

| <b>Hazards</b>   | <b>Is the hazard present?</b><br>Y/N | <b>What is risk?</b>               | <b>Risk Rating</b><br>H/M/L | <b>Controls[When all controls in place risk reduced]</b>  | <b>Is control in place</b> | <b>Person responsible</b>   | <b>To Do/ Outstanding control +</b>                       |
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| <b>Risk 1 - Slips Trips and Falls</b>  |                                      |                                    |                             |   |                            |                             |   |
| Spills, e.g. liquid spills, drinks, art/crafts materials                                     | Y                                    | Injury due to slip, trip, fall     | H                           | *.Spills dealt with immediately<br>*Absorbent material used to soak up the spill<br>*Absorbent materials located near high spill risk areas                                 | y                          | All staff                   | Wet floor Signage   |
| High-risk slip and trip areas Inadequate storage of school equipment and personal belongings | Y                                    | Injury due to slip, trip, fall     | H                           | *School bags stored tidily Student belongings in box, lunch table or safely under desks<br>* School equipment is stored tidily<br>*Floors and access routes are kept clear  | y                          | All staff & pupils          |   |
| Areas prone to constant wetting-toilets  | Y                                    | Injury due to slip, trip, fall     | H                           | All areas prone to constant wetting are identified<br>Clear RULES ON USE of toilets.<br>Regular checking  | Y                          | All staff & pupils          |   |
| Level changes Steps and stairs   | Y                                    | Injury due to slip, trip, fall     | H                           | *The top and bottom of stairways are kept clean and tidy<br>* Proper lighting is provided Changes in levels are highlighted   | y                          | All staff & BOM             | slip resistant surfaces are ensured                       |
| Cleaning and washing floors  | y                                    | Injury due to slip, trip, fall     | H                           | Done after school<br>During school signs used<br>Excess liquid is removed to assist the floor drying process. As far as possible, the floor is cleaned until nearly dry     | Y                          | Cleaning staff              |   |
| Broken, tables, chairs or other furniture items  | Y                                    | Falls and related injuries         | M                           | Broken furniture removed from service until repaired or replaced  | Y                          | All staff & BOM & caretaker | Audit to be done on furniture every year in month of July |
| <b>Risk 2 Hot Drinks</b>   |                                      |                                    |                             |   |                            |                             |   |
| Liquid spills, burns   | y                                    | Slips, Trips, Falls, Injury, Burns | H                           | All staff members utilise covered travel mugs/ flasks<br>Students remain seated and are requested to exercise due caution when having hot drinks for lunch. Lunch times are | Y                          | All staff                   |   |

|  |                               |   |                      | supervised by teachers. Rota in staff Room   |                     |                    |  |
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| <b>Risk 3 Portable Electrical Appliances</b>   | Is the hazard present?<br>Y/N | What is risk?                                 | Risk Rating<br>H/M/L | Controls[When all controls in place risk reduced]  | Is control in place | Person responsible | To Do/<br>Outstanding control +  |
| Defective portable electrical equipment<br>Exposed wiring/live parts<br>Failure in earth | y                             | Electrocution<br>Fire Burns from hot surfaces | M                    | Defective electrical equipment shall be clearly identified, labelled as out of use, and stored separately to prevent accidental use<br>Visual checks carried out as follows:<br>Tools/appliance · On/off switch is working correctly · No signs of damage to casing · No loose parts or missing screws · Live parts are properly guarded so as not to be inadvertently accessible<br>Cables · Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible<br>Plug · Securely anchored, no sign of cracked casing, overheating, loose or bent pins<br>Socket outlet · No cracks or damage or sign of overheating<br>Report defects to person in control of the workplace to ensure all items are repaired or replaced. | Y                   | All staff          | Audit on equipment every year and defective equipment dumped responsibly |
| <b>Risks 4 Knives and Cutters</b>  | Is the hazard present?<br>Y/N | What is risk?                                 | Risk Rating<br>H/M/L | Controls[When all controls in place risk reduced]  | Is control in place | Person responsible | To Do/<br>Outstanding control +  |
| Knives and Cutters<br>Sharp knives and cutters<br>Guillotine in Office                   | y                             | Cuts/lacerations                              | M                    | Students instructed in safe use of knives and cutters<br>Knives and cutters counted out to students and counted back in at end of class<br>Also checked for faults<br><br>Guillotine only used by staff members  | Y                   | All staff          |  |
| <b>Risks 5 General Considerations</b>  | Is the hazard present?<br>Y/N | What is risk?                                 | Risk Rating<br>H/M/L | Controls[When all controls in place risk reduced]  | Is control in place | Person responsible | To Do/<br>Outstanding control +  |
| Fumes from paints and  | Y                             | Respiratory                                   | M                    | Relevant employees are aware of the hazards and precautions  | Y                   | ALL STAFF          |  |

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| glues  |                                   | irritation and problems       |                          | that must be taken when using chemical products/materials, and have access to Safety Data Sheet (SDS) When choosing chemical cleaners for use in the classroom the least hazardous product is purchased Chemical products/materials are labelled and stored safely in accordance with Safety Data Sheet |                            |   |                                     |
| Solvents and flammable materials                           | Y                                 | Asphyxiation, Explosion, Fire | L                        | Solvents and flammable materials are stored in metal cabinets.  | N                          | All staff                                     | Get METAL CABINETS                  |
| <b>Risk 6 Playground Slips Trips and dangerous objects</b> | <b>Is the hazard present? Y/N</b> | <b>What is risk?</b>          | <b>Risk Rating H/M/L</b> | <b>Controls[When all controls in place risk reduced]</b>  | <b>Is control in place</b> | <b>Person responsible</b>                     | <b>To Do/ Outstanding control +</b> |
| Slips  | y                                 | Trips. Falls Injury           | L                        | Students and staff informed of established school code of behaviour relevant to behaviour in playground Playground supervision roster established and implemented Condition of playground inspected by supervising staff members  | y                          | All staff                                     |                                     |
| Dangerous objects in playground                            | y                                 | Trips. Falls Injury           | M                        | Where appropriate, protocol established for checking playground for dangerous objects, syringes etc. Use of protective gloves and dedicated safe bins for storage of dangerous materials before disposal. Walls highlighted with paint  | Y                          | Caretaker, teachers, special needs assistants |                                     |
| <b>Risk 7 Playground sudden Sickness/ injury</b>           | <b>Is the hazard present? Y/N</b> | <b>What is risk?</b>          | <b>Risk Rating H/M/L</b> | <b>Controls[When all controls in place risk reduced]</b>  | <b>Is control in place</b> | <b>Person responsible</b>                     | <b>To Do/ Outstanding control +</b> |
| Incident of sudden sickness/ injury in the playground      | y                                 | Illness, injury, trauma       | M                        | Access assistance from nearest staff member Bring student to First Aid station and administer appropriate first aid Inform principal and decide on appropriate further action or medical referral. Complete accident report form  | Y                          | All staff                                     |                                     |
| <b>Risk 8 Aggressive or violent behaviour</b>              | <b>Is the hazard present? Y/N</b> | <b>What is risk?</b>          | <b>Risk Rating H/M/L</b> | <b>Controls[When all controls in place risk reduced]</b>  | <b>Is control in place</b> | <b>Person responsible</b>                     | <b>To Do/ Outstanding control +</b> |

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| Aggressive or violent behaviour in the playground   | y                        | Injury  | m                                      | Access assistance from nearest staff member on duty<br>Send a responsible student to the staff-room to get further assistance<br>Inform the principal<br>Follow established procedures in school's Code of Behaviour  | y                          | All Staff                                       |  |
| <b>Risk 9 Student Considerations</b><br>students with disabilities including physical disability, intellectual disability or EBD or ASC | y                        | Injury or flight  | m                                      | The suitability of the task is risk assessed<br>Extra focus needed on health and welfare. Ensure students understand teacher's instruction<br>May need time out in De-escalation Room with SNA.<br>Separate play area may be needed.  | y                          | All Staff                                       | Extra supervision may be needed for Special Needs pupils |
| Risk 10 First Aid   |                          |   |  |   |                            |   |  |
| First Aid<br>Inadequate first-aid equipment/ kits   | Y                        | Injuries could be serious or life threatening if not dealt with quickly and appropriately | L                                      | First-aid kits are kept well stocked in accordance with the Health and Safety Authority<br>Specific responsibility has been given to Jean Cunningham for re stocking  | Y                          | Jean and 1 <sup>st</sup> aid team and all staff |  |
| Inadequate information about trained first aiders   | y                        | could be serious or life threatening if not dealt with quickly and appropriately          | L                                      | <b>First Aid training provided every year by Red Cross Nobber</b>   | Y                          | STAFF & BOM                                     | Up to date CERTS IN SAFETY FOLDER                        |
| <b>Risks 11 Administration of Medicine</b>  | <b>Hazards Classroom</b> | <b>Is the hazard present? Y/N</b>   | <b>What is risk? Risk Rating H/M/L</b> | <b>Controls[When all controls in place risk reduced]</b>  | <b>Is control in place</b> | <b>Person responsible</b>                       | <b>To Do/ Outstanding control +</b>                      |
| <b>Medicine</b><br>Students with temporary illness or a chronic medical condition   | Y                        | Danger of injury, seizure or death  | M                                      | School obtains written consent from the student's parents/ guardians to administer medication along with the appropriate instructions<br>At least two members of staff agree to take on the responsibility of administering medication who are trained in the appropriate procedure<br>Regular review and monitoring of the policy and procedures | Y                          | STAFF & BOM                                     | Written consent hangs in First Aid Station               |

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|                                     |   |  |   | Board of management establishes a school policy on administration and storage of medicines and medical devices<br>Designated teachers should be aware of the condition and its symptoms, the medication and required dosage and the frequency and manner of administration. Medication should be stored labeled and identified with the student. School keeps written record of dates and times when medication was administered. complex or life -threatening medical conditions, -parents required to arrange for the administration of medication |   |             |   |
| <b>Risks 12 Fire Office</b>         |   |  |   |  |   |             |   |
| Electrical faults                   | y | Electrocution<br>Electric shock<br>Fire                  | M | Electrical sockets not overloaded Equipment checked prior to use for faults All electrical faults reported to designated person. Defective electrical equipment shall be clearly identified, labeled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired  | Y | STAFF & BOM |   |
| <b>Risks 13 Fire Events</b><br>Fire | y | Fire causing death or injury                             | M | All teachers know how to raise the alarm and contact the emergency services<br>There is an accessible fire extinguisher in classroom or hallway close to classroom<br>Use of candles or other naked flames strictly controlled   | Y | STAFF & BOM | All teachers to received training on how to use fire extinguishers and fire blankets over the next year |
| Fire                                | Y | Fire causing death or injury                             | M | Fire extinguisher(s) in place, suitable for the fire type & serviced annually (at least 1 x 5 kg CO2 extinguisher)   | Y | STAFF & BOM | Fire Officer Michael Mannion visited on 26 <sup>th</sup> Sep '16 checked fire equipment                 |
| Fire - Access/ Egress               | y | Delays in exiting building safely in the event of a fire | M | Exit routes kept free from obstruction. School emergency evacuation plan has been developed which covers all areas, processes and identifies those people who may be at special risk e.g. visually impaired or those working in noisy environments. This plan has been brought to the attention of school users  | Y | All staff   | Fire drill every term   |
| Improper storage of                 | Y | Fire causing   | m | Solvents or other highly flammable materials stored in metal   | N | Caretaker   | Storage   |

|                                       |                                       |   |                              |   |                            |                           |  |
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| solvents and flammable materials      |                                       | death or injury<br>Asphyxiation<br>Explosion                          |                              | cabinets Ensure Safety Data Sheets (SDS) are available for all chemicals. Ensure users of chemicals are aware of the hazards and precautions that must be taken when using chemical products. All users and relevant personnel must have access to the Safety Data Sheet (SDS) Combustible materials must be stored in appropriate conditions as per manufacturers storage guidelines Chemical products are labeled and stored  |                            |                           | container for chemicals needed<br>SDS LIST |
| Restricted access/egress              | y                                     | Delays in exiting building in event of fire<br>Smoke inhalation Burns | m                            | Exit routes kept free from obstruction<br>External lighting on exit routes operational and switched on during event<br>Fire assembly point(s) marked clearly Emergency lighting operational<br>fire exit doors checked to ensure they open freely before event<br>Emergency evacuation plan explained to audience before each performance/event<br>Person designated to raise the alarm and contact the emergency services<br>Persons assisting at event briefed on their role in fire evacuation<br>Fire alarm tested at regular intervals | y                          | All staff and BOM         |  |
| <b>Risks 14 Car Park<br/>Car Park</b> | <b>Is the hazard present?<br/>Y/N</b> | <b>What is risk?</b>  | <b>Risk Rating<br/>H/M/L</b> | <b>Controls[When all controls in place risk reduced]</b>  | <b>Is control in place</b> | <b>Person responsible</b> | <b>To Do/<br/>Outstanding control +</b>    |
| Poor lighting                         | Y                                     | Slips, trips, falls   | M                            | External lighting is adequate and is switched on when evening events are planned such as concerts, parent/teacher meetings, hall used by clubs or societies   | Y/N                        | BOM                       | Outside light to be fixed                  |
| Holes/ damaged surfaces               | N                                     | Slips, trips, falls   | L                            | Car park surface and other external areas are checked on a weekly basis for broken glass, hazardous   | Y                          | Staff                     | Security fencing has                       |

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|  |                               |  |                      | conditions and pot holes  |                     |                         | eliminated<br>broken glass  |
| <b>Risks 15 General Access Egress</b><br>Slippery walkways due to Ice  | y                             | Slips, trips, falls  | M                    | Grit or salt available for walkways which are prone to ice<br>Caretaker applies salt or grit in icy weather   | Y                   | Caretaker               | Make sure stock of salt in place  |
| Access and egress  | y                             | S Slips, trips, falls  | M                    | Exits marked clearly and adequate light<br>No trip hazards on entrance exit or walkways   | Y                   | All staff               |   |
| <b>Risk 16 Visitors Log</b><br>Persons on premises without knowledge of principal or other member of staff     | y                             | Inappropriate access to students, injury, trauma             | M                    | Visitors Log book at reception when visitors sign in with names purpose and time and sign out on leaving<br>All doors have magnetic locks so visitors must request for doors to be opened. And are controlled by secretary / principal  | Y                   | All staff               |   |
| <b>Risk 17 Drop Off / Pick Up</b><br>Students being picked up by other than parents guardian designated person | y                             | Access to students by in appropriate person, injury , trauma | m                    | Protocol that parents inform school in advance of persons designated to collect pupils<br>If collected early must sign their child out  | y                   | All staff members       |   |
| Person being struck by vehicle   | y                             | <b>Serious injury or death</b>                               | H                    | Traffic management system should be in place<br>Pedestrian routes/parking areas are clearly marked and appropriate signs in place. Controls in place around appropriate times for visiting vehicles deliveries and collections. Assembly points for emergency evacuations are clearly marked and are not located in an area likely to be required by the emergency services | y                   | All staff members & bom | Parents regularly reminded about safety at set down by text and newsletter-<br>Serious issue with inappropriate parking at 3 p.m. |
| <b>Risk 18 Computers General Considerations</b>  | Is the hazard present?<br>Y/N | What is risk?  | Risk Rating<br>H/M/L | Controls[When all controls in place risk reduced]   | Is control in place | Person responsible      | To Do/<br>Outstanding control +   |
| Unsuitable Layout of   | y                             | Repetitive   | L                    | Workstations arranged to avoid awkward movements  | Y                   | Office staff            |   |

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| workstation                                 |   | strain injury   |   |  |   |               |  |
| Inadequate Breaks                           | y | Eye Strain / Headache   | L | Breaks every hour  | y | Office staff  |  |
| Electric Cables                             | y | Trips falls shocks  | L | No trailing cables/ sockets not overloaded   | y | Office staff  |  |
| <b>Risk 19 Staff Room</b><br>Wet floors     | y | Injury from slip  | H | See slips No 1   | y | ALL STAFF     |  |
| Defective portable electrical equipment     | y | Electrocution, burns cuts   | H | Portable equipment visually inspected before use<br>Defective equipment removed or repaired  | y | ALL STAFF     |  |
| <b>Risk 20 Bullying Work place Bullying</b> | y | <b>Effects on physical health and mental health, isolation and low morale</b>           | M | The school is committed to ensuring that the place of work is free from bullying and all employees have the right to be treated with respect at work<br>Written Policy on Adult Bullying published on website.<br>Employees take responsibility for creating an work environment free from bullying or conduct likely to contribute to bullying.<br>Allegations of bullying are investigated fairly and thoroughly.<br>Vexatious complaints of bullying will be dealt with through disciplinary procedures | y | ALL STAFF     |  |
| Student Bullying                            | y | Effects on physical health and mental health,   | M | See Anti Bullying Policy<br>Friendship Week in February<br>Well Being<br>Cyber Bullying workshops  | y | ALL STAFF     |  |
| <b>Risk 21 Stress</b>                       | y | Increased absences, conflicts, low morale Effects on physical health and mental health, | M | HSA Work Positive Tool to assist with risk assessment<br>Demands of employee are achievable and within the role<br>Employee approaches principal for appropriate support<br>Extra supports and training given<br>Employee input into decision making and career change   | y | BOM AND STAFF | Aim to have Dignity in the workplace Policy created over this year |
| <b>Risk 22 Aggressive Threatening</b>       | y | Physical injury, stress psychological trauma  | L | Alert nearest staff member<br>Immediately inform principal/ deputy principal<br>Follow established procedures  | y | ALL STAFF     |  |



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| Behaviour towards Staff member  |   |  |   |  |   |                  |   |
| <b>Risk 24</b><br><b>Pregnant, Post natal, Breastfeeding</b><br>Contact with chemical agents                        | Y | Harm to unborn or breastfed baby                           | L | Ensure Pregnant, Post natal, Breastfeeding women not exposed to chemical agents  | Y | ALL STAFF        |   |
| Biological Agents   | Y | Infection  | L | Ensure Pregnant, Post natal, Breastfeeding women not exposed to biological / infectious agents   | Y | ALL STAFF        |   |
| Long standing or excessive movement   | Y | Varicose veins / fatigue                                   | L | Opportunity to sit while completing work activities  | Y | ALL STAFF + BOM  |   |
| Pushing Pulling heavy weights   | Y | Manual handling injury                                     | L | Not required to lift or push pull heavy items  | Y | ALL STAFF + BOM  |   |
| <b>Risk 27</b><br><b>High Noise levels</b>  | Y | Hearing damage   | L | Hearing protection when operating tractors strimmer ect  | Y | CARE TAKER + BOM |   |
| <b>Risk 28</b><br><b>Manual Handling</b><br>Transporting heavy loads and injuries sustained due to lack of training | Y | Injury to limb or back                                     | H | Trolley used to transfer heavy loads<br>Manual handling training for all staff 30/8/16   | Y | ALL STAFF + BOM  | Manual handling training for all staff on 30/8/16 certified for 3 yrs |
| <b>Risk 30 Radon</b><br>Identified High Radon Levels  | Y | Lung cancer and other health risks with long time exposure | L | Radon measurements taken [ <a href="http://www.rpli.ie">www.rpli.ie</a> ]<br>Radiological Protection Institute of Ireland have been informed and advice followed<br>High levels found - vent introduced or engineered system in place and kept switched on | Y | ALL STAFF + BOM  | Radon measurements taken in 2009                                      |
| <b>Risk 31 Mould</b>  | y | Lung irritation and health                                 | H | Procedure to identification of mould in place<br>Regular formal inspections biannually and identify  | N | ALL STAFF + BOM  | Mould in room 25 5 <sup>th</sup> class                                |

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|   |   | affects                               |   | causes<br>Preventative maintenance in place<br>System in place to deal with incidences of water damage<br>Records kept of same   |   |                   | due to insulation and lack of ventilation in attic- Needs Attention |
| <b>Risk 32 Asbestos</b>   | Y | Lung disease                          | L | Asbestos survey carried out and copy of survey kept in school<br>Management of recommendations put in place.<br>Contractors have access to survey and are made aware of the presence of asbestos prior to commencing work<br>Suitable information to employees so precautions can be taken | Y | BOM               | REMOVED IN 2006 OLD BOILER ROOM AT FRONT - PART OF SUMMER WORKS     |
| <b>Risk 32 Legionella bacteria</b>  | Y | Pontiac fever<br>Legionnaires disease | L | Competent person with relevant skills knowledge and experience to conduct site risk assessment<br>Possible risk form water system at workplace<br>Control plan in place and review and record  | Y | BOM               |   |
| <b>Risk 33 P.E.</b>   | Y | Injury cuts falls                     | M | Check all gym equipment is in working order free from cracks, defects  | Y | ALL STAFF         | ROLE OF POST HOLDER FOR PE Anne Carroll                             |
| <b>Risk 34 Goalposts</b>  | Y | Injury or fatality form collapse      | m | System of inspection of goal posts as part of maintenance schedule   | Y | ALL STAFF         | Goal posts cemented into ground                                     |
| <b>Risk 36 Special Events Overcrowding inadequate access emergence egress</b> | Y | Fall trips crushing burns             | H | Appoint person to have overall responsibility for Health and Safety.<br>Have maximum size of Audience [PROBLEMATIC]<br>Ensure they are informed of exits.<br>Proper signage needed   | Y | ALL STAFF AND BOM | Extension to GYM needed for events                                  |
| <b>Risk 37 Inadequate preparation for</b>                                     | Y | Accidents. Student separation         | H | See SchoolTours&Excursions_School Activities Policy 2016   | Y | ALL STAFF AND BOM |   |

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| school excursions   |   | from group                                      |   |   |             |                      |                                  |
| <b>Risk 38</b><br>Inadequate preparation for outdoor activities                   | Y | Accidents dangerous occurrences                 | H | See SchoolTours&Excursions_Policy 2016  | Y           | ALL STAFF AND BOM    |                                  |
| <b>Risk 39</b><br>Cleaning and general considerations                             | y | Back Injury strains                             | H | Manual Handling Course<br>Storage areas so items can be accessed without straining  | Y           | ALL STAFF AND BOM    |                                  |
| Contact with broken glass   | Y | cuts  | M | Disposed in separate waste glass bin  | Y           | ALL STAFF            |                                  |
| Defective electrical fittings   | Y | Electrocution                                   | M | Equipment used by cleaners regularly tested. Any faults reported. Defective equipment Either removed or repaired  | Y           | BOM                  | YEARLY AUDIT ON EQUIPMENT NEEDED |
| Washing and vacuuming   | Y | Slips falls                                     | M | Use Wet signs when washing floors and work carried out after school time<br>Dry as quickly as possible especially stairs<br>Careful with vacuum cables  | N<br>Y<br>Y | CLEANING STAFF + BOM | HAVE WE WET FLOOR SIGNS?         |
| <b>Risk 40</b><br>Hazardous Substances<br>Contact with chemical cleaning products | Y | Skin irritation allergies, burns                | M | Chemicals labeled and stored in accordance with Safety Data Sheet [SDS]<br>Personal protective equipment is provided and worn as directed by SDS  | Y           | CLEANING STAFF +BOM  |                                  |
| Contact with biological agents  | Y | Needle stick injury infectious disease exposure | L | All biological fluids i.e. blood are treated as potentially infectious and gloves are work during clean up<br>Don't put hand in bins where contents cannot be seen<br>Clinical waste must be disposed of a clinical waste bin.<br>An employee who suffers a needle stick injury to seek medical attention immediately | N           | ALL STAFF            | Clinical waste bin needed        |
| Contact with  |   | Dermatitis /                                    |   | Cleaners warned of potentially hazardous substances   |             |                      |                                  |

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| hazardous substances   |   | allergy                         |   | that they may inadvertently encounter when cleaning<br>Cleaners aware of hazard warnings on products   |   |                                  |   |
| <b>Risk 42</b><br>Working at a height<br>Unsafe used of step ladders<br>ladders / unsecure ladders | Y | Fall from height                | M | Ladders are only used for a short duration 30 mins<br>Ladders only used for light work<br>Stored safely and unauthorized use prohibited<br>Set on a firm based leaning at 75 degrees<br>Proper footwear worn | Y | ALL STAFF                        |   |
| Defective ladders  | Y | Fall from height                | M | Condition of ladder to be checked before use   | Y | ALL STAFF                        |   |
| Over reaching  | Y | Fall from height                | M | When using ladders employees don't work on top 3 rungs or top 2 steps<br>Ladders properly set to avoid over reaching   | Y | ALL STAFF                        |   |
| <b>Risk 43 Toilets</b><br>Loose or broken fittings   | Y | cuts                            | M | Condition of toilets and hand basin checked by cleaners and defects reported   | Y | CLEANING STAFF                   |   |
| Legionella   | Y | Respiratory disease             | L | See Risk no 33   |   |                                  |   |
| <b>Mould Growth</b>  |   |                                 |   | See Risk no 31   |   |                                  |   |
| Improper maintained hot and cold water   | Y | Burns scalds                    | L | Check temperature of water   | Y | ALL STAFF                        | Only relevant to new extension                  |
| Inadequate ventilation   | C | Inhalation of cleaning products | L | Windows can be opened  | Y | ALL STAFF                        |   |
| <b>Risk 44</b><br>Maintenance General Considerations<br><br>Unsafe system of work                  | Y | Cuts, slips, trips amputations  | M | Caretaker has received basic safety training including this safety statement and risk assessment   | N | CARETAKER<br>CONTRACTOR<br>S+BOM | CARETAKER NEEDS TO TAKE SAFETY COURSE THIS YEAR |
| Inadequate personal  | Y | Exposure to                     | L | PPE and clothing provided when necessary and   | Y | BOM                              |   |

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| protective equipment                                    |               | hazardous substances                            |             | instructions on how to use them   |                     | PRINCIPAL CARETAKER AND CONTRACTORS     |  |
| Inadequate information with regard to safety procedures | Y             | Injuries  | L           | Liaise with Principal and DP for safety prior to carrying out maintenance work  | Y                   | BOM PRINCIPAL CARETAKER AND CONTRACTORS |  |
| Fire  | Y             | Burns asphyxiation                              | L           | Caretaker trained in the use of fire extinguishers and aware of external gas, water and electricity cut off points  | N                   | BOM PRINCIPAL CARETAKER AND CONTRACTORS | TRAINING NEEDED                                |
| Poor House keeping                                      | Y             | Cuts, slips, trips                              | L           | Workshop storage area are adequately lit and free from trip hazards   | Y                   | BOM PRINCIPAL CARETAKER                 |  |
| Working with electricity                                | Y             | Electrocution                                   | L           | Caretaker does not carry out repairs on electrical circuits   | Y                   | BOM PRINCIPAL CARETAKER AND CONTRACTORS |  |
| Contact with chemical products                          | Y             | Skin irritations burns splashes to eyes         | L           | Safety Data Sheet on all hazardous chemicals<br>PPE worn as directed by SSD sheet<br>Bleach and acid cleaners are never mixed cleaning toilets drains<br>All hazardous chemicals are labeled                                      | N                   | BOM PRINCIPAL CARETAKER AND CLEANERS    | Have we SDS sheet and any hazardous chemicals? |
| Direct contact with biological agent                    | Y             | Needle stick injury infectious disease exposure | L           | All biological fluids are treated as potentially infectious and gloves worn during cleaning of any biological agent<br>Don't put hand in a bin when you can't see contents<br>Immediate medical attention for needle stick injury | Y                   | CARETAKER AND BOM                       |  |
| Poor storage arrangements for chemicals                 | Y             | Uncontrolled access to hazardous chemicals      | L           | Chemicals stored in separate and well ventilated room with access control   | Y                   | BOM PRINCIPAL CARETAKER                 | SEPARATE ROOM YES/ Access control no           |
| Risk 45 Construction Contractors                        | Is the hazard | What is risk?                                   | Risk Rating | Controls[When all controls in place risk reduced]   | Is control in place | Person responsible                      | To Do/ Outstanding                             |

|   | present?<br>Y/N |  | H/M/L |   |                     |   | control +  |
|---|-----------------|--|-------|---|---------------------|---|--|
| Inadequate preparation before construction work commences | Y               | Injuries resulting from adequate preparation   | M     | BOM aware of their responsibility under SAFETY Health and Welfare at Work Regulations 2006<br>Appointment of Project Supervisor Design Person before design stage and PSCS [Construction Stage]<br>Principal ore DP ensures consultation with PSDP/PSCP before work commences on projects. Appropriate information kept on file i.e. safety file  | Y                   | BOM<br>PRINCIPAL<br>CARETAKER<br>AND<br>CONTRACTORS | SAFETY FILE<br>IN OFFICE   |
| Unsecure sites in close proximity of school               | Y               | Serious injury or death                        | L     | Suitably constructed fencing must be used to secure sites<br>Suitable barriers and appropriate signage<br>Suitable safe routes must be provided to ensure the safety of all those at school public and those with disabilities<br>Traffic control plans in place when required<br>Plant should be secured when left unattended to prevent unauthorized use especially when parked up at the end of the day. | Y                   | BOM<br>PRINCIPAL<br>CARETAKER<br>AND<br>CONTRACTORS |  |
| Risk 47 Boiler Houses<br>Flammable gas                    | Y               | Asphyxiation, fire explosion burns             | H     | Gas detector are in place with automatic shut off<br>Gas detectors services annually<br>Fire detection in boiler house is linked to main alarm system and serviced annually<br>Boiler serviced by competent person annually and service records maintained<br>If smell of gas is detected the gas contractor is notified  | N<br><br>N<br><br>Y | BOM<br>PRINCIPAL                                    | Gas detectors and link to fire alarm needed<br><br>BOILERS SERVICED ON 3/10/16 |
| Flammable gas - Unauthorised persons                      | Y               | Asphyxiation, fire explosion burns, trip, fall | M     | Extinguisher services annually<br>Safe access provided<br>Unsafe access to boiler room prevented<br>Unauthorized persons not permitted in the vicinity of boiler room   | Y                   | BOM<br>PRINCIPAL                                    |  |
| Access to gas pipes                                       | Y               | fire explosion burns, trip, fall               | M     | Gas tipping in adequate area to prevent it being struck by a vehicle and is secured against vandalism   | Y                   | BOM<br>PRINCIPAL                                    |  |
| Unsafe storage of   | Y               | fire explosion                                 | H     | Combustible materials such as furniture are not   | N                   | BOM   | Furniture to be  |

|  |                                       |   |                              |   |                            |                                  |   |
|--|---------------------------------------|---|------------------------------|---|----------------------------|----------------------------------|---|
| materials adjacent to boiler           |                                       | burns, trip, fall   |                              | stored in boiler room   |                            | PRINCIPAL                        | audited and moved into new build so risk reduced over next year. Problem with storage space |
| <b>Risk 48 Ride on Mower</b>           | <b>Is the hazard present?<br/>Y/N</b> | <b>What is risk?</b>  | <b>Risk Rating<br/>H/M/L</b> | <b>Controls[When all controls in place risk reduced]</b>  | <b>Is control in place</b> | <b>Person responsible</b>        | <b>To Do/<br/>Outstanding control +</b>   |
| Grass cutting<br>Unsafe system of work | Y                                     | Cuts / body injury, overturning of mower, hearing damage due to noise | L                            | PPE equipment and clothing worn<br>Mower only started when it is safe to do- no bystanders<br>No passengers allowed<br>Not driven on excessive slopes | Y                          | CARETAKER                        |   |
| Flying debris                          | Y                                     | Eye Body injury   | L                            | Area checked for stones, glass, debris before starting  | Y                          | CARETAKER                        |   |
| Hot engine parts                       | Y                                     | Burns   | L                            | Engine refilled before starting work while engine is cool. Only refill when engine COOL   | Y                          | CARETAKER                        |   |
| Rotating Machinery                     | Y                                     | Cuts/<br>amputations  | L                            | Shields/ guards and other safety devices are in place and working<br>Engine shut off before cleaning out clogged chute                                | Y                          | Caretaker and BOM                |   |
| Vibration                              | Y                                     | Hand/arm /<br>body Vibration  | L                            | Used only for periods recommended by manufacturer   | Y                          | Caretaker/<br>contractors<br>BOM |   |
| Defective equipment                    | Y                                     | Injuries due to defective equipment                                   | L                            | Equipment inspected and serviced by competent person<br>Defects reported immediately and taken out of use until repaired                              | Y                          | Caretaker/<br>contractors<br>BOM |   |
| Loose clothing and neck ties           | Y                                     | Serious injury<br>loss of limb  | L                            | No loose clothing or neck ties  | Y                          | Caretaker/<br>contractors<br>BOM |   |
| <b>Risk 50 Strimmer</b>                | <b>Is the hazard present?</b>         | <b>What is risk?</b>  | <b>Risk Rating<br/>H/M/L</b> | <b>Controls[When all controls in place risk reduced]</b>  | <b>Is control in place</b> | <b>Person responsible</b>        | <b>To Do/<br/>Outstanding control +</b>   |

|   |                                       |   |                              |   |                            |   |   |
|---|---------------------------------------|---|------------------------------|---|----------------------------|---|---|
|   | Y/N                                   |   |                              |   |                            |   |   |
| Rotating equipment  | Y                                     | Flying debris<br>Injuries due to defective equipment<br>Fire causing burns, eye body injury | L                            | PPE equipment and clothing worn<br>People kept away from operating area<br>Area check for stones and debris before starting<br>Equipment checked before use and serviced by competent person<br>Engine refilled before starting and must be cool before refilling | Y                          | Caretaker/<br>contractors<br>BOM              |   |
| Rotating equipment  | Y                                     | Flying debris<br>Injuries due to defective equipment<br>Fire causing burns, eye body injury | L                            | Shields/ guards and other safety devices are in place and working<br>Engine shut off before cleaning out clogged chute<br>Good balance and secure footing when operating  | Y                          | Caretaker/<br>contractors<br>BOM              |   |
| Noise   | Y                                     | Hearing loss  | L                            | Appropriate ear protection to be worn   | Y                          | Caretaker/<br>contractors<br>BOM              |   |
| <b>Risk 52 Working at height</b>  | <b>Is the hazard present?<br/>Y/N</b> | <b>What is risk?</b>  | <b>Risk Rating<br/>H/M/L</b> | <b>Controls[When all controls in place risk reduced]</b>  | <b>Is control in place</b> | <b>Person responsible</b>                     | <b>To Do/<br/>Outstanding control +</b> |
| Defective ladder  | Y                                     | Fall from a height resulting in serious injury  | L                            | Condition of ladder checked before use for cracked rungs, or corrosion or missing ties.   | Y                          | Caretaker/<br>contractors<br>BOM              |   |
| Over reaching   | Y                                     | Fall from a height resulting in serious injury  | M                            | When using a ladder do not used the top 3 rungs or top 2 steps<br>Use extendable poles to reach high level areas<br>Ladders properly set to prevent overreaching<br>Mobile towers to be used where practicable  | Y                          | ALL STAFF<br>Caretaker/<br>contractors<br>BOM |   |
| Unsafe use of ladders/ step ladders<br>Unsafe storage of ladders<br>Unsecured ladders | Y                                     | Fall from a height resulting in serious injury  | M                            | Ladders only used for short duration of work 30 mins<br>Ladders only used for light work<br>Ladder set on a firm base and leaning at correct angle 75 degrees<br>Ladders are tied at the top to a secure structure or   | Y                          | ALL STAFF<br>Caretaker/<br>contractors<br>BOM |   |



|   |                                       |   |                              |   |                            |   |   |
|---|---------------------------------------|---|------------------------------|---|----------------------------|---|---|
|   |                                       |   |                              | otherwise held at bottom by second person<br>Ladders removed to storage at end of each working day to ensure no unauthorized access<br>Correct Footware worn<br>3 points of contact are maintained  |                            |   |   |
| <b>Risk 53 Staff Room</b>                             | <b>Is the hazard present?<br/>Y/N</b> | <b>What is risk?</b>                      | <b>Risk Rating<br/>H/M/L</b> | <b>Controls[When all controls in place risk reduced]</b>  | <b>Is control in place</b> | <b>Person responsible</b>                     | <b>To Do/<br/>Outstanding control +</b>   |
| Unsafe storage of kitchen items                       | Y                                     | Toppling goods                            | L                            | Utensils crockery and other items are stored appropriately on shelves and in cupboards  | Y                          | ALL STAFF                                     |   |
| Fire  | Y                                     | Burns Smoke inhalation                    | L                            | Designated employers have received training in use of fire fighting equipment   | N                          | BOM   | Fire safety training needs to be done     |
| Damaged electrical fittings                           | y                                     | Electrocution cuts                        | L                            | Defective electrical equipment shall be clearly identified and either repaired or replaced  | Y                          | ALL STAFF<br>Caretaker/<br>contractors<br>BOM |   |
| Heated utensils appliances                            | Y                                     | Burns scalds                              | L                            | Self service water boiler is serviced annually<br>Microwaves are used as per manufacturer's instructions  | Y                          | ALL STAFF                                     |   |
| Sharp Knives  | Y                                     | Cuts                                      | L                            | Knives and cutters are checked for damaged blades or handles and those with defects are disposed off<br>Knives are not left soaking in sink   | Y                          | ALL STAFF                                     |   |
| <b>Risk 54 Working with Chemical Products</b>         | <b>Is the hazard present?<br/>Y/N</b> | <b>What is risk?</b>                      | <b>Risk Rating<br/>H/M/L</b> | <b>Controls[When all controls in place risk reduced]</b>  | <b>Is control in place</b> | <b>Person responsible</b>                     | <b>To Do/<br/>Outstanding control +</b>   |
| Contact with chemical products e.g. cleaning products | Y                                     | Skin irritation splashes to eyes<br>burns | L                            | Relevant employees are aware of hazards and precautions that must be taken and have access to Safety Data Sheet SDS<br>When choosing chemical cleaners the least hazardous chemical is purchased<br>PPS EQUIPMENT IS PROVIDED AND WORN<br>Chemical products are labeled and stored in | N                          | CLEANERS<br>AND<br>CARETAKERS                 | SDS SHEET AND STORAGE NEEDS TO BE CHECKED |

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  | accordance with SDS<br>Pupils don t have access to chemical products |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |