

Master Copy

THE (2016)
SAFETY STATEMENT

OF

Coláiste Muire (Thuar Mhic Éadaigh)

in accordance with the legal requirements of
The Safety, Health & Welfare at Work Act, 2005
&
The General Application Regulations, 2007

Originally Formulated in	
<i>July 1998</i>	
Updated in	
<i>November 2006</i>	<i>October 2016</i>

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This report is intended to assist in reducing the possibility of accidents and ill health by bringing identified hazards, including a risk assessment to the attention of Coláiste Muire Secondary School. Within constraints of time and resources every effort has been made to identify hazards and recommend remedies. It is not implied that all other hazards are under control at the time of inspection. The report is advisory and management of Coláiste Muire Secondary School must make the final decisions.

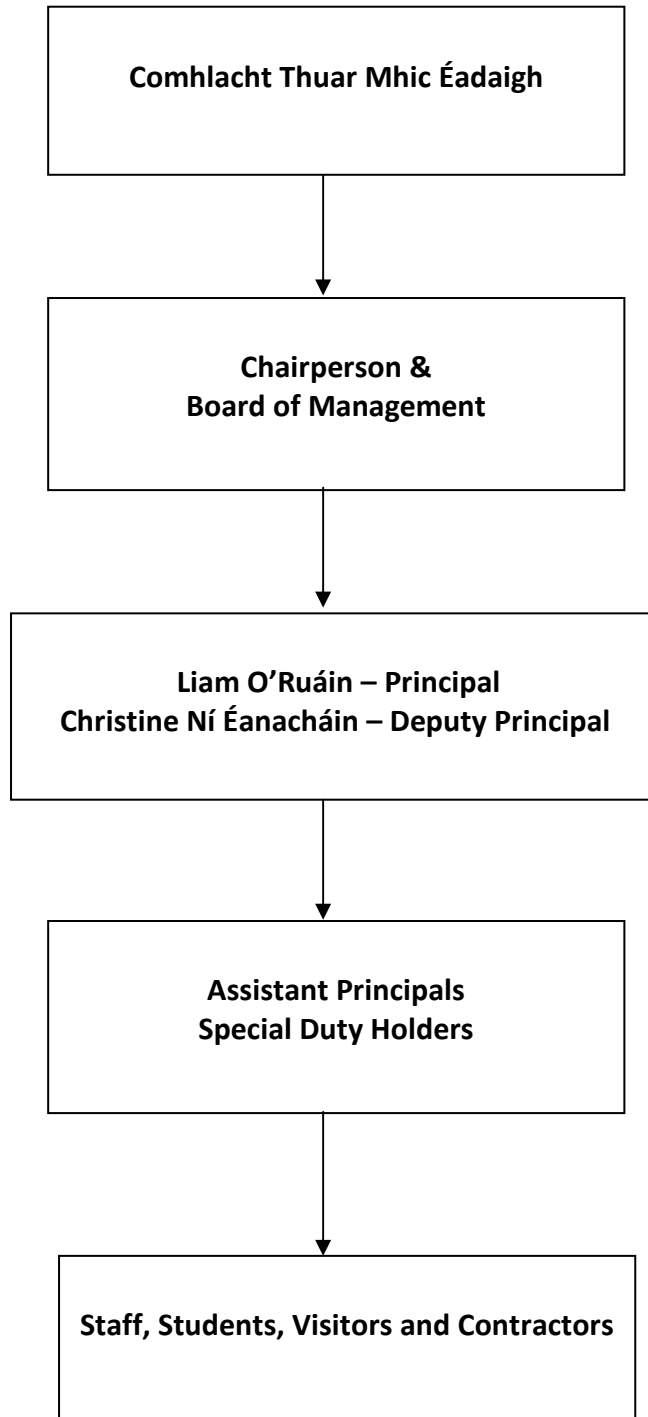
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Safety Statement Formulation	July 1998	Original Master Copy
Safety Statement Update 1	November 2006	Risk Assessment Revision
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**Safety Management Hierarchy Of
Coláiste Muire Secondary School (2016)**

Safety is everyone's responsibility. All staff members have obligations under The Safety, Health & Welfare at Work Act (2005) and accordingly college management recognise their own further obligations to promote and manage safety in the workplace. The hierarchy below constitutes the safety management responsibility structure within Coláiste Muire Secondary School.



Safety Statement of Coláiste Muire Secondary School (2016).

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

1.0 - General Policy Statement:

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

School management will endeavour to achieve these objectives by providing adequate training, managing proper emergency planning, full consultation, provision of personal protective equipment when necessary and reasonably safety conscious (competent) staff.

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

It is our intention to review this Safety Statement in the light of experience and developments at Coláiste Muire Secondary School. Staff and others are encouraged to put forward any suggestions for improving this Safety Statement.

Signed _____

Date _____ 2016

_____ (enter name when elected)

**Chairperson of Board of Management
Coláiste Muire Secondary School**

Organisation and Responsibility.

2.0 - Organisation.

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

2.1 - Responsibilities.

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

New Chairperson - _____ & The Board of Management
(enter name when elected)

The Board shall:

- Endeavour to ensure that there are available, sufficient funds and facilities to enable the Safety Statement to be reasonably implemented.
- Ensure that a disciplinary procedure exists for any wilful breaches of safety recommendations contained in the Safety Statement and that all staff are aware of this.
- Take a direct interest in the health and safety policy and positively support any person whose function it is to carry it out.
- Monitor health and safety performance in Coláiste Muire Secondary School.
- Include health and safety on the Board's meeting agenda.
- Prioritise actions on health and safety issues where resources are required.
- Ensure actions are taken regarding health and safety obligations.
- Ratify the Safety Statement.

The Principal – Liam O'Ruáin

The Principal typically shall:

- Take a direct interest in the health and safety policy of the school and positively support any person whose function it is to co-ordinate this policy.

- Demonstrate a safety commitment by taking active steps to be aware of the safety record of the school and issue any necessary reasonable directives in the interest of the health, safety and welfare of all staff members, students and others.
- Periodically appraise the effectiveness of the Safety Statement.
- Ensure that responsibility is properly assigned, understood and accepted at all levels.
- Procure advice and assistance whenever necessary and take heed of any valid health and safety matter highlighted by staff members.
- Ensure that all staff held accountable for their performance in relation to occupational health and safety.
- Show through personal behaviour that only the highest standards of safety are acceptable.
- Ensure that up to date risk assessments have been completed for the school.

The Deputy Principal – Christine Ní Éanacháin

The Deputy Principal is responsible for ensuring that the staff members and others, are made aware of and comply with the Safety Statement and arrangements for its implementation.

The Deputy Principal typically shall:

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

The Safety Officer – Liam O’Ruáin

The level of responsibility for health and safety, of the safety officer, extends to all areas of the premises at Coláiste Muire Secondary School. Typically the responsibilities include:

- Implementation of the health and safety policy programme in accordance with the Safety, Health and Welfare at Work Act, 2005, and in accordance with the recommendations set forth in this Safety Statement.
- Review the hazard identification/risk assessment section of this Safety Statement (Section 6.2) and act upon the recommendations stated therein.
- Continuous vigilance in the area of hazard identification.
- Establish a consultative process with members of the workforce.
- Deal directly with the safety representative and act upon any representations where reasonably practicable.
- Inform all staff of relevant safe work practice methods.
- Arrange a review of the Safety Statement periodically and revise accordingly.
- Ensure that all staff members receive adequate safety training, instruction and information appropriate to their tasks.
- Ensure that all staff members are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available.
- Ensure that good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed.
- Provide and source safety information relating to substances, materials, or equipment being used in the school.

Assistant Principals and Special Duties Teachers

Their main functions are;

- Assisting with the day-to-day management of health & safety in accordance with this Safety Statement.
- Demonstrating an exemplary approach to safety and health in order to engender in their students a total commitment to safety and health.
- To be accountable to the Principal for any breach or omission regarding safety & health matters within their remit.

- Assisting in drawing up & reviewing departmental health & safety procedures.
- Assisting with regular health & safety inspections of their appointed department/area, making reports to the Principal or Safety Officer on issues identified and ensuring that required corrective action is carried out.
- Conveying health & safety information received to appropriate personnel.
- Ensuring all injuries are reported and recorded.

2.2 Staff Member Responsibilities.

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

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

Coláiste Muire Secondary School additionally requires each staff member to immediately report to the safety officer any incident resulting in loss or injury and any dangerous occurrence that could have resulted in loss or injury.

3.0 Safety Co-operation

3.1 - Staff Members.

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

The programme will not succeed unless *each staff member* co-operates fully by observing the above requirements and by following safe work practice methods. Staff members are expected to read, understand, and work in accordance with the information and recommendations set forth in this Safety Statement. New and revised documentation will be produced after certain time periods and these will be distributed, made readily available or posted on notice boards as appropriate. In such an event, all staff members will be required to comply with any new safety requirements as stated.

Each staff member is expected to read the Safety Statement of Coláiste Muire Secondary School and to act accordingly. Failure to comply with the terms of this Safety Statement may result in disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

3.2 - Contractors.

Contractors may be provided at pre-contract stage with a copy of this Safety Statement. They will be required to sign the documents to indicate that they have read and understood them. They must perform their work in accordance with the terms of this Safety Statement. It is implied in this condition that, in its work activities, the contractor will adhere to recognised standards and regulations relevant to their work practices. The contractor has permission to distribute this Safety Statement to its workforce.

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

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

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

Contractor Name	Nature of work	Signature

4.0 Consultation and Information.

4.1 - Safety Representatives.

Under the Safety, Health & Welfare at Work Act, 2005, staff members have the right to elect a safety representative.

Currently, the safety representative elected is Annette Ní Catháin

Safety Representatives have the right to:

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

4.2 – Safety Information.

Information in the form of fire orders, evacuation plans, warning signs, and posters are displayed in hard copy and are also available in electronic format. Information relating to substances, materials, or equipment being used in the workplace is available through the Safety Officer.

4.3 - Availability of the Safety Statement.

Each staff member has access to this Safety Statement and is given the opportunity to practice safe working methods. The **Safety Statement of Coláiste Muire Secondary School** is available for inspection, by request, from the Safety Officer/Principal.

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

5.0 Safety Resources and Policies.

5.1 - Personnel.

Considerable time resources have been expended by the management of Coláiste Muire Secondary School in implementing the health and safety policy documented in this Safety Statement. Use of the hazard identification and risk assessment process, along with the notice of accident form and the notice of dangerous occurrence sheet are further resources allocated towards successful management of this policy. Other resources include extensive consultation with staff members, and provision of First Aid training to relevant personnel, where appropriate.

- **All staff have received basic first aid training in August 2015**
- **First aid supplies are located in the Main Office, Staff Room and all Practical Rooms**
- **A defibrillator is located in the Staff Room and a number of personnel are trained in its use.**

5.2 Maintenance.

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

5.3 – Safety Training.

Training is being provided at Coláiste Muire Secondary School on an ongoing basis with fire and evacuation drills, and other areas related to safety, which consumes financial and direct resources (eg ; time, materials, equipment, etc.).

5.4 - Other resources.

Other potential resources that may be committed to controlling hazards are those required for-

- Completing safety audits
- Accident & incident investigation
- Monitoring workplace practices
- Safety representative consultations
- Provision of safety information
- Display of hazard warning signs
- Provision of personal protective equipment (PPE)
- Following the risk assessment recommendations

5.5 – Bullying and Harassment Policy

The management of Coláiste Muire Secondary School is committed to a policy to treat all its staff members equally in line with published Equal Opportunity Policies and the Code of Practice on Workplace Bullying 2007. Harassment and bullying is behaviour that is destructive to a positive working atmosphere and will not be endured. All staff members have the right to working in an environment free from any form of harassment causing stress, bullying or intimidating behaviour. If any staff member experiences unwanted or offensive behaviour toward them, and makes a complaint through the identified channels, they can expect the complaint to be fully investigated and the proper outcome to be identified. Breach of this policy will lead to disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

Bullying and harassment are not new and nor is the behaviour which they describe. What is perhaps “new” is the use of the words in the context of work and the recent recognition of the adverse effect of such behaviour on the victim and the organisation in which s/he may work. Harassment undermines the confidence and dignity of the individuals affected by it. It can also tarnish the work atmosphere where bullying is tolerated or is accepted as the norm. Harassment and bullying can occur in any kind of workplace and this policy aims to inform staff members of their rights and responsibilities under this policy.

Definition of Harassment & Bullying:

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

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

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

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

- Verbal abuse
- Shouting, making jokes, unfair and excessive criticism, ridicule in front of other individuals, spreading false truths about the individual around the workplace.
- Non verbal abuse
- Looks, a gesture, displaying emblems on clothing, exclusion, whistling, isolation at work breaks, social events etc.
- Physical abuse
- Hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a colleagues personal belongings, etc.

Cyber Bullying and Privacy Requirements

Circulating, publishing or distributing (including on the internet) material associated with Coláiste Muire Secondary School activities including, but not limited to, material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of discipline and may result in disciplinary action. As part of such disciplinary action, Coláiste Muire Secondary School reserves the right to suspend or expel a student or students where it considers the actions warrant such sanctions.

COMPLAINTS PROCEDURE:

Informal:

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

Formal:

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

RESPONSIBILITY

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

It is also the responsibility of all staff to make themselves familiar with this policy and procedure and to treat their colleagues with respect and dignity.

Refer also to the "Dignity in the workplace" as part of the Code of Procedures (S.I. No. 208/2012) covering bullying and harassment.

5.6 - Pregnant Staff Member Policy

The management of Coláiste Muire Secondary School adheres to the provisions of The General Application (Pregnant Employee) Regulations, 2007.

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

The following hazards must be considered:

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

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

Adequate control means:

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

These safeguards include:

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

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

5.7 - Stress Management Policy

Coláiste Muire Secondary School adheres to all aspects of the *Safety, Health and Welfare at Work Act, 2005*, which obliges employers to identify and safeguard against ALL risks to health and safety, including stress.

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

Certain causes of stress in the workplace can include:

- Poorly organised shift work
- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill defined work roles
- Highly demanding tasks
- The threat of violence

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

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

Coláiste Muire Secondary School may utilise the following methods of Managing Stress:

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

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

5.8 - Accident/Incident Reporting and Investigation Policy

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

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

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

The General Application Regulations (Part 10 of 1993) requires that certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

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

Management of Coláiste Muire Secondary School is responsible for reporting any such accidents/dangerous occurrences to the Health and Safety Authority. Reporting will be done on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences) and notification will be done without delay, by fax, telephone or online to the Health & Safety Authority.

H.S.A. contact details:

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

5.9 - Emergency Procedures Policy

Emergency procedures are in place and these procedures will be reviewed periodically and amended where necessary. Evacuation drills will take place at least twice a year or more often if required. Staff are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

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

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

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

The Assembly Points are designated at prominent external locations at the tennis courts at rear of the school. See nearest evacuation notices for specific details.

List of Emergency phone numbers

Ambulance	999 or 112
Fire Brigade	999 or 112
Gardai	999 or 112
Mayo General Hospital	094 - 902 1733
ESB	1850-372 999
Gas (Leaks etc)	1850-20 50 50

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

5.10 - Lone Working Policy

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

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

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

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

The designated contact persons are Liam O'Ruáin & Christine Ní Éanacháin

6.0 Hazard Identification, Risk Assessment and Risk Control Actions.

6.1 - Risk Assessment Methodology (BS 8800 Rating System)

The risk assessment methodology that Icon Projects use in the formulation of all Safety Statements is as follows:

All Risk Assessments provide a risk rating evaluation along with each hazard. By doing so, management can immediately see the hazards that need to be addressed urgently.

There is a formula for assessing each risk rating and is as follows:

$$\text{Risk Rating} = \text{Frequency of hazard} \times (\text{Maximum probable loss} + \text{Probability of occurrence})$$

From this type of quantitative evaluation, a list of priorities for risk control can be established, and used as a basis to allocate resources.

Priority Table

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

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

6.2 - Specific Hazard Identification & Risk Assessment

Coláiste Muire Secondary School (October 2016)			
Specific Hazard	Associated Injury or Damage Risk	Safety Control Action	Risk Rating
Staff Room			
1- Photocopier non-routine use (changing toner / unblocking / etc)	Carbon monoxide from toner. Fire if heat accumulation is excessive. Cuts/grazes or electric shock when clearing paper jams. Ultraviolet light exposure	Use in well ventilated areas. Avoid contact with toner and keep lid closed when in use. Isolate electricity before opening	Low - Medium
2- Use of shredder	Entanglement	Ensure no loose clothing, hanging ties, or loose sleeves when using shredder. Use warning sign.	Low
3- No smoke detectors evident	Failure to detect fire at an early stage	Install detectors in all areas where computers and electrical equipment are located	Medium - High

Staff Tea Room			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
1- Use of water boiler	Burns, scalds (from accidental impacts or congested nozzle)	Ensure nozzle does not become calcified and that it is de-scaled on a regular basis.	Low
2- Microwave use	Burns, scalds, etc	Avoid overheating ('superheating') Ensure first aid box has supply of burn relief cream or spray. Use warning sign highlighting a cooling off period before using any consumables microwaved.	Low - Medium
3- No smoke detectors evident	Failure to detect fire at an early stage	Install detectors in all areas where computers and electrical equipment are located	Medium - High
Meditation Room			
1- Reduced (low level) headroom upon entrance to this room	Head impact with door frame	Display warning signs and attach padding to either side of the upper door frame	Low - Medium
2- Nosing strip is missing on top step of stairway leading into this room	Slips and falls	Replace missing nosing strip to ensure uniform step configuration	Low - Medium

Laundry Room			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
<p>1- Fire extinguishers not serviced within past 12 months</p> <p>(Last service in Aug 2015 by Galway Fire Equipment Ltd)</p>	Failure to operate correctly in event of fire	Ensure all extinguishing units are serviced on an annual basis by a qualified fire equipment maintenance contractor, and staff trained in their use	Medium - High
2- Poor housekeeping / untidiness	Trips and falls, fire (increased fire load in building)	Send any unwanted items for disposal, provide adequate / extra storage systems (shelving units / etc), and carry out regular housekeeping checks	Medium
3- Use of ELU Chop Saw (guarded)	Cuts and lacerations	<p>Encourage vigilance among users and ensure manufacturer's safety information is conveyed and understood by all machine users. Ensure all guards and emergency stop buttons are operable. Appropriate protective clothing must be used.</p> <p>Never ever remove guards while a machine is operable. All machinery must be maintained and tested by a competent person on a periodic basis, with appropriate records kept. These records must be kept for 5 years.</p>	Medium

	Laundry Room continued...		
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
<p>4- Manual handling of heavy items (old furniture, etc.)</p>	<p>Back injuries, muscle strain, ligament damage, falls, abrasions, etc</p>	<p>Ensure all relevant staff are trained in safe manual handling techniques (and refresher training). Keep weights below 15kgs if possible.</p> <p>Maintain and encourage use of handling aids (trolleys, castors). Advise on use of '2 person lift' technique where appropriate.</p> <p>Reduce carrying distances, particularly for heavier loads, and keep such items stored within a zone of convenient reach (through ergonomic layout)</p>	<p>Medium</p>
	Caretaker Store Rooms		
<p>1- Handling old glass panes</p>	<p>Cuts and lacerations to hands</p>	<p>Ensure all glass panes are handled only when wearing cut resistant gloves. Store old panes in a secure manner.</p>	<p>Medium</p>
<p>2- Use of powertools and handtools (power drills, electric saws, hammers, chisels, etc)</p>	<p>Impact injury, cuts, lacerations and entanglement</p>	<p>Personal protective clothing (particularly eye protection) must be worn and users instructed in correct techniques for use. Powertools should operate at 110 volt (through transformer) if not on a power circuit controlled by RCD's.</p>	<p>Medium - High</p>

Kitchen			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
1- Extract ventilation hoods over cookers/fryers	Grease build up increasing likelihood of combustion / fire	Implement regular cleaning programme for the hoods and the extraction ducting (flues)	Low - Medium
2- Using cookers and ovens	Burns, fire, electric shock	Encourage vigilance when using. Ensure first aid box has supply of burn relief cream or spray. Know where the isolation switches are located. Carry out visual checks regularly on all electrical equipment for damage or fatigue. Competent electrician should periodically complete portable appliance (anything with a plug) testing (PAT).	Medium
3- Old smoke detection unit need replacing	Failure to operate in event of fire	Install new detector with specification in accordance with IS:3218 (Fire Detection & Alarm Systems for Buildings) linked to overall fire alarm system for school building.	Medium - High

Servery & Lunch Area			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
1- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing Awareness
2- Opening old style windows	Entrapping hands/fingers	Ensure counterbalancing cable is not fatigued or worn and that window section moves freely upwards / downwards	Low - Medium
3- Changing high ceiling lights	Falls causing fractures, concussion, etc	Utilise a mobile scaffold (or scissors lift) for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option. Preferably get competent contractors to complete task.	Medium - High
4- Freestanding lockers	Lockers getting pushed over (toppling over)	All lockers should be secured together and fixed securely to the wall behind their location	Medium

Assembly Hall			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
1- Changing high ceiling lights	Falls causing fractures, concussion, etc	Utilise a mobile scaffold (or scissors lift) for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option. Preferably get competent contractors to complete task.	Medium - High
2- Fire exit signs contain text (non-pictorial)	Confusion during evacuation or drills for personnel who do not speak English	All fire exit signage should have a pictorial “running man” representation only (no text)	Medium
3- Non-compliant emergency exit lighting	Hindrance to effective evacuation in event of power outage	Install emergency exit lighting in accordance with The Fire Services Act 1981 & 2003 and regulation 12 of The General Application Regulations 2007.	Medium - High
4- Insufficient partition along side of stage (over general entrance corridor)	Falls to lower level (into corridor)	Install a permanent barrier or partition along this section of stage to prevent access to the entrance corridor	Medium - High
5- No handrail on steps to stage	Slips and falls (higher risk for individuals who are immobile on either side of their body, e.g.; from stroke, or on crutches, etc)	Install side handrails for use by personnel who may be infirm	Medium

General Purpose Classrooms			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
1- Accessing high shelves	Slips and falls, back or muscle strain	Never store heavy items above shoulder height and ensure all items are stored in a secure manner. Provide secure access facilities (pedestals, folding steps, etc) or extra shelving at lower height levels	Medium
2- Platform at teachers desk	Trips and falls	Ensure all staff (especially new staff) are aware of this hazard. Display warning sign in such classrooms	Ongoing Awareness
3- Electrical extensions (and adapters) in use	Fire or electrocution from overload	Ensure power demand never exceeds supply. Check cable regularly for any damage and ensure all extensions / adaptors are fused. Check residual circuit devices (RCD's or 'trip-switches') are operable and maintained	Low - Medium
4- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing Awareness

Woodwork Room			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
<p>1- Use of machinery – specifically</p> <ul style="list-style-type: none"> • Sedgwick Planer (guarded) • Festool Chop Saw (guarded) • Draper Sander • KM2000S Killinger Wood Lathe • Griggio Band Saw (guarded) • Sedgwick Circular Saw (*extraction removed) • Sedgwick Mortiser 	<p>Cuts, lacerations, abrasions, eye injuries, electric shock, entanglement, etc.</p>	<p>Encourage vigilance among users and ensure manufacturer’s safety information is conveyed and understood by all machine users. Provide constant supervision when machines are in use and ensure all guards and emergency stop buttons are operable.</p> <p>Isolation switches must be conveniently located (with signage) and appropriate protective clothing and equipment used.</p> <p>Never ever remove guards while a machine is operable. All machinery must be maintained and tested by a competent person on a periodic basis, with appropriate records kept. These records must be kept for 5 years.</p> <p>* Reinstall the extraction ducting to the Sedgwick Circular Saw</p>	<p>* High</p> <p>Reduces to Medium if highlighted corrective action is completed</p>

Woodwork Room continued...			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
2- Use of powertools and handtools (power drills, electric saws, hammers, chisels, etc)	Impact injury, cuts, lacerations and entanglement	Personal protective clothing (particularly eye protection) must be worn and users instructed in correct techniques for use. Powertools should operate at 110 volt (through transformer) if not on a power circuit controlled by RCD's.	Medium - High
3- Noise from machinery and powered equipment	Long term damage to hearing of staff	Staff in technology rooms should have periodic audiometry tests and always wear hearing protection during machine operations that are above 80dBA (decibels)	Medium - High
4- Use of varnishes, flammable spirits, etc.	Fire, burns, inhalation of fume / vapour	Use the personal protective clothing (PPE) as directed in the Material Safety Data Sheets. Ensure extinguishing devices are convenient	Medium
5- Rear fire exit blocked/obstructed by projects, timber off-cuts, etc	Hindrance to effective evacuation	Keep all exits free from obstruction at all times during building occupancy. Designate personnel to complete fire safety checks on a regular basis	Medium - High

Woodwork Room continued...			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
<p>6- Potential lack of awareness of mains isolation switch operation (for electrical or gas equipment)</p>	<p>Inability to immediately terminate supply to electrical arcing and sparking or gas leaks (leading to explosion)</p>	<p>Ensure all staff members are familiar with the switch locations, switch use and reset procedures. Use signs highlighting each location and keep free from obstruction at all times. Check operability of these switches on a monthly basis</p>	<p>Ongoing Awareness</p>
<p>7- Manual handling of heavy items (Raw materials, exam projects, etc.)</p>	<p>Back injuries, cuts, abrasions</p>	<p>Continue to ensure all relevant staff are trained in safe manual handling techniques (and refresher training). Keep weights below 15kgs if possible.</p> <p>Reduce carrying distances, particularly for heavier goods, and keep such items stored within a zone of convenient reach (through ergonomic layout)</p>	<p>Medium</p>

Home Economics Room			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
1- Using cookers and ovens	Burns, fire, electric shock	Encourage vigilance when using. Ensure first aid box has supply of burn relief cream or spray. Know where the isolation switches are located. Carry out visual checks regularly on all electrical equipment for damage or fatigue. Competent electrician should periodically complete portable appliance (anything with a plug) testing (PAT).	Medium
2- Microwave use	Burns, scalds, etc	Avoid overheating ('superheating') Ensure first aid box has supply of burn relief cream or spray. Use warning sign highlighting a cooling off period before using any consumables microwaved.	Low - Medium
3- Knives, slicers, etc.	Cuts, lacerations	Encourage vigilance when using. Ensure all guards are in place on any electrical slicers when using	Medium
4- Cooking hob countersunk into worktop (level with worktop)	Burns	Place hot surface labels on the worktop around the hob, and ensure no articles/items are left on top of a hot hob surface. Ensure fire extinguishers are conveniently located.	Medium

Home Economics continued...			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
5- Potential lack of awareness of mains isolation switch operation (for electrical or gas equipment)	Inability to immediately terminate supply to electrical arcing and sparking or gas leaks (leading to explosion)	Ensure all staff are familiar with the switch locations, switch use and reset procedures. Use signs highlighting each location and keep free from obstruction at all times. Check operability of these switches on a monthly basis	Ongoing Awareness
6- Changing high ceiling lights	Falls causing fractures, concussion, etc	Utilise a mobile scaffold (or scissors lift) for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option. Preferably get competent contractors to complete task.	Medium - High
7- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing Awareness

Science Rooms (x 2)			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
1- Gas system use	Explosion or fire from gas leakage	Ensure gas system is checked on a regular basis by competent personnel, and ensure isolation switches are accessible	Medium
2- Chemical use (corrosives, irritants, flammables, etc) <ul style="list-style-type: none"> • Chemical storage is generally good 	Poisoning / burns / unconsciousness / explosion	Keep all chemicals locked away in a chemical cabinet when not in use. Adhere to information given on Material Safety Data Sheets (MSDS), including disposal guidance. Supply adequate first aid cover. Refer to appendices for guidance on chemical incompatibilities when storing.	Low - Medium
3- Use of hot-plates	Burns, electrical fires	Ensure all hot-plates are powered off after use. Check plugs and cables on these items regularly for any wear and tear. Warn users of room that plates may still be hot from previous class	Low - Medium
4- Experimental science work	Explosions, poisoning, cuts lacerations, fire, fumes, etc	Ensure all experimental work is supervised, correct instruction given and safety measures followed (available first aid, fire control, protective equipment, etc)	Medium - High

Science Rooms Continued...			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
5- Open shelving for glass beakers, test tubes, etc	Glass breakages	Keep all glassware in designated enclosure	Low
6- Potential lack of awareness of mains isolation switch operation (for electrical or gas equipment)	Inability to immediately terminate supply to electrical arcing and sparking or gas leaks (leading to explosion)	Ensure all staff are familiar with the switch locations, switch use and reset procedures. Use signs highlighting each location and keep free from obstruction at all times. Check operability of these switches on a monthly basis	Ongoing Awareness
7- Hazardous biological substances (cultures, animal organs, etc)	Infections, adverse reactions	Adhere to procedural recommendations, use required protective equipment and maintain adequate hygiene after handling	Low
8- Accessing high shelves	Slips and falls, back or muscle strain	Never store heavy items above shoulder height and ensure all highly stored items are secure. Provide secure access facilities (pedestals, steps, etc)	Medium

New Computer Room			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
1- Narrow (and steep) fire stairs leading from this room externally	Slips and falls	These stairs should <u>only be used in the event of an actual fire</u> and the rate of evacuation controlled by the teacher in the room, as crowding or panic on this stairs will cause serious fall injuries. Fire drills should use alternative routes of escape.	Medium - High
2- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing Awareness
Gym & Exercise Room			
1- Incorrect use of weights and other gym exercise equipment	Back, muscle injury	Only allow use under adequate supervision and after proper training and instruction	Medium

Art Room			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
1- Use of glues, adhesives or paints	Flammable substances, irritants, respiratory problems	Use protective equipment when using and follow manufacturers guidelines on safety	Medium
2- Hanging artwork at height	Slips and falls	Avoid hanging artwork above a zone accessible from a pedestal or other secure access platform. Never access height whilst working alone.	Medium - High
3- Manual handling of large projects, heavy items, etc	Injury to back, muscle strain, etc.	Continue to ensure all relevant staff are trained in safe manual handling techniques (and refresher training) Keep weights below 15kgs if possible. Reduce carrying distances, particularly for heavier goods, and keep such items stored within a zone of convenient reach (through ergonomic layout)	Medium
4- Narrow (and steep) fire stairs leading from this room externally	Slips and falls	These stairs should <u>only be used in the event of an actual fire</u> and the rate of evacuation controlled by the teacher in the room, as crowding or panic on this stairs will cause serious fall injuries. Fire drills should use alternative routes of escape.	Medium - High

Art Room continued...			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
5- Use of hot wax	Burns	Ensure adequate instruction and supervision when using. Maintain burn relief treatments in first aid supplies (located conveniently)	Low - Medium
6- Handling sharp blades	Cuts and lacerations	Ensure adequate instruction and supervision when using. Dispose of sharps in an approved sharps container.	Medium

Toilets & Corridors			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
1- Freestanding lockers	Lockers getting pushed over (toppling over)	All lockers should be secured together and fixed securely to the wall behind their location	Medium
2- Item storage on top of lockers (bags, coats, books, etc)	Items falling on students	Fit triangular frame structure to top of all lockers to prevent unauthorised storage or utilise overhead space to create storage cupboards with lockers recessed underneath	Low
3- Slippery floor (tiled surfaces) when wet or damp	Slips and falls	Provide adequate ventilation, clean up any spillages immediately, and use non-slip mats when necessary. Use warning sign when floors are slippery	Medium
4- Schoolbags lying around corridors	Trips and falls	Provide designated storage areas for schoolbags and maintain adequate supervision of housekeeping in corridors	Medium
5- No emergency exit lighting evident in Staff Area corridor	Hindrance to effective evacuation in event of power outage	Install emergency exit lighting in accordance with The Fire Services Act 1981 & 2003 and regulation 12 of The General Application Regulations 2007.	Medium - High

General Offices			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
1- Visual Display Unit (computer) use	Eye strain, repetitive strain injury, headaches, back and neck pain, etc. (only if exposure is sufficient: e.g. hours of continuous use on a daily basis)	All VDU workstations must comply with the General Application Regulations (Part 2, Chapter 5), 2007, including completion of individual VDU workstation risk assessments. Instruct users in proper posture and workstation set-up / layout. Continuous workstation activity should be broken up to allow for changes in posture, standing up, walking around, etc. Refer to Appendix 4 for further guidelines	Low - Medium
2- Photocopier non-routine use (changing toner / unblocking / etc)	Carbon monoxide from toner. Fire if heat accumulation is excessive. Cuts/grazes or electric shock when clearing paper jams. Ultraviolet light exposure	Use in well ventilated areas. Avoid contact with toner and keep lid closed when in use. Isolate electricity before opening	Low - Medium
3- Electrical extensions (and adapters) in use	Fire or electrocution from overload	Ensure power demand never exceeds supply. Check cable regularly for any damage and ensure all extensions / adapters are fused. Check residual circuit devices (RCD's or 'trip-switches') are operable and maintained	Low - Medium
4- Use of Guillotine	Cuts, lacerations	Ensure guards are in place at all times and fingers are not near blade area.	Low - Medium

General Offices Continued...			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
5- Portable electric heater use	Fire	Should not be left unattended when on. Keep away from combustibles. Keep all vents free from obstruction and cables away from access routes	Medium
6- Lone working individuals	Assault, robbery or lack of awareness of possible physical health implications such as heart attack or seizure	Install panic button linked to alarm system (monitored or otherwise). Maintain current coverage of CCTV and controlled access to building. Maintain communication links with lone working staff (eg: mobile phone). All staff should be made aware of the Lone Working Policy (See Section 5.10 on page 20)	Low - Medium
7- Use of shredders	Entanglement	Ensure no loose clothing, hanging ties, or loose sleeves when using shredder. Use warning sign.	Low

Outside Areas			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
1- Ice in winter months	Slips and falls	Maintain supply of salt to be applied to external thoroughfares during such conditions.	Medium
2- Emergency assembly points are not highlighted	Unfamiliarity and confusion in event of a drill or actual emergency evacuation	Ensure evacuation diagrams and instructions are displayed in all rooms along with regular drill completion. Display easily visible signage at the designated external assembly points.	Medium
3- Traffic exiting onto main road (poor visibility)	Traffic accidents	Install mirror on opposite side of road to assist visibility	Medium - High

Outside Areas continued...			
Specific Hazard	Associated Damage or Injury Risk	Safety Management Action	Risk Rating
4- Use of ladders (for painting, roof access, etc)	Falls, death	<p>Ladders used should comply with European Standard EN131 or British Standard 2037 for industrial or trade grade ladders.</p> <p>Check the ladder for any loose screws, hinges or rungs. Every ladder should be placed on a firm, level surface. Always reposition the ladder closer to the work when necessary (never overstretch) Always ask someone to hold the ladder while climbing (never work alone at height). Stay in the centre of the ladder, and always hold the side rails with both hands.</p> <p>Refer to Lone Working Policy in Section 5.10 of this document for further controls.</p>	Medium - High
Boilers			
1- Servicing of boiler	Explosion, fire	Only competent boiler maintenance personnel should be used for servicing boiler equipment. Seek contractor Safety Statement and Method Statement prior to work commencing.	Ongoing (annually)

Overall Fire Safety			
Hazard	Associated Injury or Damage Risk	Safety Control Action	Risk Rating
1- Fire drill frequency	Unfamiliarity in practical evacuation	Continue to hold fire drills once per term	Ongoing Awareness
2- Staff unfamiliarity in the use of fire extinguishers	Failure to tackle fire effectively	<p>Ensure that designated 'fire wardens' are trained in the use of such equipment on a 2 yearly basis. Contact fire maintenance contractor prior to each annual service to schedule a demonstration session.</p> <p>The Fire Maintenance Contractor (MCK Fire Services) could provide this training when discharging 20% of the total extinguishers each year (this is a legal requirement under the fire standard IS/EN3.)</p>	Ongoing Awareness
3- Narrow (and steep) external fire stairs	Slips and falls	<p>These stairs should <u>only be used in the event of an actual fire</u> and the rate of evacuation controlled by the teacher in the room, as crowding or panic on this stairs will cause serious fall injuries.</p> <p>Fire drills should use alternative routes of escape.</p>	Medium - High

General Emergency Access & Egress Requirements

- There should be at least two escape routes leading in opposite directions to a place of relative safety. These should require no one to travel more than 25 metres in high-risk areas and 60 metres in low risk areas to reach open air on a smoke free fire resisting corridor, stairway or lobby.
- All escape routes should be wide enough to permit all occupants to leave the school building in 2.5 minutes.
- All escape corridors and stairways should be enclosed by a structure of half-hour fire resistance and fitted with fire resisting doors.
- Escape routes should lead directly to the open air at ground level.
- All escape routes should have emergency lighting and be well ventilated.
- Lift shafts should be accessible only by fire resistance doors or shutters.
- All emergency exits should be clearly marked.
- All emergency exit routes should be free of obstruction and all emergency doors kept unlocked.

6.3 - Risk Control Action Record

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

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

7.0 - Revision of Safety Statement

7.0 - Revision of Safety Statement

- 7.1 The Safety Statement of Coláiste Muire Secondary School will be reviewed periodically by the responsible person (Safety Officer) in consultation with any required external expertise.
- 7.2 Representations made by staff members through the safety representative (if elected) will be considered and, if approved, will be incorporated in the review.
- 7.3 The Safety Statement may require revision between annual reviews arising from changes in legislation or at the request of the Health and Safety Authority (HSA), and such revisions will be arranged by the Safety Officer or competent external advisor.
- 7.4 The responsible person will review all relevant safety procedures following all accidents/incidents or dangerous occurrences.
- 7.5 Specific training and other safety needs will be reviewed by the responsible person in consultation with school management.

7.6 THIS SAFETY STATEMENT IS DUE FOR REVIEW AND UPDATE IN **OCTOBER 2017.**

This Safety Statement has been formulated for Coláiste Muire Secondary School, by Icon Projects under the provisions of The Health, Safety and Welfare at Work Act, 2005.

The Safety Statement is a documentation of Coláiste Muire Secondary School commitment towards health and safety in the workplace. It lays down the safety policy of Coláiste Muire Secondary School (including hazard identification, risk assessment and risk control actions).

The risk control recommendations will not completely prevent accidents occurring but will significantly reduce the likelihood of a risk arising. To this nature, Icon Projects cannot accept responsibility for accidents that may occur due to unforeseeable circumstances.

Format - Icon Projects (2016)

8.0 – Staff Member Declaration

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

Name	Date	Name	Date