



Bandonbridge N.S.

Safety Statement and Risk Assessment

Policy ratified by the BoM on 12/05/2025

The Safety Statement and Risk Assessment are reviewed and updated annually in May. The revised documents are printed and displayed on the noticeboard in the foyer.

PART A – Safety Statement and Appendices

SECTION 1 – Health, Safety and Welfare Policy



1.0 – Health, Safety and Welfare Policy



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SECTION 2 – Safety Arrangements



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2.0.1 – Persons Responsible for Completing Tasks



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2.2 – Consultation and Participation



2.3 – The Safety Representative



2.4 – Contractors' Responsibilities



2.5 – Visitors



2.6 – Accident Reporting and Investigation



2.7 – Emergency Procedures



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APPENDIX 2 – Emergency Information

APPENDIX 3 – Accident / Incident Investigation Form

APPENDIX 4 - Safety Data Sheets / Reports For Hazardous Substances

PART B – Risk Assessment and Action List

PART A – SAFETY STATEMENT AND APPENDICES

SECTION 1 – Health, Safety & Welfare Policy

We will read, sign and date the Health, Safety and Welfare Policy in this section. We will make sure the relevant parts of this Safety Statement, including Risk Assessments, are brought to the attention of all staff.



1.0 – Health, Safety and Welfare Policy

KEY ACTIONS

As an employer, we have the ultimate responsibility for the workplace and a direct influence on health, safety and welfare in our school. The health, safety and welfare policy below outlines our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

The Board of Management of Bandonbridge N.S. are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. We are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:

- Work activities are managed so as to ensure the safety, health and welfare of our staff
- The safety statement is maintained and updated, risk assessments are carried out and reviewed in the spring term and brought to the attention of all staff at least annually
- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided, when necessary
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of our staff are employed when required.

Signed: _____ Date: _____

Chairperson Board of Management



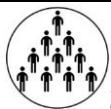
1.1 – School Information

School Name	SN Droichead na Bandan Bandonbridge NS
School Address	Clancool Bandon Co. Cork P72 HC65
Charity Number	21003964
Roll Number	18431D
Phone Number	0858590506 0238841798
Email Office Principal	bandonbridgeoffice@gmail.com bandonbns@gmail.com
Website	www.bandonbridgens.net
Other Contact / Social Media	
Board of Management	Cyril Fair – Chair Canon Denis MacCarthy – Chaplain Marie Norton – Community Clive Hawkins – Community Peter Appelbe – Treasurer Ruthanna Crowley – Safety Officer Paula Glavin – Teacher Fiona Giles – Principal/Secretary

SECTION 2 – SAFETY ARRANGEMENTS

This section provides a summary of key requirements that will be considered when carrying out work:

- Roles and Responsibilities
- Competence and Training Requirements
- Consultation and Participation
- The Safety Representative
- Contractors' Responsibilities
- Visitors
- Accident Reporting and Investigation
- Emergency Procedures, including Fire Aid and Fire
- Welfare Facilities and Workplace Requirements
- Personal Protective Equipment
- Pregnancy at work
- Young Persons
- Work-related Stress and Dignity at Work



2.0 – Roles and Responsibilities

KEY ACTIONS

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

EMPLOYER'S RESPONSIBILITIES INCLUDE:

- Managing and conducting work activities so as to ensure the safety and health of staff, pupils and others affected
- Prevention of improper conduct likely to put any person's safety and health at risk
- Providing a safe place of work, which is adequately designed and maintained
- Providing safe means of access and egress
- Providing safe plant, equipment and machinery
- Providing safe systems of work, e.g. operating procedures
- Preventing risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Providing appropriate information, instruction, training and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Providing suitable protective clothing and equipment where hazards cannot be eliminated
- Preparation and revision of emergency plans and designating staff to take on emergency duties
- Providing and maintaining welfare facilities
- Providing, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

EMPLOYEE'S RESPONSIBILITIES INCLUDE:

- Complying with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
- Complying with safety policies and procedures to ensure your own personal safety and health, as well as that of others
- Co-operation with your employer in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
- Attend any training as required by your employer
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.



2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

KEY ACTIONS

We, as the employer, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:

- We shall identify responsible persons (where required) who will take responsibility for various tasks, e.g. induction, inspections and training
- We shall brief them on these tasks and their responsibilities
- We shall record the names of such nominated persons
- We shall record details in **Form 1.5 – Responsible Persons Task Register** in **Appendix 1**.

We will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.



2.1 – COMPETENCE AND TRAINING REQUIREMENTS

KEY ACTIONS

Competence of employers, managers and employees is critical to the effective safe management and operation of business activities.

Competence is determined by knowledge, training and experience and, as an employer I / we will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, my / our employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

- Fire warden training
- First-aid training
- Manual handling training
- Training on the use of firefighting equipment
- Induction training
- Machine-specific training.

We shall record details of training in relation to specific tasks, such as those listed below, in **Form 1.3 Training Register** in **Appendix 1**.



2.1.1 – INDUCTION TRAINING

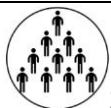
KEY ACTIONS

Induction training is very important in communicating specific health and safety information to employees, contractors and other relevant persons when they first arrive at our workplace.

Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place
- Workplace rules
- Roles and responsibilities
- Emergency procedures and first-aid arrangements.

When inductions have been completed, then we shall complete **Form 1.1 Induction Register** in **Appendix 1**. Typical topics which are discussed at induction are also covered in **Form 1.2 Typical Induction Topics** in **Appendix 1**.



2.2 – CONSULTATION AND PARTICIPATION

KEY ACTIONS

We recognise that employee participation in health and safety is an integral part of our safety management system. We are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.

TOP TIPS

We will consult with all relevant employees:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced
- When new substances or materials are introduced.

Furthermore, should any of our employees raise any matters relating to their health and safety that are connected in any way to our work activities, we will consider such matters and will endeavour to take any action that we consider necessary or appropriate to deal with the matters raised.



2.3 – THE SAFETY REPRESENTATIVE

KEY ACTIONS

Our employees may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to us on safety, health and welfare matters at the place of work.

We shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

We will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

The functions of our safety representative include:

- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between them and the employer that is based on the nature and extent of the hazards in the place of work
- Being given access to information that relates to the safety, health and welfare of employees
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation
- Being given the opportunity to receive appropriate health and safety training to help them perform the function of a safety representative
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace
- Complete an annual health and safety audit of the school in consultation with the Board of Management Safety Officer.

Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

Our safety representative is: **Belinda Jennings**



2.4 – CONTRACTORS' RESPONSIBILITIES

Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.

KEY ACTIONS

All contractors involved in a work activity on our premises must comply with our policy for safety, health and welfare.

Contractors carrying out work must:

- Be competent to carry out the work
- Have adequate resources to carry out the work
- Provide copies of their own:
 - Safety statement
 - Insurance
- Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at my / our workplace.

FURTHER INFORMATION

To ensure compliance with the legislation we will provide contractors with the relevant sections of our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in our workplace.

Form 1.5 – Responsible Persons Task Register in **Appendix 1** can be used to identify employees who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.



2.5 – VISITORS

Definition: A visitor is a person other than an employee or contractor.

KEY ACTIONS

Visitors may not be aware of the potential hazards associated with our place of work. To minimise the risk of injury to visitors, we will:

- Practice good housekeeping, including:
 - Keeping walkways clear
 - Cleaning up spills immediately
- Restrict access to hazardous areas
- Prevent visitors from using equipment or machinery
- Ensure appropriate safety signs and notices are displayed
- Ensure safe walkways and access routes are maintained
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

- Conduct themselves in a safe manner at all times
- Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.



2.6 – ACCIDENT REPORTING AND INVESTIGATION

KEY ACTIONS

If an accident or incident occurs in our place of work or in the course of our work activities which has affected employees or a third party, we will:

- Ensure that all accidents and dangerous occurrences are recorded.
- Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and **Form of Notice of Accident (IR1)** sent within 5 working days.
- Ensure that other accidents are reported to the Health & Safety Authority on Form **IR1** within 10 working days where:
 - Employees are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days)
 - Members of the public injured due to a work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility
- Ensure that dangerous occurrences are reported to the Health & Safety Authority on the **Form of Notice of Dangerous Occurrence (IR3)** within 10 working days

FURTHER INFORMATION

The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.

A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years.

Any report to the Health & Safety Authority can be made online at **www.hsa.ie**, or by completing the relevant **Form (IR1 or IR3)** and posting it to:

Workplace Contact Unit,
Health & Safety Authority,
Metropolitan Building,
James Joyce Street,
Dublin 1.



2.7 – EMERGENCY PROCEDURES

KEY ACTIONS

We will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:

- Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.
 - o Fire
 - o Explosion
 - o Accidents/injuries
 - o Robbery
 - o Chemical spills
- Ensuring that employees are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace
- Ensuring that emergency procedures are included in the workplace induction training
- Designating where employees are needed to implement our emergency plans and procedures
- Providing the equipment and training needed
- Completing **Form 2.1 Emergency Contact Information** in **Appendix 2**.

FIRE AND EVACUATION

We will ensure appropriate plans and procedures are in place for dealing with fire, and that employees are trained, including:

- Location of firefighting equipment and means to raise the alarm
- Location of assembly point(s)
- Evacuation drills and fire warden(s)
- Location of emergency shut-off points where relevant (e.g. gas) shut off.

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees and visitors must follow the procedures below for evacuation:

- GO IMMEDIATELY TO THE NEAREST EXIT
- DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
- DO NOT STOP TO COLLECT PERSONAL ITEMS
- GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
- DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

FIRST AID

After assessment of the workplace and the type of hazards that exist, we will ensure adequate provision of first-aid equipment and facilities, including:

- At least one adequately stocked and accessible first-aid kit will be provided
- We will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees
- We will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)

- Contact details and directions to the nearest doctor or hospital will be available / displayed
- We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).

EMERGENCY CHECKLIST (NON-EXHAUSTIVE)		YES	NO	N/A
	Have you and your employees identified the types of emergency situations that your business could be exposed to (e.g. fire, explosion, chemical spill etc.)?			
	Are employees aware of the plans and procedures?			
	Have employees been appointed and trained in specific tasks, e.g. first aid, fire warden?			
	Are evacuation plans and emergency contact information on display?			
	Are exits well marked, kept clear at all times and emergency lighting/signage in place?			
	Have you held an evacuation drill in the last six months and kept a record of this?			
	Do you and your staff regularly check and maintain the emergency equipment in place (e.g. smoke detectors, fire extinguishers, gas/carbon monoxide detectors, sprinkler systems, emergency lighting)?			

VIOLENCE / ROBBERY

Where there is a risk of robbery or violence in the workplace, we will ensure that we have completed a risk assessment for violence/aggression/theft and that adequate plans and procedures are put in place. We will train staff on how to deal with the threat of robbery/violence, for example:

- Keep calm and make no sudden movements
- Do what the offender asks
- Memorise as many details about the offender as possible, e.g. height, clothing, features
- Note the direction and method of escape, e.g. car, motorbike, on foot
- Notify the Gardaí as soon as it is safe to do so
- Provide first aid to victims
- Lock outside doors until emergency services arrive.

FURTHER INFORMATION:

- A 'Fire Safety Checklist' is available in the 'Learn More' section of BeSMART.ie which can be used to develop a specific fire safety management policy for the workplace
- 'Guidelines on First Aid at Places of Work' is available in the 'Learn More' section of BeSMART.ie
- A copy of the procedures for specific emergencies in the workplace could be included in this section of the safety statement, or reference made to where they can be found.



2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

KEY ACTIONS

Where required, we will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by our employees and visitors, including but not limited to:

- Toilet facilities
- Canteen and food preparation areas
- Changing areas
- Adequate ventilation, temperature and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean
- Fire detection and fire-fighting equipment
- Emergency routes and exits
- Pedestrian and traffic management systems.

WELFARE FACILITIES	DETAIL AS NECESSARY
Toilet facilities (separate male and female if required)	<i>Staff are assigned designated toilet facilities on arrival at the school</i>
Washbasins and washing facilities (hot and cold water and soap)	<i>Hot water is not available in most toilets in the school so foaming soap is provided, as well as sanitising hand cleaner. Staff are responsible for replacing paper hand towels as necessary</i>
Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat	<i>The staffroom is located above Classroom 8. All staff are expected to keep this area clean and tidy. A cleaning rota is maintained.</i>
Potable drinking water	
Facilities to take shelter from the elements	
Facilities to dry clothing and suitable changing areas for nature of the work	



2.9 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

Appropriate personal protective equipment (PPE), as identified in our risk assessments, is provided and must be worn by our employees. Where required, typical PPE could include:

- Eye protection
- Hearing protection
- Gloves
- High-visibility clothing
- Respiratory protection, e.g. mask.

We will ensure that:

- Adequate and suitable PPE is provided
- The suitability of the PPE for the job is assessed
- PPE is maintained, used and replaced as recommended by the manufacturer's instructions
- Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate/reduce the risk
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in our risk assessments will be used

We expect our employees to:

- Use PPE correctly
- Report any defects or damage to PPE immediately
- Participate in any training or instruction provided on PPE
- Inform us of any medical conditions they have that might be affected by the use of the PPE provided to them.

FURTHER INFORMATION

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 3 of Part 2: Personal Protective Equipment.



2.10 – PREGNANCY AT WORK

KEY ACTIONS

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, we will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, we will carry out the following;

- Make sure that a specific risk assessment for that employee is undertaken*, taking account of any medical advice that the employee has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities
- If a risk cannot be eliminated or reduced to an acceptable level, then:
 - Adjust the working conditions or hours of work or both; or
 - If this is not possible, provide alternative work; or
 - If this is not possible, grant the employee health and safety leave
- We will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed.

FURTHER INFORMATION

***A Pregnancy Risk Assessment Template form is available in the Learn More section of BeSMART.ie**

Form 2.5 Responsible Persons Register in Appendix 2 can be used to identify the person responsible for carrying out pregnancy at work risk assessments.

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.



2.11 – YOUNG PERSONS

KEY ACTIONS

We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. We will undertake the following:

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:
 - Their lack of experience, maturity or awareness of risk
 - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
 - The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons
- **Form 1.5 Responsible Persons Register** in **Appendix 1** can be used to identify the person responsible for carrying out young persons at work risk assessments.

FURTHER INFORMATION

The Health & Safety Authority has produced a guidance document 'Protection of Children and Young Persons' which is available in the 'Learn More' section of BeSMART.ie.



2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

KEY ACTIONS

As an employer we will, so as far as is reasonably practicable, ensure that:

- No employee's workload is so great that he or she will have to consistently work overtime
- No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'
- No employee has to work in an environment which is unsafe and in which there are risks of accidents
- Employees are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- That a 'Dignity at Work Policy' is in place that outlines procedures with regard to addressing bullying and harassment at work.

FURTHER INFORMATION

The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.

APPENDICES

APPENDIX 1 – Forms and Records

APPENDIX 2 – Emergency Information

APPENDIX 3 – Accident Reporting and Investigation

APPENDIX 4 – Safety Data Sheets

APPENDIX 1 – FORMS AND RECORDS

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TYPICAL INDUCTION TOPICS				
PURPOSE	TO FAMILIARISE EMPLOYEES WITH THE HEALTH AND SAFETY RULES AND PROCEDURES BEFORE THEY START WORK.			
NO.	RECOMMENDED TOPICS TO BE DISCUSSED	YES	NO	N/A
1.	The qualifications and experience of workers to be inducted have been checked (where required)			
2.	Employees have been briefed on equipment in the workplace			
3.	PPE is available and worn as required: • Face masks • Gloves			
4.	Emergency procedures and location of: • Assembly point and evacuation route • Contact details of emergency services • Provisions for emergency communications			
5.	• The location of the first-aid facilities/kits • Names of the first aiders and where to obtain treatment			
6.	Location of firefighting equipment, e.g. fire extinguishers and hose reels			
7.	Names and contact details of the Health and Safety representative(s)			
8.	Location of welfare facilities (including toilets and drinking water)			
9.	Accident reporting procedures			
10.	Question and answer session			
Person Responsible For Carrying Out Induction Training: School Principal/Deputy Principal and Staff Safety Rep.				

FORM 1.3 TRAINING REGISTER

[illegible]

PERSONAL PROTECTIVE EQUIPMENT REGISTER

[illegible]

RESPONSIBLE PERSONS TASK REGISTER		
NO.	TASKS (NON-EXHAUSTIVE)	RESPONSIBLE PERSON (WHERE REQUIRED)
1.	Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all	Principal and Staff Safety Rep
2.	Person responsible for managing and co-ordinating work activities	Principal and Staff Safety Rep
3.	Ensuring records are maintained	Principal and Staff Safety Rep
4.	Ensuring forms and registers are collected and filled out as required	Principal and Staff Safety Rep
5.	Ensuring safety data sheets are available and appropriate control measures are in place	Principal and Staff Safety Rep
6.	Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence	Principal and Staff Safety Rep
7.	Ensuring risk assessments are carried out and updated as necessary	Safety Officer and Staff Safety Rep
8.	Ensuring the upkeep and maintenance of welfare facilities	Wellbeing committee/Principal
9.	Ensuring the upkeep of the first-aid box and ordering of first-aid supplies	Rona Coghlan
10.	Co-ordinating and managing training requirements	Rona Coghlan/Principal
11.	Ensuring the upkeep and maintenance of the premises and co-ordination of contractors' activities	Chair BoM or persons nominated by them
12.	Ensuring young persons' risk assessments are carried out when necessary	Principal and Staff Safety Rep
13.	Ensuring pregnancy-at-work risk assessments are carried out when necessary	Principal and Staff Safety Rep
14.	Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc.	Principal and Staff Safety Rep

APPENDIX 2 – EMERGENCY INFORMATION

FORM 2.1 – EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION		
School Name	Bandonbridge N.S. SN Droichead na Bandan	
Address	Clancool Bandon Co. Cork P72 HC65	
CONTACT DETAILS		
NAME	ROLE	PHONE NUMBER
Fiona Giles	Principal	0872220419
Cyril Fair	Chair BoM	0866015759
EMERGENCY SERVICES CONTACT DETAILS		
SERVICE	ADDRESS	PHONE NUMBER
DOCTOR		
FIRE/GARDAÍ/AMBULANCE	999 OR 112	
UTILITY AND SERVICE PROVIDERS		
ELECTRICITY (ESB NETWORKS)	1850 372 999 (24HR)	
IRISH WATER	1890 278 278	
HEALTH & SAFETY AUTHORITY	1890 289 389	
ASSEMBLY AREA	Grass area at rear of school	
EMERGENCY CO-ORDINATOR(S)	NAME Principal	PHONE 0858590506

APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM				
PART A – DETAILS OF INJURED PERSON				
NAME		PHONE		
ADDRESS		EMAIL		
		PPS NUMBER		
		DATE OF BIRTH		
		AGE		
		POSITION		
EMPLOYMENT TYPE		FULL TIME	PART TIME	OTHER
OCCUPATION	EMPLOYEE	CONTRACTOR	MEMBER OF THE PUBLIC	OTHER
OUTCOME	INJURY	NEAR MISS	FATALITY	OTHER
PART B – DETAILS OF INJURY AND TREATMENT				
TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)				
CAUSE OF INJURY (E.G. FALL, MACHINE)				
PART OF BODY INJURED				
AGENT (E.G. POOR LIGHT)				
FIRST AID	YES	NO	FIRST AIDER	
TREATED BY DOCTOR?	DOCTOR'S NAME		ADDRESS	
HOSPITALISED?	HOSPITAL NAME		ADDRESS	
TREATMENT RECEIVED?				
PART C – DETAILS OF ACCIDENT OR INCIDENT				
DATE		TIME		
LOCATION				
DESCRIPTION OF ACCIDENT/INCIDENT				
OTHER INFORMATION AVAILABLE?	WITNESS	CCTV	PHOTO/VIDEO	OTHER

PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)				
NAME		PHONE		
ADDRESS		EMAIL		
		PPS NUMBER		
		DATE OF BIRTH		
		AGE		
		POSITION		
SAFE PASS NUMBER AND EXPIRY DATE		CSCS DETAILS		
WITNESS STATEMENT TAKEN?			YES	NO
PART E – KEY FINDINGS OF INVESTIGATION				
LIST				
PART F – ACTIONS TO PREVENT REOCCURRENCE				
ACTION		BY WHOM	DATE	
PART G - ITEMS ATTACHED				
SKETCHES	CERTIFICATION OF PLANT ETC.	PHOTOGRAPHS/VIDEO	RISK ASSESSMENTS	TRAINING RECORDS
YES NO	YES NO	YES NO	YES NO	YES NO
DETAIL OTHER ITEMS/USEFUL INFORMATION				
PART H – OTHER INFORMATION				
ACCIDENT INVESTIGATED BY		POSITION		
PHONE		EMAIL		
SIGNED		DATE		

APPENDIX 4 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES **Not Applicable**

SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

The safety data sheet (SDS) is provided to inform you of the hazards of the chemical you are using and the measures you need to take to protect your health and that of your employees. It consists of 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. You must have an SDS for each hazardous chemical you receive from a supplier. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to take into account when completing the risk assessment for the chemicals you use.

Section 1 contains contact details of the person/company responsible for supplying the chemical as well as the emergency telephone number to contact in case of an emergency.

Section 2 gives details on the hazards of the chemical. This will help you assess the risk and what harm it can do to your health, the health of your employees and the environment.

Section 3 If the chemical you are using is a preparation (mixture), this section will give you information on the hazards of each of the individual substances in the preparation.

Section 4 details the first-aid measures you need to take in case of an accident while using the chemical.

Section 5 gives specific information on fighting a fire caused by the chemical.

Section 6 details what actions need to be taken if there is an accidental release of the chemical, such as what protective equipment to wear and how to clean up the spill.

Section 7 contains details on how to handle and store the chemical safely. The information in this section should be used to help you put in place safe procedures for working with chemicals.

Section 8 gives you details of the steps you need to take to reduce exposure and of the personal protective equipment you need to wear when working with the chemical to protect yourself.

Sections 9, 11 and 12 provide detailed information on the physical/chemical, toxicological and ecological properties of the chemical.

Section 10 contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.

Section 13 explains how the chemical should be disposed of correctly.

Section 14 contains information relating to the transportation of the chemical.

Section 15 contains the details of the classification of the chemical as given on the label.

Section 16 gives any other information relevant to the chemical, e.g. training advice.

PART B – RISK ASSESSMENT AND ACTION LIST

RISK ASSESSMENT

Risk Assessments will be carried out in consultation with employees, having reviewed the workplace and work practices, both identifying the hazards that exist and assessing the risks arising from the hazards.

- Where additional controls are required to avoid or reduce the risk, they will be identified on the risk assessment action list and will be implemented by the responsible person
- Every reasonable effort will be made to give priority to the implementation of controls for those hazards of most concern
- Where the necessary competence to carry out particular risk assessments is not available in-house, additional expertise will be obtained
- When a process, task or activity significantly changes or a new one is introduced:
 - The existing risk assessment will be reviewed and amended as required; or
 - A new risk assessment will be carried out
 - This will be done in consultation with employees.

ACTION LIST

Following the completion of the risk assessment, an action list was generated. This is a list of controls identified during the risk assessment process that are required to be implemented in order to reduce the risk of accident/ill-health in the school. You should:

- Assign a responsible person to complete each task?
- Assign a realistic goal date and the resources required to carry out each action
- Follow up to ensure satisfactory completion

You can complete this action list by printing and filling it out by hand or you can return to the “Manage Action List” and complete it online.

PART B1 – RISK ASSESSMENTS

Completed Risk Assessments

1. Electricity
2. Fire
3. Slips, Trips and Falls
4. Manual Handling
5. Chemicals
6. Work at Height
7. Display Screen Equipment
8. Maintenance
9. Employees New to the Job
10. Indoor Air Quality
11. Pregnant, Post-Natal and Breastfeeding Employees
12. Administration of Medicine in Schools
13. Behaviours of Concern
14. Cleaning
15. Dishwasher / Glass Washer
16. Heating Systems
17. Hot Objects
18. Knives and Sharp Objects
19. Ladder (Straight /Extension)
20. Legionnaire's Disease
21. Litter Picking
22. Lone Working
23. Managing Asbestos in Buildings
24. Manual Handling of People
25. Microwave
26. Mould Growth Inside Buildings
27. Office Equipment
28. Oven / Hob
29. Power Hand Tools
30. Radon
31. School Car Park
32. School Events
33. School Trips and Off-Site Activities
34. School Visitors
35. Stepladders (A-Frame)
36. Vermin
37. Violence / Aggression / Theft
38. Water Boiler (Unpressurised)

Hazard: Electricity	
Current Controls	Actioned
All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician	Yes
Electrical installations are checked regularly by a competent qualified electrician	Yes
Testing, certifying and repairs are carried out in accordance with appropriate NSAI standards	Yes
Enclosures / covers are in place to prevent contact with live electrical equipment / parts	Yes
Damaged extension leads are repaired or removed from use	Yes
Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations	Yes
Work on live electrical equipment is avoided where reasonably practicable	Yes
Fire extinguishers that are suitable for fighting electrical fires are provided	Yes
All circuits supplying socket outlets are protected by an RCD	Yes
Operation of the RCD is tested regularly in accordance with the manufacturer's instructions	Yes
Electrical equipment and fittings are suitable for the work environment	Yes
Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested	Yes
Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person	Yes
Electrical cable reels are uncoiled during prolonged use and when using high-power items	Yes
Additional Controls or Information	

Hazard: Fire	
Current Controls	Actioned
Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily	Yes
Fire alarm and smoke / heat detectors are in place where necessary, kept in good working order and checked regularly	Yes
Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area	Yes
Emergency lights are installed on escape routes where necessary, at and outside exits and near call points / fire fighting equipment and are tested regularly	Yes
Fire extinguishers are accessible, kept in good working order and inspected regularly	Yes
Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers	Yes
Emergency evacuation procedures are in place	Yes
Fire drills are held regularly	Yes
Appropriate signs are in place	Yes
Additional Controls or Information	

Hazard: Slips, Trips and Falls	
Current Controls	Actioned
Stairs and steps are clearly visible, handrails are suitable, and distractions are avoided	Yes
Problem stairs and steps are identified and extra precautions are in place	Yes
Pedestrian routes are slip resistant, kept clear and clean and are properly maintained	Yes
Slippery surfaces have been identified and have been replaced, treated or improved	No (See action list)
Floors around entrances are slip resistant when wet	No (See action list)
Floors are wet cleaned when the workplace is closed or quiet and wet areas are cordoned off until dry	Yes
Adequate lighting is provided and is appropriate for the work being carried out	Yes
Spills are cleaned up immediately and absorbent materials and warning signs are available	Yes
Trailing cables and leads are re-routed, removed or secured and other good-housekeeping practices are in place to avoid trip hazards	Yes
Additional Controls or Information	

Hazard: Manual Handling	
Current Controls	Actioned
Each manual handling task is assessed and measures put in place where needed to avoid or reduce the risks	Yes
Task is organised to allow the use of mechanical aids to avoid or reduce the need for manual handling	Yes
Task is organised so that handling is carried out between waist and shoulder height	Yes
Heavy or large or unwieldy loads are broken down into more manageable weights or sizes or suitable mechanical aids / team lifts are used	Yes
Work is planned to prevent handling over long distances or frequent repetitions	Yes
Bending, twisting and unstable postures are avoided	Yes
Employees receive relevant manual handling training where necessary	Yes
Additional Controls or Information	

Hazard: Chemicals	
Current Controls	Actioned
A list (inventory) of all chemicals used in the workplace has been prepared	N/A
Chemical labels and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified	N/A
Employees are trained in the safe use of chemicals	N/A
The number of employees and the exposure to chemicals is assessed and minimised	N/A
Less hazardous chemicals are used where possible	Yes
Adequate ventilation is provided	Yes
A wash hand basin, soap and disposable towels/hand dryer are available	Yes
All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations	N/A
Eye, skin and respiratory protection is provided and worn where appropriate and in accordance with the safety data sheet	N/A
Chemicals or chemical products used in the workplace are checked for the presence of restricted chemicals	N/A
Chemical restriction conditions are followed as appropriate	N/A
Restricted chemicals are removed or replaced with alternative techniques / methods or with less harmful chemicals where possible	N/A
Chemicals and chemical products are checked to determine whether they need a REACH Authorisation	N/A
REACH Authorisation is in place or your use is covered by your suppliers authorisation	N/A
Additional Controls or Information	
The cleaning company uses non-toxic cleaning products	Yes

Hazard: Work at Height	
Current Controls	Actioned
Work at height is avoided where possible	Yes
Appropriate barriers or work equipment are used to prevent falls where work at height cannot be avoided	Yes
Where falls cannot be prevented, work equipment which minimises the risk of injury is used	Yes
Equipment that protects all employees who work at height is used instead of equipment that only protects one employee at a time	Yes
Work at height activities are planned and supervised	Yes
Work areas / platforms at height are stable, strong and have a 1m high parapet or double handrails	Yes
Safe access to work at height area is provided	Yes
The use of ladders is avoided or they are used only for light work of short duration	Yes
Work equipment is inspected regularly and any defects found are repaired	Yes
Materials are not stored at height or they are secured	Yes
Work areas at height are kept clear of loose materials and materials are prevented from falling	Yes
Training is provided to employees on using equipment for work at height	Yes
Personal Protective Equipment is provided and employees are trained in its use	Yes
Additional Controls or Information	

Hazard: Display Screen Equipment	
Current Controls	Actioned
An assessment of individual workstations is carried out <i>A trained assessor should conduct an assessment of the employee's workstation on site or by video link if working from home. Assessment should look at workstation, chair, screen, lighting etc. See practical guidance on DSE/Working from Home in Learn More</i>	Yes
Work tasks are varied to ensure that employees are not working at their computers for long periods of time	Yes
Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards	Yes
Employees who use computers are made aware of their right to eye tests <i>The employer should make employees aware that they are entitled to an eye and eyesight test and the employee should consult with their employer to arrange an appointment</i>	Yes
Additional Controls or Information	

Hazard: Maintenance	
Current Controls	Actioned
PSDP / PSCS is appointed for construction repair and maintenance work where appropriate	Yes
Only trained and authorised employees carry out maintenance work	Yes
Maintenance employees are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate	Yes
Where maintenance work may involve disturbing asbestos, all possible types and locations of asbestos are identified by a competent person and suitable control measures put in place before work commences	N/A
Maintenance employees are aware of all external water and electricity cut off points	Yes
Machines are isolated from electric, hydraulic and pneumatic power supplies before maintenance work starts	Yes
Guards are only removed to the extent that work requires and are replaced as soon as maintenance is complete	Yes
Machine adjustments, when parts are moving, are only carried out by maintenance employees and only when machine is at slow speed or under hold-to-run control	Yes
Work areas are cordoned off to exclude unauthorised access where necessary	Yes
Workshop or storage areas used by maintenance employees are adequately lit, free from trip hazards and items are stored properly	Yes
Hazardous areas are locked when not in use	Yes
Appropriate PPE is worn by maintenance employees and they have received training in its use	Yes
External maintenance workers report to a designated person	Yes
Tools used for maintenance are in good working order and properly guarded where necessary	Yes
Additional Controls or Information	

Hazard: Employees New to the Job	
Current Controls	Actioned
Risk assessments in the workplace consider vulnerable workers, including those new to a job	Yes
Induction training is provided before starting work and records are kept	Yes
Information, instruction and training is provided on the hazards present in the workplace and the controls in place to protect health and safety	Yes
Adequate supervision is provided	Yes
Employees and safety representatives are consulted on health and safety matters in the workplace including how best to protect those new to a job	Yes
Issues affecting those new to the job are brought up and addressed with employees	Yes
The system for reporting accidents, incidents and near-misses is communicated to those new to a job	Yes
Additional Controls or Information	

Hazard: Indoor Air Quality	
Current Controls	Actioned
Indoor air quality is assessed by a suitably qualified person and specific pollutants are identified and controlled	Yes
Suitable ventilation is provided	Yes
Ventilation systems are maintained, cleaned and repaired according to the manufacturers specifications	Yes
Sources of air pollution (contaminants) are managed	Yes
The number of people is appropriate to the room size	Yes
Additional Controls or Information	

Hazard: Pregnant, Post-Natal and Breastfeeding Employees	
Current Controls	Actioned
Employees are briefed to notify their employer when they are pregnant, post-natal or breastfeeding <i>For more information, see 'Guidance on Pregnancy at Work' available from learn more 'Publications' https://www.besmart.ie/learn-more/other-business</i>	Yes
A risk assessment is carried out for each pregnant, post-natal and breastfeeding employee <i>'Pregnancy Risk Assessment Template Fillable Form' is available in Learn more or https://www.hsa.ie/eng/workplace_health/sensitive_risk_groups/pregnancy_risk_assessment_template.pdf</i>	Yes
Additional Controls or Information	

Hazard: Administration of Medicine in Schools	
Current Controls	Actioned
A school policy on administration, storage of medicines and medical devices is in place	Yes
Staff are trained on the safe administration and storage of each medication and training records are kept	Yes
Written consent to administer medication is obtained from the parent or guardian	Yes
A system to cross-check medication before administration is in place	Yes
Medication is stored securely and only accessible to authorised people	Yes
Sharps are disposed of appropriately and emergency procedures are in place	Not applicable
Individual student's medication is clearly labelled	Yes
A written record of dates, times and types of medication administered to each student is kept	Yes
A procedure is in place to deal with a medication error	Yes
Additional Controls or Information	

Hazard: Behaviours of Concern	
Current Controls	Actioned
A school policy for managing behaviours of concern is in place and reviewed regularly	Yes
Staffing numbers are appropriate and lone working is avoided where possible	Yes
Student's support plans are followed where appropriate	Yes
Training is provided to employees on how to deal with behaviours of concern and advice is sought, where necessary	Yes
All incidents are recorded and reviewed	Yes
Support facilities are available to employees in the event of an incident	Yes
In the event of an incident, emergency procedures are in place for behaviours of concern and communicated to staff	Yes
Additional Controls or Information	

Hazard: Cleaning	
Current Controls	Actioned
Employees are given information on the cleaning activities to be carried out and are trained in safe cleaning and good hygiene procedures	Yes
Trolleys are provided and used where needed	Yes
Furniture is suitably arranged or fitted with casters/glides for ease of movement where possible	Yes
Suitable gloves are provided and worn	Yes
Equipment used for cleaning is visually inspected before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Safe practices are in place for the use of cleaning equipment and employees are instructed to adjust equipment as required	Yes
Additional Controls or Information	

Hazard: Dishwasher	
Current Controls	Actioned
Machine is installed, used and maintained in accordance with the manufacturer's manual	Yes
Hot water cycle stops automatically if door is opened	Yes
Employees are trained in the use of the dishwasher and operator's manual is available	Yes
Warning signs are in place	Yes
Baskets are not overloaded	Yes
Additional Controls or Information	

Hazard: Heating Systems	
Current Controls	Actioned
Heating system is installed and maintained by a competent person in accordance with the manufacturer's instructions	Yes
Only trained employees maintain and examine heating systems and operators manuals are available	Yes
Equipment is kept in good working order, safety devices are fitted, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Boiler flue is appropriately designed and maintained to ensure gases are released to the outside and can disperse safely	Yes
Steam boilers are thoroughly examined by a competent person every 14 months and records are kept	Not Applicable
Heating fuel is stored appropriately <i>Oil tanks are bunded, have isolation valves, kept in a well-ventilated area, maintained and protected from vehicles / vandalism. Smoking / naked flames are prevented. Complete the 'Liquefied Petroleum Gas' risk assessment, if appropriate</i>	Yes
Heating units and heating fuel are secure and only accessible to authorised employees	Yes
Suitable ventilation is provided in the heating unit storage area	Yes
Accessible hot pipework is lagged as required	Yes
Adequate tanker and delivery driver access is provided for fuel deliveries	Yes
Areas around boiler and heating system are kept clear	Yes
Emergency procedures and safety signs are displayed, fire extinguishers available	Yes
Additional Controls or Information	

Hazard: Hot Objects	
Current Controls	Actioned
Ovens, radiators, hot taps and piping are insulated, or temperature is controlled	Partially Not all piping is insulated
Warning signs are in place	N/A
Care is taken when moving hot objects or liquids around the workplace	Yes
Heat resistant gloves are provided and worn where relevant	Yes
Additional Controls or Information	

Hazard: Knives and Sharp Objects	
Current Controls	Actioned
Use of knives and sharp objects is minimised and they are stored safely. Use of knives during art lessons is controlled and monitored by the relevant teacher/SNA	Yes
Safe work practices are in place for the use, cleaning and sharpening of knives and sharp objects and employees are trained	Yes
Knives and sharp objects are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Knives or sharp object used are suitable for the job	Yes
Blades are kept sharp and replaced as needed	Yes
PPE is provided and worn as required	Yes
Additional Controls or Information	

Hazard: Ladder (Straight /Extension)	
Current Controls	Actioned
Work is only carried out from a ladder when the job is of short duration and low risk	Yes
Ladder is suitable for the work to be carried out	Yes
Ladder is checked before use, and unsafe ladders are taken out of use	Yes
Ladder is regularly inspected by a competent person and records are kept	Yes
Extension ladders overlap as per the manufacturer's instructions and locking devices are used	Yes
Employees are trained in the safe use of ladders	Yes
Work is not carried out near overhead electricity lines	Yes
Ladder is set up on a firm level base, leaning at a suitable angle and secured against slipping or moving <i>It is recommended that the ladder is angled at 75degrees (1 in 4). Avoid side on work and over-reaching, move the ladder as necessary</i>	Yes
Non-conductive ladders are used for electrical work	Yes
Ladders used for access are tied at the top and extend 3 rungs above the landing point unless a suitable handhold is provided	Yes
Moving vehicles and pedestrians are kept away from ladders when in use	Yes
3-points of contact are maintained at all times when using a ladder <i>Tools or equipment should not be carried when going up or down a ladder. Use a tool belt or raise tools up using a hand line</i>	Yes
Additional Controls or Information	

Hazard: Legionnaire's Disease	
Current Controls	Actioned
The water system is designed, maintained and audited to minimise the possible spread of infection <i>Cooling systems and towers should be routinely monitored, maintained and cleaned. Consult the 'Information sheet on legionnaires disease' and 'Controlling legionnaires disease in Health Care settings' in Learn More for more detailed information</i>	Yes
Water temperatures in the water system are maintained outside of the 20 - 50 degrees Celsius range	Yes
Where water stagnation occurs or water use is low, flushing procedures are used at water outlets	Yes
Water cisterns and water storage tanks are kept covered, clean and free from debris	Yes
A named, competent person is assigned to manage and monitor control measures where necessary	Yes
Where there is a risk of scalding, a means of controlling the water temperature at the point of use is fitted	Yes
Additional Controls or Information	

Hazard: Litter Picking	
Current Controls	Actioned
Litter picker or grabber is always used for collecting litter which is then placed in appropriate bin or bag	Yes
Safety boots, gloves and high-vis vest/jacket are always worn	Not applicable
If dangerous litter is found, it is left undisturbed and reported to a supervisor	Yes
Dangerous litter is collected by trained and authorised employees wearing suitable gloves and disposed of in a sharps bin	Partially No sharps bin available
Sharps bins are collected by a licensed contractor	Not applicable
Sanitary bins are collected by a licenced contractor	Yes
Employees are trained to cover all cuts with a waterproof plaster/bandage before starting work	Yes
Employees and pupils are trained to thoroughly wash their hands before eating or drinking	Yes
Additional Controls or Information	

Hazard: Lone Working	
Current Controls	Actioned
The number of lone workers is kept to a minimum	Yes
Means of communication is provided	Yes
Contact numbers are readily available for use in an emergency and an alarm is provided where relevant	Yes
Employees are trained on lone working procedures	Yes
Procedures are in place should a lone worker fail to return or make contact at agreed time	Yes
Physical barriers are provided where practical where there is an increased threat of violence	Yes
Where relevant, lone workers are provided with any necessary background information	Yes
Additional Controls or Information	

Hazard: Managing Asbestos in Buildings	
Current Controls	Actioned
Buildings are surveyed by a competent person and a written register of the condition and locations of ACMs is available <i>For further information on surveys and competent persons see https://www.hsa.ie/eng/your_industry/chemicals/legislation_enforcement/asbestos/asbestos_introduction/asbestos_surveys/</i>	N/A)
Asbestos surveys / registers are available to employees, contractors and other relevant people	N/A
Inspection procedure by competent person is in place for checking condition of ACMs	N/A
Before demolition, refurbishment, maintenance or construction the RDAS is checked	Yes
Construction, maintenance or repair work is stopped immediately if additional ACMs are suspected or identified	Yes
ACMs are only removed by trained or specialist asbestos contractors	Yes
After removal, a clearance certificate is obtained before returning to the building or removal area, and records are kept	Yes
Additional Controls or Information	

Hazard: Manual Handling of People	
Current Controls	Actioned
Each client's mobility needs are determined, and all moving and handling tasks have been assessed and where necessary, control(s) put in place	Yes
Workplace has adequate space and the environment is suitable for client movements	Yes
Appropriate handling aids are made available and used where required and employees are trained in their use	Yes
Employees involved in moving and handling tasks receive appropriate 'People Handling Training' from a trained instructor and records are kept	Yes
Handling equipment is visually inspected before use, reported defects are dealt with promptly and unsafe equipment is taken out of use until repaired	Yes
Lifting equipment is used and maintained in accordance with the manufacturer's manual	Not applicable
Hoists and slings are examined by a competent person at least every 6 months and a report of thorough examination is kept	Not applicable
Additional Controls or Information	

Hazard: Microwave	
Current Controls	Actioned
Microwave is used and maintained in accordance with the manufacturers manual	Yes
Metal is never placed in the microwave	Yes
Reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Containers used are suitable for use in the microwave	Yes
Heat resistant gloves/cloths are provided and used when handling hot containers	Yes
Additional Controls or Information	

Hazard: Mould Growth Inside Buildings	
Current Controls	Actioned
Workplace surfaces are visually checked for mould regularly	Yes
Ventilation is working correctly and regularly maintained	Yes
Building is maintained and moisture is reduced and controlled. Dehumidifiers are available where required	Yes
Mould removal and cleaning is carried out by trained and suitably qualified people	Yes
Appropriate PPE and RPE is provided and worn where needed	Yes
Additional Controls or Information	

Hazard: Office Equipment	
Current Controls	Actioned
Office equipment is used in accordance with the manufacturer's manual <i>Always keep the instruction manual that comes with every piece of new equipment and consult it for information on the use, cleaning and maintenance of the equipment</i>	Yes
Power sockets are not overloaded	Yes
Power supply is turned off when clearing shredder jams and emptying drawer	Yes
Loose clothing, dangling jewellery and unsecured long hair are avoided when using a shredder	Yes
Guillotine is only used when the guard is in place	Yes
Guard is engaged when guillotine is not in use	Yes
Cabinet drawers and doors are kept closed when not in use	Yes
Only one filing cabinet drawer can be opened at a time to prevent tipping	Yes
Shelves are not overloaded	Yes
Adequate lighting, ventilation and heating are provided	Yes
Additional Controls or Information	

Hazard: Oven / Hob	
Current Controls	Actioned
Oven/hob is installed, used and maintained in accordance with the manufacturer's instructions	Yes
Handles of pots/pans are secure and they do not project beyond the edge of the hob or range	Yes
Ladles or spoons are not left in saucepans on hotplates or rings	Yes
Heat resistant gloves are provided and used	Yes
Oven is not used if the fan guard is not in place	N/A
Reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Bottom-hinged oven doors are not left open	Not applicable
Additional Controls or Information	

Hazard: Power Hand Tools	
Current Controls	Actioned
Power hand tools are used and maintained in accordance with the manufacturer's manual and safety devices are in good working order	Yes
Tool is disconnected from its power supply before cleaning, clearing blockages or other maintenance/repair work starts	Yes
Tool adjustments are not made while moving parts are in motion	Yes
Employees are trained in the correct use of the power hand tools and the operator's manuals are available	Not applicable
Sufficient clear work space is provided and work pieces are secured where necessary	Yes
Loose clothing, jewellery and unsecured long hair are avoided when using power hand tools	Yes
PPE is provided and worn when required	Yes
Electrical hand tools of greater than 110 volts are not used on construction sites or in damp locations	Yes
Tools are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Portable electrical tools that could be subject to wear and tear are inspected and tested regularly by a competent person	Yes
Vibration dampening is provided on powered hand tools where appropriate	Yes
Additional Controls or Information	

Hazard: Radon	
Current Controls	Actioned
Indoor workplaces at ground floor or basement level, have had radon measurements carried out where required	N/A
Where reference levels are exceeded, measures are taken to reduce the radon level and the areas are then retested	N/A
Measures taken to reduce the radon level are maintained to ensure they remain effective	N/A
Additional Controls or Information	

Hazard: School Car Park	
Current Controls	Actioned
A traffic management plan is in place and communicated to employees and car park users <i>This might include information about signage, road markings, walkways, one-way system or turning area, reverse parking policy</i>	N/A
Pedestrian routes / parking areas are clearly marked and appropriate lighting and signs are in place. Pedestrians and vehicles are kept apart e.g. a pedestrian-only entrance	Yes
Designated areas for drop off and collection of students are in place	Yes
Designated areas for deliveries and collections are in place	Yes
A safe place is available for students to wait before school opens or after closing	Yes
Drop off and pick up times are staggered	N/A
Additional Controls or Information	

Hazard: School Events	
Current Controls	Actioned
A school policy for events is in place <i>This should include for example, the maximum crowd size, person(s) with overall responsibility for event safety, protocol for pre-event safety announcements</i>	No (See action list)
Emergency procedures for events are in place <i>Employees are trained on roles, responsibilities, duties during an emergency at an event</i>	No (See action list)
A safe means of access and egress is provided to the event location <i>Emergency escape routes are unobstructed (e.g. by chairs / equipment) and clearly displayed with signage / lighting</i>	Yes
All new electrical installations and all extensions at the venue are tested and certified as safe, by a competent qualified electrician and checked regularly <i>Make sure you complete the 'Electricity' risk assessment</i>	Yes
All emergency equipment at the venue is working and is checked at regular intervals <i>Make sure you complete- the 'Fire' risk assessment</i>	Yes
Problem stairs and steps are identified and extra precautions are in place and trailing electrical leads are prevented <i>Examples of extra precautions include slip-resistant step edges and highlighting surprise or irregular steps</i>	Yes
Additional Controls or Information	

Hazard: School Trips and Off-Site Activities	
Current Controls	Actioned
The trip or off-site activity is suitable for staff and students	Yes
Parents / Guardians provide written consent and information on any special requirements	Yes
Staff and students are adequately prepared for the trip or off-site activity	Yes
Weather conditions are checked and are suitable	Yes
An adequate number of staff are present to supervise students	Yes
Staff have a fully charged mobile phone and emergency phone numbers are available	Yes
A suitable means of transport is used	Yes
Additional Controls or Information	

Hazard: School Visitors	
Current Controls	Actioned
Visitors to the school are documented. Visitors must report to a designated staff member. This may involve requesting the visitor's I.D, filling out a visitor's log and wearing of a visitor's badge	Yes
Visitors are made aware of school policies and procedures	Yes
Staff have been trained on the school's visitor policy or procedures	Yes
Visitors are supervised by a member of staff when on site and students are never left unsupervised with a visitor	Yes
Staff provide an adequate level of supervision to students	Yes
Additional Controls or Information	

Hazard: Stepladders (A-Frame)	
Current Controls	Actioned
Work is only carried out from a stepladder when the job is of short duration and low risk	Yes
Ladder is suitable for the work to be carried out	Yes
Stepladders are used as per the manufacturer's instructions	Yes
Employees are trained in the correct and safe use of stepladders	Yes
Stepladders are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Stepladder is regularly inspected by a competent person and records are kept	Yes
Non-conductive stepladders are used for electrical work	Yes
Stepladders are set up on a firm level base facing the work activity	Yes
Stepladders are never straddled and the top three steps are not used for standing	Yes
Moving vehicles and pedestrians are kept away from stepladders when in use	Yes
3-points of contact are maintained at all times when using a stepladder	Yes
Additional Controls or Information	

Hazard: Vermin	
Current Controls	Actioned
Vermin eradication programme is in place where practical	Yes
<i>Always use a tool or wear protective gloves when removing dead vermin</i>	
Good housekeeping and storage arrangements are in place	Yes
<i>Floors and work surfaces should be cleaned on a regular basis using detergents and / or disinfectants and vermin proof containers should be used for storage where practicable</i>	
Good hygiene practices are in place	Yes
Contact with stagnant water, or water that may be contaminated, is avoided	Yes
PPE is provided and worn as required	Yes
Additional Controls or Information	

Hazard: Violence / Aggression / Theft	
Current Controls	Actioned
Security arrangements and systems are in place and in working order	Yes
Lone working is avoided where possible	Yes
Secure cash handling systems are in place	Yes
Training is provided to employees on how to deal with aggression, threats and robberies	No (See action list)
All incidents are recorded and reviewed	Yes
Support facilities are available to employees in the event of an incident	Yes
Procedures for cash handling and transit are in place	Yes
Workplace is laid out to minimise vulnerable areas	Yes
Physical barriers are provided where there is an increased threat of violence	Yes
Waiting visitors are kept informed where relevant	Yes
Additional Controls or Information	

Hazard: Water Boiler (Unpressurised)	
Current Controls	Actioned
Boiler is filled before turning on power	Yes
Boiler is not tilted to draw off hot liquid	Yes
Boiler is not allowed to boil dry or boil over	Yes
Other liquids are not heated in a hot water boiler	Yes
Pour distance is kept as short as possible	Yes
Drip tray is kept in position and emptied as required	N/A
Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Equipment is inspected periodically by a competent person and results of inspection are kept	N/A
Additional Controls or Information	

PART B2 – ACTION LIST

Hazard	Control Required	Assigned To	Action By	Date Completed
Slips, Trips and Falls	Slippery surfaces have been identified and have been replaced, treated or improved	Peter Appelbe	10th February 2025	No
Slips, Trips and Falls	Floors around entrances are slip resistant when wet	Peter Appelbe	10th February 2025	No
Slips, Trips and Falls	Suitable slip resistant footwear is provided and worn where necessary	BoM	10th February 2025	No
Chemicals	A list (inventory) of all chemicals used in the workplace has been prepared	Safety Officer/Staff Safety Rep	14th March 2025	No
Chemicals	Chemical labels and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified	Safety Officer/Staff Safety Rep	14th March 2025	No
Chemicals	Employees are trained in the safe use of chemicals	Safety Officer/Staff Safety Rep	14th March 2025	No
Chemicals	All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations	Staff Safety Rep	14th March 2025	No
Dishwasher	Warning signs are in place	Staff Safety Rep	10th February 2025	No
Hot Objects	Warning signs are in place	Staff Safety Rep	10th February 2025	No
Managing Asbestos in Buildings	Buildings are surveyed by a competent person and a written register of the condition and locations of ACMs is available	BoM	10th February 2025	No
Managing Asbestos in Buildings	Asbestos surveys / registers are available to employees, contractors and other relevant people	BoM	10th February 2025	No

Managing Asbestos in Buildings	Inspection procedure by competent person is in place for checking condition of ACMs	BoM	10th February 2025	No
Oven / Hob	Oven is not used if the fan guard is not in place	Principal	29th January 2025	No
Radon	Indoor workplaces at ground floor or basement level, have had radon measurements carried out where required	BoM	12th May 2025	No
Radon	Where reference levels are exceeded, measures are taken to reduce the radon level and the areas are then retested	BoM	12th May 2025	No
Radon	Measures taken to reduce the radon level are maintained to ensure they remain effective	BoM	12th May 2025	No
School Car Park	A traffic management plan is in place and communicated to employees and car park users	Principal/BoM	10th February 2025	No
School Car Park	Drop off and pick up times are staggered			No
School Events	A school policy for events is in place	Principal/PA/BoM	10th February 2025	No
School Events	Emergency procedures for events are in place	Principal/PA/BoM	10th February 2025	No
Violence / Aggression / Theft	Training is provided to employees on how to deal with aggression, threats and robberies	Principal	28th February 2025	No
Water Boiler (Unpressurised)	Drip tray is kept in position and emptied as required	Staff Safety Rep	14th March 2025	No
Water Boiler (Unpressurised)	Equipment is inspected periodically by a competent person and results of inspection are kept	BoM	14th March 2025	No