES CARRIED OUT BY TRAINED, EXPERIENCED PERSONNEL ▪ WHERE PRACTICABLE, REPLACEMENT TEACHERS ARE FULLY TRAINED ▪ SCHOOL POLICY IN PLACE WITH REGARD TO STRESS ▪ BULLYING AND HARASSMENT NOT TOLERATED WITHIN THE SCHOOL ▪ TEACHERS ARE ADVISED TO REPORT ALL MATTERS IN RELATION TO ABUSE BY PARENTS TO MANAGEMENT IN THE FIRST INSTANCE ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>TRAILING LEADS</p> <p>Trips, Falls, Entanglement, Burns, Electrocution, Serious Personal Injury</p>	<p>M</p>	<p>TEACHERS, STAFF, STUDENTS AND VISITORS</p>	<ul style="list-style-type: none"> ▪ EXTENSION LEADS AND CABLES USED BY EXPERIENCED PERSONNEL ▪ MAINTAINED IN GOOD CONDITION ▪ LEADS AND CABLES RUN IN A MANNER LEAST LIKELY TO POSE A TRIP HAZARD ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
WINDOWS ABOVE GROUND FLOOR Risk of falling through	H	PUPILS	<ul style="list-style-type: none"> ▪ UNDER REVIEW

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>ELECTRICAL & ELECTRONIC EQUIPMENT</p> <p>Incident whilst using Equipment, Burns, Fumes, Electric Shock, Explosion, Fire, Electrocution, Serious personal injury, Damage to property</p>	<p>M</p>	<p>USERS, TEACHERS, STAFF, STUDENTS AND VISITORS</p>	<ul style="list-style-type: none"> ▪ ELECTRICAL AND ELECTRONIC EQUIPMENT USED BY EXPERIENCED PERSONNEL ▪ EQUIPMENT MAINTAINED IN GOOD CONDITION ▪ PUPILS ALLOWED TO USE EQUIPMENT, ONLY UNDER SUPERVISION ▪ EQUIPMENT SERVICED, MAINTAINED AND REPAIRED BY EXPERIENCED CONTRACTORS

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u>		<u>JOB TITLE:</u> NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>DOMESTIC TYPE ELECTRICAL APPLIANCES; TO INCLUDE; ELECTRIC KETTLES, FRIDGE, TOASTER, MICROWAVE OVEN, TELEVISIONS, MUSIC CENTRES, RADIOS, ELECTRIC ORGANS, ETC.</p> <p>Scalds, Burns, Fire, Electrocution, Explosion, Incident whilst using Equipment, Personal injury, Damage to property</p>	M	USERS, TEACHERS, STAFF, AND VISITORS	<ul style="list-style-type: none"> ▪ DOMESTIC ELECTRICAL EQUIPMENT MAINTAINED IN GOOD CONDITION ▪ EQUIPMENT USED WITH CARE AND IN A COMMON SENSE FASHION ▪ DAMAGED OR DEFECTIVE ITEMS DISPOSED OF ON DETECTION ▪ SERVICING, MAINTENANCE AND REPAIRS CARRIED OUT BY EXPERIENCED PERSONS ▪ EQUIPMENT USED ONLY FOR THE DESIGNATED PURPOSE ▪ POWER SUPPLY ISOLATED WHEN EQUIPMENT IS NOT IN USE ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u>		<u>JOB TITLE:</u> NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>COMPUTERS, VDU SCREENS, KEYBOARDS AND ANCILLARY EQUIPMENT</p> <p>Burns, Electric Shock, Incident whilst using equipment, Physical or Visual discomfort, Eye fatigue, Stress and Upset as a result of contact with undesirable material from the Internet, Electrocution, Incident whilst moving or relocating computer Equipment, Serious Personal Injury, Damage to Property</p>	<p>M</p>	<p>USERS, TEACHERS, STAFF AND STUDENTS</p>	<ul style="list-style-type: none"> ▪ COMPUTERS AND ANCILLARY EQUIPMENT USED ONLY BY EXPERIENCED PERSONNEL ▪ USE OF COMPUTERS BY STUDENTS ONLY UNDER SUPERVISION ▪ EQUIPMENT MAINTAINED IN GOOD CONDITION ▪ VDU SCREENS AND KEYBOARDS POSITIONED IN A MANNER LEAST LIKELY TO POSE PHYSICAL OR VISUAL DISCOMFORT ▪ INTERNET CONTROLS IN PLACE ▪ EYE FATIGUE MINIMAL, AS USE OF COMPUTERS IS LIMITED TO SHORT PERIODS ▪ DISCIPLINARY PROCEDURES IN PLACE FOR BREACHES OF PROTOCOL ON THE USE OF COMPUTERS ▪ MONITORED BY STAFF ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>STUDENTS</p> <p>Falls, Collapse, Slips, Trips, Cuts, Lacerations, Wounds, Burns, Blackguarding, Indiscipline, Vandalism, Bullying, Harassment, Overdose of Medicines, Entrapment of Fingers in Doorframes, Intrusion by Outsiders, Personal Injury</p>	<p>M</p>	<p>TEACHERS, TEACHING STAFF AND STUDENTS</p>	<ul style="list-style-type: none"> ▪ STUDENTS SUPERVISED WHILST UNDER THE CARE OF THE SCHOOL ▪ DISCIPLINARY PROCEDURES IN PLACE ▪ PARENTS OR GUARDIANS CONTACTED IN RELATION TO THE MORE SERIOUS BREACHES OF DISCIPLINE ▪ SCHOOL POLICIES IN PLACE WITH REGARD TO BULLYING AND HARASSMENT ▪ NO RUNNING ALLOWED WHILST ACCESSING OR EGRESSING THE SCHOOL GROUNDS ▪ NO CYCLING ALLOWED ON SCHOOL PROPERTY ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>ELECTRIC PANEL / POWER CONTROL UNITS</p> <p>Burns, Electric Shock, Electrocution, Fire, Explosion, Serious Personal Injury, Damage to Property</p>	<p>M</p>	<p>TEACHERS, STUDENTS, STAFF, ELECTRICAL SERVICE PERSONNEL AND PERSONS IN THE VICINITY</p>	<ul style="list-style-type: none"> ▪ MAINTENANCE, SERVICE AND REPAIRS CARRIED OUT BY EXPERIENCED PERSONNEL ▪ ELECTRICAL CONTROL UNITS LOCATED IN LOCKED CABINETS ▪ ELECTRICAL CONTROL EQUIPMENT MAINTAINED IN GOOD CONDITION ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u>		<u>JOB TITLE:</u> NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>YARD ACTIVITIES</p> <p>Cuts, Wounds, Slips, Trips, Falls, Incident whilst Running, Sprains, Strains, Leptospirosis, Noise, Falling Objects, Head Injuries, Accidental contact with other Children or with fixed Structures, Accidental contact with vehicles, Bullying, Fighting, Accidental contact with the School wall, Personal Injury,</p>	<p>M</p>	<p>TEACHERS, STAFF, STUDENTS AND VISITORS</p>	<ul style="list-style-type: none"> ▪ BREAKS TAKEN IN THE YARD, SUPERVISED BY TEACHERS OR NON-TEACHING STAFF ▪ SOME SUPERVISED ACTIVITIES UNDERTAKEN ▪ DISCIPLINARY PROCEDURES APPLIED IN RELATION TO FIGHTING OR BULLYING ▪ PEST CONTROL SYSTEM IN PLACE ▪ PARENTS CONTACTED IN THE EVENT OF INJURIES ▪ NO CYCLING ALLOWED IN THE SCHOOL YARD ▪ PERSONS NOT ALLOWED ON THE SCHOOL YARD OUTSIDE OF NORMAL SCHOOL HOURS ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
STEPS/INCLINES/STAIRS Trips, Falls, Falling Objects, Cuts, Wounds, Slippery surface as a result of Frost, Personal Injury	M	STAFF AND STUDENTS	<ul style="list-style-type: none"> ▪ MONITORED BY TEACHERS AND BY SCHOOL MANAGEMENT ▪ STEPS AND INCLINES MAINTAINED IN GOOD CONDITION ▪ PERSONNEL ARE ADVISED TO MONITOR AND REMOVE ANY OBSTRUCTIONS ADJACENT TO STEPS OR INCLINES ▪ ACCESS / EGRESS ROUTES KEPT CLEAR ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u>		<u>JOB TITLE:</u> NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>MEDICINES</p> <p>Overdose, Collapse, Trauma, Concussion, Incident as a result of Mis-Dosing, Misuse, Personal Injury</p>	<p>M</p>	<p>USERS, TEACHERS, STAFF, STUDENTS</p>	<ul style="list-style-type: none"> ▪ SCHOOL MEDICINES POLICY IN PLACE IN THE SCHOOL ▪ PARENTS ARE ADVISED AT INITIAL INDUCTION STAGE TO ADVISE THE SCHOOL IN RELATION TO ANY ILLNESS OR CONDITIONS ▪ NON-PRESCRIPTIVE MEDICINES ARE NOT ALLOWED IN THE SCHOOL AND WILL NOT BE ADMINISTERED TO CHILDREN ▪ PRESCRIPTIVE MEDICINES WILL ONLY BE ADMINISTERED BY AGREEMENT AND ONLY WHEN AUTHORISATION HAS BEEN RECEIVED FROM THE BOARD OF MANAGEMENT ▪ WHERE RELEVANT ADMINISTRATION OF MEDICINES WITNESSED BY ANOTHER ADULT / TEACHER ▪ FIRST AID FACILITIES IN PLACE ▪ FORMAL PROCEDURES IN PLACE WITH REGARD TO EMERGENCY PROCEDURES ▪ SITUATION WITH REGARD TO MEDICINES REGULARLY REVIEWED ▪ ALL MEDICINES, WHERE RELEVANT, SECURELY STORED TO REDUCE THE LIKELIHOOD OF UNAUTHORISED ACCESS ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>LEPTOSPIROSIS – WEILL'S DISEASE</p> <p>Contamination leading to very Serious Illness likely to cause Death</p>	<p>M</p>	<p>TEACHERS, STAFF, STUDENTS AND VISITORS</p>	<ul style="list-style-type: none"> ▪ PERSONNEL ADVISED IN RELATION TO THE RISKS ASSOCIATED WITH THE DISEASE ▪ _____

LOCATION LABS	RESPONSIBLE PERSON <u>NAMES:</u>		<u>JOB TITLE:</u> NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>CHEMICALS</p> <p>Burns, Irritant, Harmful, Serious Personal Injury</p>	<p>M</p>	<p>STAFF AND STUDENTS</p>	<ul style="list-style-type: none"> ▪ PERSONAL PROTECTIVE EQUIPMENT ISSUED AND MUST BE WORN AS DIRECTED ▪ HANDLING MONITORED BY COMPETENT TEACHING STAFF ▪ _____

LOCATION LABS	RESPONSIBLE PERSON <u>NAMES:</u>		<u>JOB TITLE:</u> NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
GAS NETWORK Fumes, Fire, Burns, Explosion, Serious Personal Injury	M	STAFF AND STUDENTS	<ul style="list-style-type: none"> ▪ GAS PROVING SYSTEM IN PLACE ▪ FIRE CONTROLS IN PLACE ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>LEGIONELLA</p> <p>Contamination with legionella spores likely to cause Legionnaires Disease, which in some cases, may be Fatal</p>	<p>M</p>	<p>TEACHERS, STAFF, STUDENTS AND VISITORS</p>	<ul style="list-style-type: none"> ▪ MINIMAL STORAGE OF WATER ON SITE ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u>		<u>JOB TITLE:</u> NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>CHEMICALS:</p> <p>BLEACHES, CLEANING COMPOUNDS, SOLVENTS, DISINFECTANTS, AIR FRESHENERS, AEROSOLS, CORRECTION FLUID, INKS & TONERS, PAINTS, LUBRICANTS, ETC.</p> <p>Irritant, Corrosive, Harmful, Toxic, Flammable, Respiratory Conditions, Skin disorders, Dermatitis, Poisoning, Fire, Explosion, Personal Injury, Damage to Property</p>	<p>M</p>	<p>USERS, TEACHERS, STAFF, STUDENTS AND VISITORS</p>	<ul style="list-style-type: none"> ▪ CHEMICAL PRODUCTS USED AND HANDLED BY EXPERIENCED PERSONNEL ▪ CHEMICAL PRODUCTS STORED IN SUITABLE LABELLED CONTAINERS ▪ LIDS FIRMLY CLOSED, WHERE RELEVANT ▪ MINIMUM QUANTITY OF PRODUCTS STORED IN THE SCHOOL ▪ SPILLAGES MOPPED-UP IMMEDIATELY ON DETECTION ▪ PRODUCTS STORED IN DESIGNATED AREAS ▪ MONITORED BY STAFF ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
BOILER UNIT, RADIATORS AND HEATING SYSTEM Burns, Scalds, Fire, Electrocution, Incident whilst Servicing Unit, Personal Injury, Damage to Property	M	TEACHERS, STAFF, STUDENTS AND MAINTENANCE SERVICE PERSONNEL	<ul style="list-style-type: none"> ▪ SERVICE AND MAINTENANCE WORK CARRIED OUT BY EXPERIENCED PERSONNEL ▪ MONITORED BY CARETAKER ▪ EQUIPMENT MAINTAINED IN GOOD CONDITION ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u>		<u>JOB TITLE:</u> NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>HAND TOOLS</p> <p>Cuts Wounds, Projectiles, Incident whilst using Hand Tools, Personal Injury</p>	<p>L</p>	<p>USERS AND PERSONS IN CLOSE PROXIMITY</p>	<ul style="list-style-type: none"> ▪ USED BY EXPERIENCED PERSONNEL ▪ MAINTAINED IN GOOD CONDITION ▪ TOOLS DISCARDED, WHEN BROKEN OR DEFECTIVE ▪ _____

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
MAINTENANCE AND REPAIR WORKS, INTERNALLY AND EXTERNALLY INVOLVING THE USE OF LADDERS, STEP LADDERS AND HEIGHT ACCESS EQUIPMENT Falls, Collapse, Overturn, Contact with overhead power lines, Incident whilst using Equipment, Fall from Height, Falling Objects, Serious Personal Injury	M	MAINTENANCE AND REPAIR PERSONNEL, TEACHERS, STAFF, STUDENTS AND VISITORS	<ul style="list-style-type: none"> ▪ MAINTENANCE AND REPAIR WORK CARRIED OUT BY EXPERIENCED PERSONNEL ▪ SUITABLE HEIGHT ACCESS EQUIPMENT USED ▪ NON-ESSENTIAL PERSONS ADVISED TO VACATE THE AREA OF OPERATIONS

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> _____ <u>JOB TITLE:</u> _____		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
<p>HEIGHT WORK (2007 REGULATIONS)</p> <p>Fall from height, Falling Objects, Accidental contact with overhead services/objects, Incident whilst accessing or working at heights, Serious Personal Injury</p>	<p>M</p>	<p>PERSONS WORKING AT HEIGHT</p>	<ul style="list-style-type: none"> ▪ UNDER NO CIRCUMSTANCES ARE UNSAFE, UNSTABLE, INSECURE, DEFECTIVE OR INAPPROPRIATE ACCESS OR WORK EQUIPMENT/PLATFORMS TO BE USED FOR ANY TASK NO MATTER HOW SMALL ▪ DEFECTS TO BE REPORTED TO OUR SAFETY OFFICER ON DETECTION ▪ NEVER TAKE CHANCES IF IN DOUBT SEEK DIRECTION ALWAYS!

LOCATION SCHOOL/ALL AREAS	RESPONSIBLE PERSON <u>NAMES:</u> <u>JOB TITLE:</u>		NEXT REVIEW DATE 5th June, 2021
HAZARD AND RISK ASSESSMENT	RATING H, M, L. (High), (Medium) (Low)	PERSONS AT RISK	CONTROLS IN PLACE
MOBILE PHONES Risk of Accident whilst operating, Serious Personal Injury, Damage to Property	M	STAFF/STUDENTS	<ul style="list-style-type: none"> ▪ NOT TO BE USED WHILST UNDERTAKING SAFETY CRITICAL TASKS ▪ IF IN DOUBT SEEK DIRECTION

GAELSCOIL CHORÁIN EOCHAILL

COVID-19

Gaelscoil Choráin Eochail is following the Department of Education
And Skill's Covid-19 Response Plan for the safe and sustainable reopening of
Primary and Special Schools.

A copy is available on the Department of Education and Skill's website.

It is a working document.