



**etb**

Bord Oideachais agus  
Oiliúna Dhún na nGall  
*Donegal Education and  
Training Board*

**This document is currently under review**

# Health and Safety Handbook





# Donegal Education and Training Board Health and Safety Handbook

**Edition IV**

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# Contents

<b>FOREWORD</b>	<b>..... I-III</b>
<b>GLOSSARY OF TERMS</b>	<b>..... I-IV</b>
<b>SECTION 1: ETB SAFETY STATEMENT</b>	<b>..... I—I</b>
<b>SECTION 2: SCHOOL / CENTRE SAFETY STATEMENT</b>	<b>..... 2—I</b>
<b>SECTION 3: SAFETY OFFICER’S TEMPLATES DOCUMENTS</b>	<b>..... 3—I</b>
<b>SECTION 4: HEALTH &amp; SAFETY TRAINING</b>	<b>..... 4—I</b>
<b>SECTION 5: SAFETY OFFICER’S RECORDS</b>	<b>..... 5—I</b>
<b>SECTION 6: REFERENCE MATERIAL</b>	<b>..... 6—I</b>
<b>SECTION 7: CORRESPONDENCE/NOTES</b>	<b>..... 7—I</b>
<b>SECTION 8: APPENDICES</b>	<b>..... 8—I</b>

## Foreword

This publication of Donegal Education and Training Board Safety Handbook is prepared by the Safety Committee. The Committee comprises of management and employee representatives of all staff groups employed by Donegal Education and Training Board with some expertise and interest in Health and Safety.

This handbook has been developed to assist Schools/Centres under the aegis of Donegal Education and Training Board to meet their legal obligations and responsibilities as set out in safety and health legislation.

This handbook aims to support Schools/Centres in the development of site specific Safety Statements and overall management of Health and Safety. The handbook contains tools for hazard or risk assessments, training analysis, checklists and reporting to Donegal Education and Training Board.

Managing Health and Safety effectively in Schools/Centres is essential to prevent accidents, injury or ill-health to staff, students and visitors. By putting effective systems in place schools and centres become better places in which to work and learn.

We wish to express our gratitude to the members of the Safety Committee who put much time and effort into the development of this handbook.

## Glossary of Terms

<b>HSA</b>	Health and Safety Authority
<b>MSDS</b>	Material Safety Data Sheet A document containing detailed information as regards the protection of human health, safety and the environment. The MSDS provides a mechanism for transmitting appropriate information on classified substances and preparations down the supply chain to the immediate downstream users. It is issued by the manufacturer detailing technical information and hazards relating to the materials handling, storage and use, as well as protective measures for workers and emergency procedures.
<b>Hazard</b>	A hazard is anything that has the potential to cause harm to people, property or the environment. It can be a work material, piece of equipment or a work method or practice.
<b>Hazard Identification</b>	This is the process of identifying situations or events that could give rise to the potential of injury or of harm to the health, of a person.
<b>Risk</b>	In relation to any injury or harm, risk means the likelihood of that injury or of any harm occurring and the resulting potential severity of the consequences arising from the risk. Risk is also dependent on the number of people exposed to the hazard.
<b>Joint Safety Committee</b>	A committee comprising of management and employee representatives involved in the safety consultation with Donegal Education and Training Board. (Section 26 of the 2005 Welfare Act)
<b>Manual Handling</b>	Manual handling of loads means any transporting or supporting of a load by one or more employees, and includes lifting, putting down, pushing, pulling, carrying or moving a load, which by reason of its characteristics or unfavourable ergonomic conditions, involves risk, particularly of back injury to employees.
<b>Incident</b>	An unplanned event or sequence of events, with the potential to lead to an accident.
<b>Accident</b>	An unexpected, unplanned and undesirable event.
<b>Audit</b>	In the context of safety and health management, an audit is a structured process of collecting independent information on the efficiency, effectiveness and reliability of the overall safety and health management system as well as the drawing up of plans for collective action.
<b>Personal Protective Equipment (PPE)</b>	All equipment designed to be worn or held by an employee for protection against one or more hazards likely to endanger the employee's safety and health at work.
<b>SOAR</b>	Safety Officer's Audit Report
<b>ARF</b>	Accident Report Form

## Section I: ETB Safety Statement



## Table of Contents

Section	Page(s)
1. Definition of roles and responsibility of personnel as defined by the Health and Safety Statement	3 and 4
2. Introduction	4
3. Policy	5
4. H & S Management Structure & Safety Officers	7, 8, 9
5. Responsibilities	10, 11, 12, 13, 14
6. Training	15
7. Safety Management Programme of Work	16
8. Hazards /Risks identification, Control and Risk Assessments	17, 18
9. Accident Records	19
10. Defects to Plant /Safe Work Systems	19
11. Statutory Records	19
12. Welfare	19
13. Contractors	19, 20
14. Information	20
15. Safety Representatives	20, 21
16. Safety Statement Distribution	22
17. Disciplinary Measures	22
18. Resources	22
19. Revision of Safety Statement	23
20. Risk Assessment Templates	23

## I. Definition of Roles and Responsibilities of Personnel as defined by the Health and Safety Statement

### **Safety Officer**

A competent person selected and appointed by or on behalf of the employer.

A Safety Officer can help to support the implementation, review and maintenance of a safety and health management system.

### **Fire Manager**

The Fire Manager is responsible for the day-to-day management of Fire Safety in the School/Centre.

### **Fire Marshals**

Fire Marshals are employees trained to assist other employees and learners in fire evacuation procedures at School/Centre and other locations.

### **Competent Person**

*“A person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.”* – Safety, Health and Welfare at Work Act, 2005.

This is an employee who is normally responsible for controlling a specific hazard e.g. the Teacher of Engineering would be most familiar with the risks associated with work in the Metalwork Class

### **Occupational First-Aider**

“Occupational First-Aider” means a person trained and qualified in occupational First-Aid.

“First-Aid”:- Treatment for the purpose of preserving life or minimising the consequences of injury or illness until the services of a practitioner or nurse is obtained.

Under the Safety, Health and Welfare at Work (General Application) Regulations 2007, there is a requirement on employers based on a risk assessment to have a sufficient number of Occupational First Aiders trained and deployed in the workplace.

### **Responsible Person**

This is the employee who is normally in charge of a work area and has the specific competences required for the work area for example: A Science Teacher in a Science Room; An Administrator in a Photocopying Room; A Caretaker using a Lawnmower.



### **Safety Representative**

A person selected and appointed under Section 25 of the Safety, Health and Welfare at Work Act 2005, or

A person selected and appointed by employees to represent them in consultations with the employer on matters of safety, health and welfare at the place of work.

The role of the Safety Representative is to represent colleagues (including non-teaching staff) in consultation with the employer on matters relating to safety, health and welfare. The Safety Representative may consult with and make representations to the Principal/AEO/Further Education and Training Programme Co-ordinator/Director of Gartan/Board of Management or CE on safety, health and welfare matters relating to employees in the School/Centre. This consultation may take the form of involvement with the Safety Committee.

There are no responsibilities associated with the Safety Representative but there are several functions.

## 2. Introduction

- 2.1 The purpose of the Safety, Health and Welfare at Work Act, 2005 is to ensure the safety, health and welfare of all employees in the workplace. The Act applies to employers and employees in all types of work and embraces all the activities of Donegal Education and Training Board.
- 2.2 The Act requires the employer to prepare a written 'Safety Statement' describing the employer's arrangements and the employee cooperation necessary to achieve this purpose.
- 2.3 In response to this requirement, Donegal Education and Training Board has prepared a Safety, Health and Welfare at Work Safety Statement inclusive of Risk Assessments.

Ensuring compliance with the provisions of the Safety, Health and Welfare at Work Act, 2005; each Safety Officer as delegated will be responsible for the maintenance of the Safety, Health and Welfare at Work Safety Statement and Risk Assessments in respect of their School/Centre.

A Safety Management Programme of Work will be developed in order to ensure compliance.

**Each School/Centre will have a delegated Safety Officer.**

### 3 Policy

- 4.1 It is the objective of the Donegal Education and Training Board to provide a healthy and safe place of work for its employees and all of those affected by its activities.
- 4.2 Donegal Education and Training Board has developed a Safety Management Programme of Work to achieve this objective. (*The programme is described in this Statement, see [page 18](#)*).
- 4.3 Safe working is a condition of employment. Every employee has assumed responsibility for working safely in accordance with **Section 13** of the Safety, Health and Welfare at Work Act, 2005.

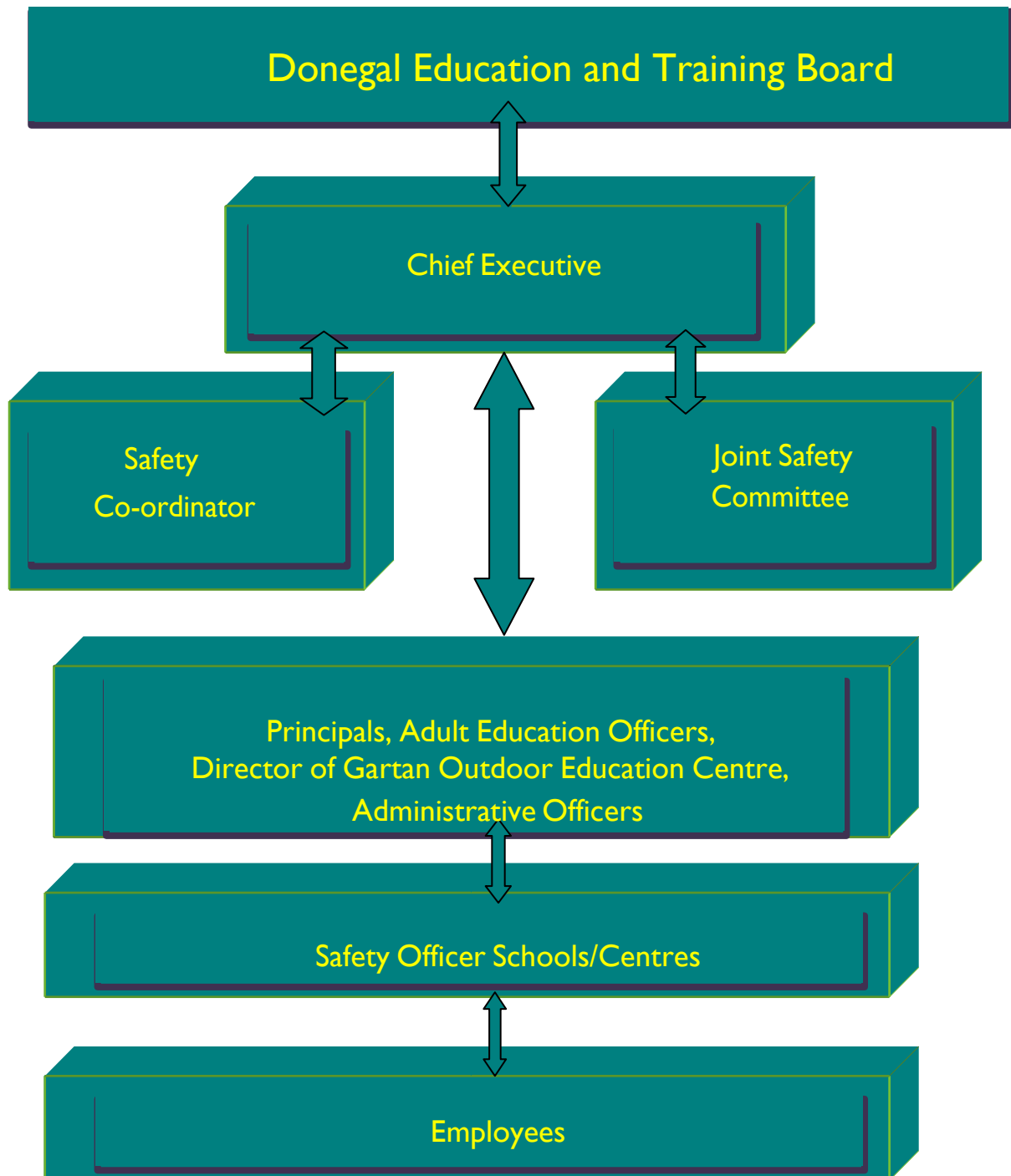
The success of the Safety Management Programme of Work depends upon employee cooperation. A copy of the Donegal Education and Training Board Safety Statement is available in the Administrative Offices of Donegal Education and Training Board at Letterkenny; and in each School/Centre; and the appropriate Safety Statements of each School/Centre under the overall remit of Donegal Education and Training Board are available in each School/Centre.

Employees have a responsibility to carefully read the document. All employees of Donegal Education and Training Board must comply with the relevant Safety Statements and discharge their responsibilities as set out in this document.

Signed: \_\_\_\_\_

Chief Executive

#### 4. (A) Health and Safety Management Structure



#### 4. (B) Safety Officers

School/Centre Name	Safety Officer
1. Abbey Vocational school, Donegal Town	Shane O' Neill
2. Adult Guidance Centre	Rose Duffy
3. FET Ard Scoil na gCeithre Maistir	Siobhan Coughlan
4. FET Ballyshannon	Aidan Callaghan
5. FET Buncrana	Shaun Lee
6. FET Donegal Town	Geraldine O'Haire
7. FET Gortahork	Caitriona Cullen
8. FET Letterkenny	Aine McLaughlin
9. FET High Road Letterkenny	Marion Gallagher
10. FET Milford	Aidan McCloskey
11. FET Centre for Education Finn Valley, Stranorlar	Vivienne Doherty
12. Centre for Education Letterkenny	Andy Dowds
13. Coláiste Ailigh, Leitir Ceanainn	Soibhan Ní Laighneach
14. Coláiste na Carraige, Carrick	Sean Mac Siubhne
15. Coláiste Chinéal Eoghain, Bun Cranncha	Stephen Doherty
16. Coláiste Phobal Colmcille, Oilean Thoraí	Pól Ó Mongáin

<b>17.</b> Crana College, Buncrana	Kevin Cooley
<b>18.</b> Deelee College, Raphoe	Joe Boyle
<b>19.</b> Donegal Music Education Partnership, Letterkenny	Martin McGinley
<b>20.</b> Errigal College, Letterkenny	Michael McMenamin
<b>21.</b> ETB Admin Offices, Ard O'Donnell, Letterkenny	Paddy Kelly
<b>22.</b> Finn Valley College, Stranorlar	Alan Thompson
<b>23.</b> Gairmscoil Chú Uladh, Béal an Átha Móir	Éanna Ó Mainin
<b>24.</b> Gairmscoil Mhic Dhiarmada, Árainn Mhór	Daniel Doherty
<b>25.</b> Gartan Outdoor Education Centre, Churchill	Sean McCrudden
<b>26.</b> Lifford Youthreach	Aidan Callaghan
<b>27.</b> Magh Éne College, Bundoran	Joe Fitzgerald/Joe O'Neill
<b>28.</b> Moville Community College	Anthony Doogan
<b>29.</b> Mulroy College, Milford	Peadar O'Sullivan
<b>30.</b> St. Catherine's Vocational School, Killybegs	Ronan O'Murchu
<b>31.</b> Training Centre, Letterkenny & Gweedore	Vinny McGroary/ Colm Richardson
<b>32.</b> Youthreach Buncrana/Glengad	Jayne O'Donnell/ Joanne Donaghey

## 5. Responsibilities

**5.1** There are approximately 800 whole-time equivalent (wte) employees in Donegal Education and Training Board. Their safety, health and welfare is the ultimate responsibility of the CE. The CE has signed the general policy statement on page 1-8 and in doing so is committed to the implementation and review of the Safety Management Programme of Work. All employees of Donegal Education and Training Board must comply with the relevant Safety Statement and discharge their duties as detailed in this document.

### 5.2 Responsibilities of Chief Executive

- The Chief Executive (CE) has overall responsibility for the implementation of the Safety Statement, the CE will:
- Review Safety Statement as and when required.
- Delegate as appropriate to the Safety Officer and ensure that Safety Officers understand and accept their roles and responsibilities under the relevant Safety Statements.
- Review in conjunction with the ETB Safety Co-ordinator and Joint Safety Committee, where necessary, the Safety Statements submitted by the Safety Officer(s) of the Schools/Centres.
- In accordance with *Section 26* of the Safety, Health and Welfare at Work Act, 2005, ensure that for the purpose of promoting and developing measures to ensure the safety, health and welfare at work of ETB employees and ascertaining the effectiveness of those measures, accommodate consultations with employees on matters of Safety, Health and Welfare at Work and ensure that representations made are acted upon.
- Ensure that Safety, Health and Welfare at work is included on the Agenda's for Meetings with Senior Managers on a regular basis.
- Ensure that information, instruction, supervision and training in matters of Safety, Health and Welfare at work is accessible to employees where necessary.

### 5.3 Responsibilities of the Joint Safety Committee

The ETB has set up a Joint Safety Committee comprising of management representatives and staff delegates. The Joint Safety Committee is responsible for the development and stewardship of the Safety Management Programme of Work. This programme of work is to ensure that all Donegal Education and Training Board Schools/Centres strive to be compliant with the Safety, Health and Welfare at Work Act, 2005.

The members of the Joint Safety Committee are listed below.

Anne McHugh	Chief Executive, Donegal Education and Training Board
Anne Marie Luby	Principal
Rosaleen Harkin	Data Protection & FOI Officer / H&S Co-ordinator
Martin Gormley	Director of Schools/Centres
Sharon McDaid	Head of Finance Operations
Colm Richardson	FET - Training Centre, Gweedore
Sean McCrudden	Assistant Director, Gartan Outdoor Education Centre
Brenda Boyle	Head of Corporate Services
Paddy Kelly	Estates Management
Shane O'Neill	Safety Officer
Siana Gallagher	H & S Administrator
Joe Gavigan	Maintenance & Craft Unions
Hugo Callan	Maintenance
Christina McEleney	Co-ordinator, Alcohol & other Drugs
Claire Boyle	Procurement Officer

### 5.4 Responsibilities of Safety Co-ordinator:

1. Assist the CE in the implementation of the Safety Statement.
2. Ensure that Risk Assessments are included as an integral part of the Safety Statements of the whole organisation.
3. Recommend within the limits laid down by the Department of Education and Skills, financial resources to sustain the Safety Management Programme of Work.
4. Ensure ongoing consultations with employees or their representatives.
5. Monitor performance aspect of each Risk Assessment by reviewing incident trends periodically and review annual resource allocations.
6. Ensure the preparation of Risk Assessments where necessary.



7. Arrange Induction Course for new employees.
8. Organise periodic information workshops with employees to outline their responsibilities while at work.
9. Implement specific training programmes in consultation with the Joint Safety Committee.

### **5.5 Responsibilities of Safety Officers of School/Centre.**

The persons charged with the responsibility of executing the Safety Management Programme of Work are known as Safety Officers (see Table on pp. 1.10 & 1.11). The specific areas of responsibility of the Safety Officer will be detailed in the relevant Safety Statement of the relevant School/Centre.

#### **Each Safety Officer shall:-**

1. Delegate where appropriate to the Competent Person in specific areas of responsibilities.
2. Prepare the Safety Statement and delegate Risk Assessment where appropriate.
3. Ensure that the workplace(s) is audited by the appropriate employees at the appropriate time.
4. Establish hazard control.
5. Investigate and record incidents (accidents, near misses, damage).
6. Take appropriate action on any safety representation made.
7. Submit additional safety resource requirements to their immediate Line Manager
8. Prepare Emergency Plans e.g. Evacuation, First Aid, Critical Incident, Fire Safety.
9. Identify training needs of staff and report to Safety Co-ordinator.
10. Record defects to plant and building in School/Centre Maintenance book for action.
11. Maintain accident register.
12. Review and/or revise School/Centre's Safety Statements as and when necessary and forward copy to the Safety Officer.

13. Retain a copy of Donegal Education and Training Board Safety Statement and the Safety Statement of the Schools/Centres.
14. Store the School/Centre's Safety Statement in a manner on the premises which allows ease of access to any Staff.

## **5.6 Responsibilities of each employee**

*Section 13* of the Safety, Health and Welfare at Work Act 2005 places a number of obligations on employees whilst at work:

1. Each employee shall take reasonable care of own health and safety and that of any other person who may be affected by his/her acts/omissions.
2. Each employee shall co-operate with his/her employer to such extent as will enable his/her employer to comply with statutory provisions.
3. Each employee shall use Personal Protective Equipment and or safety devices provided.
4. Each employee shall report without delay, any defects which might endanger safety or health of persons.
5. As per **Section 14** of the Safety Health and Welfare at Work Act 2005 each employee shall not intentionally or recklessly interfere with any safety measure provided

## **5.7 Employee Co-operation:**

The ETB has extended considerable time and resources in the preparation of a Safety Management Programme designed to protect the Safety, Health and Welfare of its employees. The programme will not succeed unless each employee co-operates fully by observing the above requirements and by following the safe work practice methods outlined in the relevant Safe Work Practice Sheets.

Employees will be required to attend information seminars and training considered appropriate in safety and health matters where the employers deem it necessary.

In respect of this Safety Statement, co-operation from all employees is required. Employees are expected to familiarise themselves with the relevant Safety Statements. If further clarification is needed on any element of the Safety Statement, employees must first consult with the School/Centre's Safety Officer.

All employees must comply with any control measures implemented and use the appropriate protective equipment.

All employees must co-operate by attending specific training, seminars and information sessions when required.

All employees must co-operate with the procedure for reporting and investigating all accidents, incidents and near misses.

## 6. Training

Donegal Education and Training Board endeavours to employ competent personnel at all times. The objective of the Safety Management Programme is to ensure that all employees receive training, information and/or instruction where necessary from competent persons on safe working techniques. Selected personnel may be required to attend information seminars and or training on Occupational Safety, Health and Welfare at work matters in order to competently execute their duties. Induction training is provided to the appropriate employees. A register of training is maintained by the Safety Co-ordinator.

### 6.1 Pre-service Training:

The competence of all employees is assessed prior to employment.

### 6.2 Induction Training

As part of the Induction Programme for new employees, all new employees are given a course on safety, health at work with particular emphasis on their role in the Safety Statement and Risk Assessments in their assigned place of work.

### 6.3 In-service Training

All employees receive in-service training when new work practices are introduced.

### 6.4 Manual Handling Training

Manual Handling Training is provided to employees as and when required.

### 6.5 First Aid Training

One employee per approximately 100 employees/students is trained in First Aid. These trained personnel are known as 'Occupational First Aiders'. Training is provided on an on-going basis.

### 6.6 Fire Safety Instruction/Training

All employees and learners will receive appropriate fire evacuation instruction each term and a report of each drill is kept. Fire Marshalls are appointed in each School/Centre. Appropriate training is provided where necessary. Fire evacuation procedures are detailed in the relevant Risk Assessment(s).

Each School/Centre has a specific Fire Plan which is a set of procedures for the prevention of and the protection against Fire Hazards.

## 7. Safety Management Programme of Work

**Donegal Education and Training Board has devised a Safety Management Programme of Work with the following elements:**

- Conduct when required of Risk Assessments of all workplaces to identify hazards, assess risks and control the hazards where necessary and appropriate.
- Identify training needs and provide training where necessary and appropriate.
- Ensure employee consultation and distribution of necessary information on safety, health and welfare matters.
- Ensure employee co-operation in order to achieve the success of the programme.
- Ensure learner co-operation
- Ensure regular revision of the programme as necessary.
- Allocate a proportion of its financial allocation to Safety.
- Seek appropriate additional funding from the Department of Education and Skills to control hazards when necessary.

## 8. Hazards/Risks Identification, Control and Risk Assessments

It is the policy of Donegal Education and Training Board to identify risks and control hazard(s) as far as is reasonably practicable.

A **hazard** is anything that has the potential to cause harm to people, property or the environment. It can be a work material, piece of equipment or a work method or practice. There is general recognition of many common hazards, e.g. an unguarded saw blade, a wet stairway or any untidy floor. There is a need to recognise that unsafe working is equally as hazardous and can cause serious injury and loss e.g. poor lifting, mishandling of tools and chemicals, failure to wear personal protective equipment (PPE).

<b>Physical Hazards:</b>	These include slips, trips, falls, congestion, heat, noise, machines and fire.
<b>Chemicals Hazards:</b>	These include smoke, dust, laboratory chemicals, solvents and dermatitis causing agents. (E.g. petrol, gas, herbicides, pesticides, cleaning agents).
<b>Biological Hazards:</b>	These include potential infection arising from unsafe work practices or lack of hygiene.
<b>Behavioural Hazards:</b>	It is recognised that unsafe employee work practices and unsafe/unacceptable learner behaviour, can be major hazards and it is also recognised that inexperienced workers, inexperienced learners and learners with special educational needs are particularly vulnerable. “It’s not always what we do, but how we do it, which causes accidents.”
<b>Psychological Hazards:</b>	These include Noise, Stress, Harassment, Sexual Harassment and Bullying.

A **Risk** is the likelihood of an accident happening.

A **Risk Assessment** is the process of identifying and evaluating the level of risk to the safety, health and welfare of workers at work.

Section 19 (1) of the Safety, Health and Welfare at Work Act 2005 states that the Risk Assessment must be written down. Risk Assessments will be recorded in the appropriate templates, which have been provided from the Safety, Health and Welfare at Work Guidelines for Post Primary Schools (HSA Publication), and others prepared by Donegal Education and Training Board, Joint Safety Committee, and or other relevant authorities.

Many injuries and losses occur through poor practices, with this in mind, Risk Assessment Templates have been prepared for certain working activities within the School/Centre. These

**Risk Assessment Templates** detail the safe procedures and practices to be observed so that the risk of injury and loss is maintained at an acceptable level. The Risk Assessments form part of the Safety Statement. Further Risk Assessments will be prepared where necessary if they do not exist in the Guidelines for Managing Safety and Health in Post Primary Schools as the Safety Management Programme develops.

The Safety Officer will ensure the supply and distribution of Risk Assessment templates. It is incumbent upon each employee to carefully read and understand the Risk Assessments relevant to their area of work. The purpose of the Safety Management Programme is to protect the safety of all employees and this can only be achieved if each and every employee follows fully the safe work practices procedure.

Where reasonably practicable the risks are eliminated from the workplace or at least reduced by control measures to ensure the safety, health and welfare of employees.

Each risk is assessed, categorised and a control measure is put in place as far as reasonably practicable to minimise the possibility of risk of accident, incident, injury or ill health.

A **Control** is put in place to reduce the risk to an acceptable level as far as reasonably practical where hazards cannot be removed.

A **Critical Incident** is an immediate and unplanned presentation of a hazard. Plans are in place to deal with Critical Incidents. A record of all Critical Incidents is kept in the Safety Officer's File.

An **Emergency Evacuation** will be carried out as per the Fire Drill.

Where it is not practicable to eliminate certain risks, **Personal Protective Equipment (PPE)** is provided to the relevant employees to reduce the risk to an acceptable level. Employees must wear this PPE. Employees who have learners under their care are directed to ensure they wear PPE.

## **9. Accident Records**

Accident Records: (Tool 5 of the Guidelines on Managing Safety and Health in Post Primary Schools). Accidents are notified to the HSA as outlined in Note 1, page 225, Tool 5. A copy of the completed Accident Report Form (ARF) must be sent to the ETB Safety Co-ordinator. Historical accident records will be examined to identify accident trends. These will be taken into account in identifying the main hazards. Further records will also include damage and near miss incidents. Incident/Accident Report templates are available in the Safety, Health and Welfare at Work, Guidelines for Post Primary Schools. (Please see HSA IRI Form)

## **10. Defects to Plant/Safe Work Systems**

Each employee must immediately take action to eliminate any defects in plant, in equipment, in place of work, or in system of work, which might endanger safety, health or welfare once he/she becomes aware of the hazard. If this is beyond their competence they must immediately isolate the hazard and report the matter to the Responsible Person,

## **11. Statutory Records**

Donegal Education and Training Board is required by law to maintain records of certain periodic inspections, testing and accident reporting. These are maintained by the Principal/AEO/ Adult Education Programme Co-ordinator/ Director of Gartan and are available for examination by employees through the Safety Representatives.

## **12. Welfare**

The School/Centre has provided welfare facilities i.e. drinking water, hot water, toilet facilities and appropriate rest areas for staff.

## **13. Contractors**

Section 12 of the Safety, Health and Welfare at Work Act, 2005 states that the employer shall manage and conduct his or her undertaking in such a way as to ensure, so far as is reasonably practicable, that in the course of the work being carried out, individuals at the place of work (not being his or her employees) are not exposed to risks to their safety, health or welfare.

Contractors will be employed for specific projects in accordance with regulations laid down by the Department of Education and Skills and Donegal Education and Training Board.

Contractors are to adhere to Contract Regulations drawn up in specifications prepared by design teams appointed by Donegal Education and Training and which cover legal requirements laid down by various government departments and agencies. Relevant sections of the Donegal Education and Training Board Safety Statement will be made available to contractors who will be made aware of safety procedures and possible hazards in Donegal Education and Training Board premises (Schools/Centres). Contractors must consult with the



School/Centre's Safety Officer and must comply with the relevant sections of their Safety Statement together with Risk Assessments which may affect the Health and Safety of any employee /learner/visitor/or others to the place of work. Contractors must have their own appropriate insurance and produce a copy of same. Contractors must adhere to all relevant legislation.

## 14. Information

### 14.1 Information:

The Guidelines for Managing Health and Safety in Post Primary Schools have been distributed to all Schools/Centres. This handbook is also accessed on the Donegal ETB intranet service on [www.donegaletb.ie](http://www.donegaletb.ie). Donegal Education and Training Board has acquired published safety material relevant to the ETB's working activities.

### 14.2 Warning Notices:

Warning notices are installed at locations of hazards. The instructions must be obeyed. Responsible Persons and the Safety Officer will regularly inspect and review the condition and location of warning notices.

### 14.3 Health and Safety Publications:

The Health and Safety Authority website has a full portfolio of Health and Safety Guidelines, Codes of Practice and information available to download on [www.hsa.ie](http://www.hsa.ie).

## 15. Safety Representatives

Arrangements are in place in each School/Centre to allow employees to select and appoint a Safety Representative in accordance with Section 25 of the Safety, Health and Welfare at Work Act, 2005.

Section 25.—(1) States that without prejudice to *section 26*, employees may, from time to time select and appoint from amongst their number at their place of work a representative (in this Act referred to as a “safety representative”) or, by agreement with their employer, more than one safety representative, to represent them at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work.

(2) A safety representative may —

(a) Inspect the whole or any part of the place of work—

(i). Subject to *subsection (3)*, after giving reasonable notice to the employer, or

(ii). Immediately, in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person,

- (b) Investigate accidents and dangerous occurrences provided that he or she does not interfere with, or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions,

The Safety Representative may:

1. Inspect information from the Safety Statement.
2. Make representations oral or written to the employer in respect of safety and health matters.
3. Be informed of impending HSA inspections.
4. At the discretion of the HSA Inspector, accompany him/her on a visit (but not an incident investigation).
5. Consult with HSA Inspector.
6. Make representations to the Principal/AEO/Further Education and Training Programme Co-ordinator/Director of Gartan/Board of Management or CE on safety, health and welfare matters relating to employees in the School/Centre.
7. Make oral or written representation on matters of safety, health and welfare at work to a HSA inspector, including investigations of accidents and dangerous occurrences.
8. Investigate accidents and near misses provided that it does not interfere with the performance of statutory obligations.
9. Inspect workplace subject to forty minutes notice being given to the Safety Officer of intention to inspect.

Where an inspector attends at a place of work for the purpose of carrying out an inspection, under section 64, the employer shall inform the safety representative that the inspection is taking place. (Paragraph C section 25, page 35 of Act refers)

10. Receive advice and information from the Health and Safety Authority (HSA).
11. Consult with other Safety Representatives in the organisation on matters of Safety, Health and Welfare at Work 2005.
12. Take Leave of absence as may be reasonable in order to acquire information on matters of safety, health and welfare at work.

## 16. Safety Statement Distribution

### **Donegal Education and Training Board Safety Statement Distribution:**

The Safety Statement and each relevant Risk Assessment is brought to the attention of every employee by way of electronic media, talks, literature and seminars. Each employee is made aware of the Safety Statement and shall read the sections appropriate to their area(s) of work. A copy of each document is available in the staff room of each School/Centre.

## 17. Disciplinary Measures

### **Failure to Comply**

Employees who fail to comply with the Safety Statement and Risk Assessment will be advised by the Principal/AEO/Director of Gartan Outdoor Education Centre and if the behaviour continues, the matter will be reported to the CE who will initiate disciplinary procedures in accordance with Donegal Education and Training Board disciplinary procedures.

## 18. Resources

Donegal Education and Training Board and its Finances Sub-Committee will arrange to make provision in its annual Service Plan for the specific needs of each School/Centre to ensure compliance with the terms of the Safety, Health and Welfare at Work Act, 2005. The ability of the Committee to comply fully with its obligations in this regard will be contingent on the allocation by the Department of Education & Skills of adequate funding to meet the total costs involved.

Considerable resources are expended by the Donegal Education and Training Board in securing the safety, health and welfare of employees in the terms of personnel, time, materials and purchase of goods and services. Considerable time is expended by the relevant personnel inclusive of, the CE, Joint Safety Committee, Principals, Safety Officers AEO's, Programme Co-ordinators, and Director of Gartan Outdoor Education Centre, personnel in this area.

Financial resources are paid to outside contractors to maintain and service fire protection equipment

Financial and direct resources (time, materials, and equipment) are spent on the provision of training in a variety of areas relating to health, safety and welfare at work.

## 19. Revision of Safety Statement

The CE in consultation with the Joint Safety Committee, the Safety Co-ordinator and Safety Officers will assess the Safety Statement and its performance. The CE will ensure its revision as and when appropriate.

The Safety Officer will bring to the attention of the CE, representations made by employees through the Safety Representative. Representations will be considered and if approved, incorporated in the review.

- 1 The Safety Officer(s) will ensure review of the Safety Statement and Risk Assessments as and when required.
- 2 The School/Centre will also forward a copy of the Safety Statement to the Safety Co-ordinator as and when required. Following the review process the Safety Officer ensures where appropriate a new risk assessment will be performed by the competent person.
- 3 The Safety Officer will implement a new Risk Assessment where there is a change of plant or new work systems or any other material or personnel change.
- 4 The Safety Officer will review training needs and in consultation with the Safety Co-ordinator arrange further training where necessary.

## 20. Risk Assessments/Risk Assessments Templates

The Health and Safety Authority has produced and distributed the **Guidelines on Managing Safety, Health and Welfare at Work in Post Primary Schools**. ([www.hsa.ie](http://www.hsa.ie))

These have been drawn up to identify risks, control hazards and to promote safe working:

1. How the hazard is to be controlled by guarding etc.?
2. Responsible person?
3. How to prevent unsafe behaviour?
4. What resources are required?
5. What personal protective equipment is to be used?
6. Where further technical assistance is located?

The Risk Assessment Templates further state the names of the responsible persons who normally control the area(s) where the hazard is found. Employees are expected to read, understand and work in accordance with their recommendations. Employees will sign appropriate Risk Assessment to indicate that they assessed the risk and controlled the hazard.

## Section 2: School / Centre Safety Statement



## Table of Contents

### Section:

#### 1. **Statement of Compliance**

This is a written document containing a declaration of the commitment of the Board of Management to ensure Safety, Health and Welfare in the School/Centre.

#### 2. **School/Centre Profile**

- School/Centre Size
- School/Centre floor plan
- Staff Register
- Provision for persons with special educational needs

#### 3. **Roles and Responsibilities for Health & Safety**

#### 4. **Emergency Plans**

- Fire Plan
- First Aid
  - List Occupational First Aiders [OFAs]
  - Location of First Aid kits
  - Agreed procedures when First Aid will be administered
- Evacuation Plan
- Other Critical Incidents

#### 5. **Hazard and Risk**

- Hazard and Risk Assessment Reporting Structure

#### 6. **Reporting Structures**

- Emergency Evacuation Reporting Structure
- Accident Reporting Structure

**\*Templates for the above are available in the Appendices I-8**

## I.0 Statement of Compliance

### **ABSOLUTE SAFETY**

It is the intention of management and staff of \_\_\_\_\_  
to comply with Donegal Education and Training Board Health & Safety Policy and to  
implement the safety management programme as set out in Donegal Education and  
Training Board Safety Statement.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Principal/AEO/Director

Chairperson,  
Board of Management

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**“Safety is not an absolute concept. We cannot eliminate all risks from our  
lives, but we can as individuals and as a society, manage those risks and make  
our lives tolerably safe.”**

Prof. Jorge Kubie, Chair of Mechanical Engineering, Middlesex University.

## 2.0 School/Centre Profile

### 2.1 School/Centre Size

School/Centre Name: \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Principal/Programme  
Co-ordinator/Director: \_\_\_\_\_

Location of Assembly Areas: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Students/Learners: \_\_\_\_\_

Number of staff: \_\_\_\_\_

### 2.2 Staff Register

Staff Member Name		Qualifications (if any)
1.		
2.		
3.		
4.		
5.		
6.		





### 3.0 Roles and Responsibilities for Health & Safety

## Roles and Responsibility

School/Centre:

Contact No:

Safety Officer:

Safety Representative:

Occupational

First Aider(s):



Fire Manager:

Name:

Zone:

Fire Marshalls:







Critical Incident



Team Leader:

Child Protection  
(DLP & DDLP)



Signed:

Date:

**Safety Officer**

Signed:

Date:

Principal/AEO/Director of Gartan/Further Education and Training Programme Co-ordinator

## 4.0 Emergency Plans

### 4.1 The Fire Plan

The Fire Manager duties include:

- a. Appointing Fire's Marshals (1 per 10 employees)
- b. Providing/procuring training for employees in:
  - i. Fire Safety Awareness
  - ii. Understanding of their role in fire prevention
  - iii. Understanding of their role in fire evacuations
  - iv. Use of fire fighting equipment
- c. Fulfilling all statutory obligations regarding the provision and maintenance of fire protection equipment.
- d. Producing a current pre-Fire Plan of the Building.
- e. Ensuring that all escape routes are effective at all times.
- f. Organising Fire Evacuation drills four times per annum.
- g. Keeping the Fire Register.

Names of Competent Persons:	
	is the Fire Manager.
	is the Fire Marshall for Area
	is the Fire Marshall for Area
	is the Fire Marshall for Area

Table 1: Competent Persons. *(Set Out at Appendix 3)*

The floor plan of the building is attached.

If you discover a fire -

1. Raise alarm by breaking nearest break glass unit.
2. The secretary/fire manager will verify alarm and phone the fire brigade.
3. In a Classroom situation; the Teacher will instruct that:
  - a. All windows are closed.
  - b. All services to be switched off.
  - c. The students' safety warden will take the class roll and lead the class to the fire assembly point and hand the roll to the Fire Manager.

4. The Teacher may tackle the fire with the appropriate fire extinguisher without putting himself/herself at risk.
5. If two fire extinguishers do not extinguish the fire. The Teacher will close the door and vacate the building.

### **If you hear a Continuous Alarm of more than 30 Second Duration**

#### **Teachers will:**

1. Close all windows.
2. Switch off all services.
3. Take class roll and class group via exit route to Fire Assembly Point.
4. Close all doors.
5. Assemble students in orderly fashion and call roll.
6. Report on roll call to the Fire Manager.
7. Remain at the Fire Assembly Point until the Fire Manager gives the “All Clear”

#### **Others will:**

1. Leave the building immediately by the nearest available exit.
2. Close all doors behind you.
3. Report to the Fire Assembly Point.
4. Rejoin your class group or report to the Fire Manager.
5. Remain at the Fire Assembly Point until the Fire Manager gives the “All Clear”

## **4.2 The First Aid Plan:**

Occupational First Aiders are in charge of *First Aid*. A list of First Aiders is posted in the Staff Room

#### **First Aid Cabinets:**

- First Aid Cabinets are located as per Table I (Staff Office)
- Each cabinet contains first aid material as per the relevant Safe Work Practice Sheet
- Each cabinet contains basic first aid instructions.

#### **Action Person:**

This is **an employee who is normally responsible for controlling a specific hazard** as identified in the Safety Statement. The Action Person delivers first aid to employees/students within his/her control area. The injured person is referred to the Occupational First Aider if :

- The injury is beyond the competence of the Action Person.
- or
- The Action Person feels that professional assistance is required.

## EVACUATION PROCEDURE REPORT: Term No. \_\_\_\_\_

ACTION	Yes No		If NO, Make an Appropriate Comment
	Tick	✓	
Was Fire Drill Completed in less than 2 minutes?			
Were all personnel accounted for on first search of Building?			
Was a 2nd or subsequent checks required?			
Were all fire doors and smoke doors closed?			
Did Fire Marshal arrive at the "scene of fire" in less than 2 minutes?			
Were all doors and windows closed?			
Was the general condition of the fire area good?			
Were there any objects lying about which might cause undue risk to firefighters?			
Was any flammable material lying about?			
Was firefighting equipment readily available?			
Were all fire evacuation routes used as predetermined?			
Was Fire Brigade phoned by appropriate Person?			
Was there ready access to "the seat of the fire" for fire tenders (check car parking, student bikes, gates unlocked, etc.)			
Was there ready access to fire hydrants?			
Was a plan of the building readily available for the Fire Brigade?			

Table 2: Evacuation Report (set out in Appendix 3)

## Occupational First Aider:

The *Occupational First Aider* will then take charge of the injured person.

S/he will:

- 1 Assess the injury.
- 2 Decide on the need for professional assistance.
- 3 Summon said assistance.
- 4 Inform next of kin or Parent of Student.
- 5 Accompany employee/student to doctor's surgery or Hospital A&E Unit.
- 6 Remain with injured person if required until Parent arrives.
- 7 Fill in appropriate notice of accident as soon as is reasonably practicable (Accident Report Form – ARF. See Appendix 6 )
- 8 Forward the notice of accident to the Safety Co-ordinator.

In the absence of the Occupational First Aider, the Action Person will assume immediate responsibility for summoning professional assistance if it is required.

The Action Person present at the time of the incident must still Report the accident as per ETB guidelines (Accident Report Form) ARF.

Equipment	Location(s)
First Aid Kit	
Sports Aid Kit	
General	

Table 3: First Aid Cabinets Locations. (Set Out at Appendix 3)

Occupational First Aider Name	Training Received Date Received

Table 4: Occupational First Aiders. (Set Out at Appendix 3)

### 4.3 Evacuation Plan

This is the same procedure as the Fire Plan.

### 4.4 Other Critical Incidents Plan

Refer to School/Centre Critical Incident Plan.

Refer to School/Centre Child Protection Policy.

### 4.5 Positive Mental Health

Each School/Centre promotes Positive Mental Health within its community of staff and students/learners.

Guidance Counsellors and A.S.I.S.T. Practitioners specifically promote Positive Mental Health.

#### 4.5.1 Students/Learners

A.S.I.S.T practitioners have received specific training in Suicide Prevention

A list of Guidance Counsellors and A.S.I.S.T. Practitioners is posted in the Staff Room

#### **Action Person:**

This is an employee who normally has a pastoral care function to an employee or a student as identified in the Safety Statement.

The Action Person meets with the distressed employee/student in a safe area at a safe time.

The distressed person is then referred to an A.S.I.S.T. Practitioner/Guidance Counsellor at an appropriate time.

**Guidance Counsellors/A.S.I.S.T. Practitioner** will then take charge of the distressed person while keeping the initial Action Person informed.

S/he will:

- 1 Assess the matter in consultation with the Action Person.
- 2 Decide on the need for professional assistance.
- 3 Inform next of kin or parent of student if appropriate.

- 4 Ensure that the person is seen by an appropriate professional
- 5 Remain in on-going contact with the person
- 6 Report the matter on a confidential basis to the School/Centre Care Team
- 7 Monitor progress on an on-going basis
- 8 Report matter to Principal/Director for reporting to ETB H. R. Division/ HSE if deemed appropriate

In the absence of the Guidance Counsellors and A.S.I.S.T. Practitioner the Action Person will assume immediate responsibility for summoning professional assistance if it is required.

Guidance Counsellors and A.S.I.S.T. Practitioner	Date Training Received

Table 5: Guidance Counsellors and A.S.I.S.T. Practitioners. *(Set Out at Appendix 3)*

#### 4.5.2 Teaching Staff

##### Employee Assistance Programme

An Employee Assistance Programme (EAP) is a confidential support service available to assist employees with any difficulties or challenges they are experiencing at that particular time.

The purpose of an EAP is to provide employees with access to confidential counselling and information services to assist in dealing with a broad range of issues such as personal, work, financial or legal issues.

##### Carecall Counselling Services

This independent support service will be provided through accredited counsellors in **Carecall** who can be contacted at anytime ([www.carecallwellbeing.ie](http://www.carecallwellbeing.ie)).



### **4.5.3 All Staff (including Administrative & Maintenance Staff)**

#### **Employee Welfare Officer**

Donegal Education and Training Board has a designated Employee Welfare Officer (EWO) based in the ETB Administrative Offices at Ard O'Donnell, Letterkenny to deal with employee difficulties. A confidential support service is available by contacting the Employee Welfare Officer. The following supports will be offered, as appropriate, by the EWO. The supports offered are on a non-directional basis:

- Listening to the concerns of the employee and imparting advice on the range and scope of Donegal Education and Training Board policies which may be appropriate in addressing those concerns.
- The setting up of an appointment with a qualified Occupational Health Physician. Occupational Health is concerned with the prevention of occupational injury and ill-health through a pro-active health and safety strategy. Donegal Education and Training Board will bear the cost of this service.
- Local counselling sessions, by a fully qualified Counsellor, up to a maximum of six (6) sessions, if required. Donegal Education and Training Board will bear the cost of this service.
- Information/contact details of the Employee Assistance Programme which was established nationally for Teachers and which is being run by VHI Corporate Solutions on behalf of the Department of Education and Science.
- Other relevant information as appropriate.

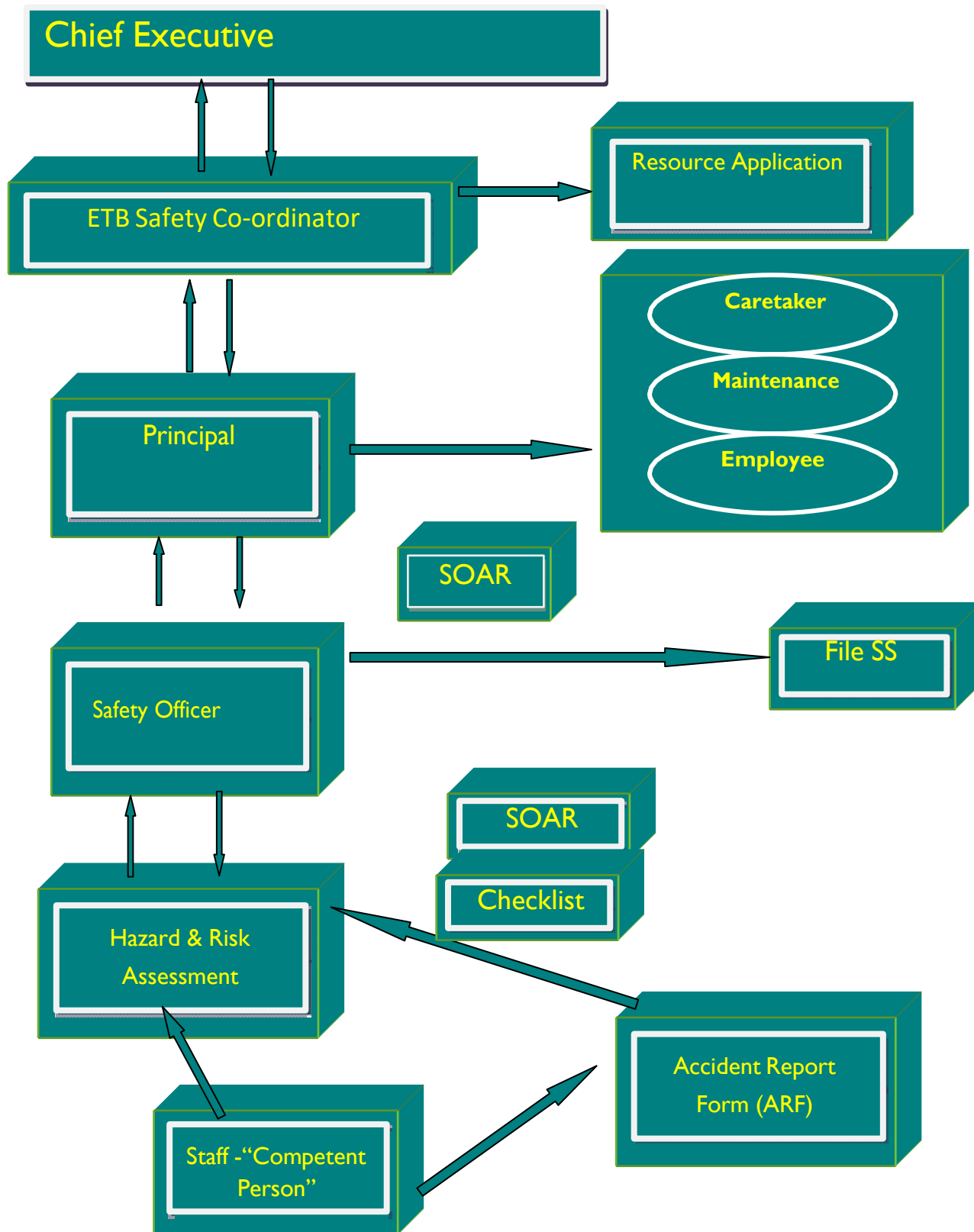
#### **Confidentiality**

Employees can be assured that any issues discussed will be treated with sensitivity and confidentiality. The service is on a self-referral basis. No details will be disclosed unless with the prior consent of the employee.

#### **Promotion of Health and Well Being Activities.**

Donegal Education and Training Board supports the work undertaken by the Health Service Executive in the promotion of activities which positively affect the health and wellbeing of its employees, e.g. Healthy Eating, Fitness, Smoking Cessation, Stress in the Workplace, Back Care, First Aid.

## HEALTH AND SAFETY REPORTING OVERVIEW



## 5.0 Hazard & Risk Assessment

### 5.1 Risk Assessment Process

The Risk Assessment process is something that we all do every day in all aspects of our lives. In the workplace environment, risk assessment is at the heart of managing health and safety successfully.

It is a three step process:

**Step 1:** Identify the hazard.

**Step 2:** Assess the risk.

**Step 3:** Put in place appropriate control measures to eliminate or reduce the risk.

**Note:** Full list of Risk Assessment templates and person responsible for their completion is available on pages 2-19

#### How the Risk Assessment templates works

Hazard and Risk assessment is a key part of the Safety Statement and essentially involves the 3 steps identified above.

This handbook provides a series of Risk Assessment templates for many of the routine and non-routine activities in schools.

The Risk Assessment templates list some of the most common hazards identified in the school environment and their associated risks. The templates also list a range of control measures that should be in place to eliminate such hazards or reduce their risks.

- These templates can be used directly by all staff in the school.
- Staff will be given the Risk Assessment templates for the activities they are involved in by the Safety Officer.
- The ETB will designate appropriate timescales for the completion of the Risk Assessment.

**Note:** The Risk Assessment templates in the Guidelines on Managing Safety and Health in Post Primary Schools are a non-exhaustive list of all the hazards and risks present in your school. It may therefore be necessary to use the blank templates provided at the back of this tool, for those hazards not specifically dealt with. These templates should form a good foundation for identifying hazards, assessing risks and implementing controls. However, you must also pay close attention to your own work environment and identify and write down other hazards and controls that you have in place or are required to be put in place.

The steps involved in working with the Risk Assessment template:

The Safety Officer will distribute H & R Assessment.

For example, the Home Economics Teacher conducting a Risk Assessment in the Home Economics Room, complete the following templates:

- Home Economics – General
- General school risk assessments – Fire
- General school risk assessments – Manual handling
- General school risk assessments – Slips, trips and falls
- General school risk assessments – First aid

### Step 1.

A walk-through of the area to be assessed should be completed, e.g. workshop, classroom, laboratory, office, canteen, school grounds, etc. to identify the hazards contained therein. The relevant risk assessment templates should be used to assist with the identification of hazards.

### Step 2.

Work through Table 4, left to right, looking at each column heading to complete the risk assessment.

- The risk assessment should be signed off and dated by the person who carried out the risk assessment and should include all outstanding actions that require attention.
- Risk Assessment carried out by: \_\_\_\_\_ Complete Date: \_\_\_\_\_
- The risk assessments should then be returned to the Safety Officer to be collated so that a school wide plan can be developed for all hazards that are not controlled.

1 Hazard	2 Is the hazard present Y/N	3 What is the risk?	4 Risk Rating H = High M = Medium L = Low	5 Controls (When all controls	6 Is this control in place?	7 Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	8 Person Responsible	9 Signature and date completed
See note 1	See note 2	See note 3	See note 4	See note 5	See note 6	See note 7	See note 8	See note 9

Table 6: Hazard and Risk Assessment Guidelines

**Note:**

1. **Hazards:** A common hazard is listed for this environment.
2. **Is the hazard present?** Indicate Yes or No on the template.
3. **What is the risk?** This tells you what could happen as a result of the hazard.
4. **Risk rating – high, medium or low:** This gives a general indication of the severity of the risk if the control is not in place and assists you in establishing priorities in applying control measures. This is a suggested rating system for the hazard. However, you need to take account of the situation in relation to your own work place. For example, does this hazard pose a greater risk if it is combined with other hazards you have identified in a particular work area/classroom etc. If the control measure is not in place, a risk rating is applied to help you assess the risk and create a priority action list.

The risk rating is HIGH, MEDIUM or LOW  
A High Risk Rating = High Priority Action

If there are a number of control measures not in place and they have been given a risk rating of, for example, 'High' then the Priority action required is also 'High'. Refer to Risk Rating Tool. (Appendix 4)

LIKELIHOOD OF HAZARD	Risk Rating Tool (Column 4)			
HIGH				
MEDIUM				
LOW				
EFFECT OF THE HARARD	MINOR	MODERATE	MAJOR	SEVERE

Table 7: Risk Rating Tool (See Appendix 4)

5. **Controls:** These tell you the types of measures that must be implemented to eliminate or reduce the risk.
6. **Is this control in place?** Indicate Yes or No on the form as appropriate.
7. **Action/to do list/outstanding controls:** If you answered Yes to the previous question then no further action is required. If you answered No to the previous question, then you must write in what action is proposed.

- 8. Person responsible:** Write in the name or names of the person(s) responsible to take action(s). (If you have already indicated that controls are in place that are on-going, throughout the work year, you may still wish to write the name of the person responsible here. For example, the teacher who brings a specific health and safety policy to the attention of the pupils on a regular basis as part of class.) See sample template pages 25-37 of the Guidelines on Managing Safety and Health in Post Primary Schools.
- 9. Signature & Date Completed:** completion dates must be inserted and signed by the person carrying out the risk assessment.

### Step 3.

- Where a risk assessment template does not deal with a hazard/risk/control that you have identified, this should be entered into the Blank Risk Assessment Template No. 69 of the Guidelines on Managing Safety and Health in Post Primary Schools (copy available at Section 8 Appendices 8)
- Where there are pupils with special needs, pupils where English is not their first language or pupils with challenging behaviour, an additional risk assessment template may be completed (See Pupil Considerations Risk Assessment No. 46 on page 143 of Guidelines for Managing Safety and Health in Post Primary Schools)
- Where it is found that a control/s are not in place, the “Action/to do list” column 7 must be completed indicating the necessary actions which are required to control the hazard.  
If the risk rating (column 4) is high it requires immediate action. The person identifying the risk is responsible for ensuring the risk is isolated and the control is in place.
- When actions (controls) have been completed, then the “Signature and date completed” column should be completed by the person carrying out the risk assessment. See sample template page 25 of Guidelines for Managing Safety and Health in Post Primary Schools.
- All actions/controls that cannot be easily implemented by the person carrying out the risk assessment must be brought to the attention of the appropriate person/s, e.g. Safety Officer, Principal, AEO, Director, CE etc. and a plan should be put in place to rectify the problem.
- Some actions/controls may be on-going and this can be indicated also in the “Signature and date completed” column.

- The CE has designated the Principal or the Safety Officer to act on her behalf, the Principal/Safety Officer must review and assign necessary action and completion dates.
- The Safety Officers must discuss the Safety Officers Audit Report (SOAR) arising out of the Risk assessment process with the Principal/AEO/Director. The Safety Officers Audit Report (SOAR) must be presented to the ETB Safety Co-ordinator for his information, approval and action, where required. The CE will sign off on all the School/Centre Risk Assessments.

#### Step 4:

- Risk Assessment Templates (available in Guidelines on Managing Safety and Health in Post Primary Schools) and Persons responsible for their completion.

These Templates are for use by Schools/Centres. Template No. 69 can be amended to suit your individual School/Centre.

H & R Assessment Template No.	H & R Assessment Template Name	Page No.	Responsible Person/s
1.	Art - No.1 Art Room - General Considerations		Art
2.	Art - No.2 Ceramics Art		Art
3.	Art - No.3 Use of Knives and Cutters		Art
4.	No.4 Canteen - General Considerations		H.E.
5.	Canteen - No.5 Working with Chemical Products		Caretaker & H.E.
6.	Cleaning - No.6 Cleaning - General Considerations		Caretaker
7.	Cleaning - No.7 Hazardous Substances		Caretaker
8.	Cleaning - No.8 Waste Compactor and Baler		Caretaker
9.	Cleaning - No.9 Work at Height - Ladders		Caretaker
10.	Cleaning - No.10 Toilets and Showers		Caretaker
11.	Computers - No.11 Computers - General Considerations		Office & Teachers
12.	General School Risk Assessments - No.12 Slips, Trips and Falls		Teachers & Caretaker
13.	General School Risk Assessments - No.13 Manual Handling		Caretaker and SNA
14.	General School Risk Assessments - No.14 General Access/Egress		Caretaker
15.	General School Risk Assessments - No.15 Platform Lifts		Caretaker & SNA

<b>16.</b>	General School Risk Assessments - No.16 Fire (Specialist Rooms)		Practical Teachers
<b>17.</b>	General School Risk Assessments - No. 17 Fire (General Classrooms and Offices)		All Staff
<b>18.</b>	General School Risk Assessments - No.18 Fire - Events (plays, musicals, large meetings)		Safety Officer & Principal
<b>19.</b>	General School Risk Assessments - No.19 First-Aid		OFA
<b>20.</b>	General School Risk Assessments - No.20 Portable Electrical Appliances		Caretaker and Teachers
<b>21.</b>	General School Risk Assessments - No.21 Bullying		Principal, Union Rep
<b>22.</b>	General School Risk Assessments - No.22 Stress		Principal, Union Rep
<b>23.</b>	General School Risk Assessments - No.23 Car Park and External Areas		Safety Officer & Caretaker
<b>24.</b>	General School Risk Assessments - No.24 Staff Room		Principal
<b>25.</b>	General School Risk Assessments - No.25 Pregnant, Post-Natal and Breastfeeding Women		Principal or Deputy Principal
<b>26.</b>	General School Risk Assessments - No.26 Noise		Safety Officer Practical Teacher
<b>27.</b>	General School Risk Assessments - No.27 Radon		Safety Officer
<b>28.</b>	General School Risk Assessments - No.28 Mould		Safety Officer
<b>29.</b>	General School Risk Assessments - No.29 Asbestos		Safety Officer
<b>30.</b>	General School Risk Assessments - No.30 Legionella		Safety Officer
<b>31.</b>	General School Risk Assessments - No.31 Lone Workers (e.g. caretakers and Principals)		Caretaker & Principal
<b>32.</b>	Home Economics - No.32 Home Economics Room - General Considerations		H. E.
<b>33.</b>	Home Economics - No.33 Knives and Cutters		H. E.
<b>34.</b>	Home Economics - No.34 Portable Electrical Appliances		H. E.
<b>35.</b>	Maintenance (caretakers, contractors, etc.) - No. 35 Maintenance - General Considerations		Caretaker
<b>36.</b>	Maintenance - No. 36 Construction Contractors		Caretaker



37.	Maintenance - No.37 Tractor Maintenance		Caretaker
38.	Maintenance - No.38 Boiler house and fuel tanks		Caretaker
39.	Maintenance - No.39 Grass Cutting/Ride-on Mower		Caretaker
40.	Maintenance - No.40 Pressure Washer		Caretaker
41.	Maintenance - No.41 Strimmer		Caretaker
42.	Maintenance - No.42 Waste Compactor and/or Baler		Caretaker
43.	Maintenance - No.43 Work at Height - Ladders		Caretaker
44.	P.E. - No.44 Exercise Equipment/Gym Equipment		P. E.
45.	P.E. - No.45 Goal Posts		P.E. & Caretaker
46.	Pupil Considerations - No.46		Senior Management Team
47.	Science - No.47 Bunsen Burners		Science
48.	Science - No.48 Chemicals		Science
49.	Science - No. 49 Glassware		Science
50.	Technologies - No.50 Powered Hand Tools		Practical Teachers
51.	Technologies - No.51 Hand Fed Table Band Saw		Woodwork
52.	Technologies - No.52 Electric Ovens		H. E.
53.	Technologies - No.53 Metal Working Centre Lathe (manually operated)		Engineering
54.	Technologies - No.54 Woodworking Bench Circular Saw		Woodwork
55.	Technologies - No.55 Bench/Pedestal Grinder		Engineering
56.	Technologies - No.56 Hazardous Substances (metal work, wood work, technology etc.)		Woodwork
57.	Technologies - No.57 Milling Machine		Engineering
58.	Technologies - No.58 Morticer (Hollow chisel)		Woodwork
59.	Technologies - No.59 Pedestal Drill (Metal Work)		Engineering
60.	Technologies - No.60 Surface Planning and Thicknessing Machine		Woodwork
61.	Technologies - No.61 Portable Router		Woodwork
62.	Technologies - No.62 Hand Held Portable Circular Power Saw		Woodwork
63.	Technologies - No.63 Bench Mounted Scroll Saw		Woodwork
64.	Technologies - No.64 Vacuum Former		Engineering
65.	Technologies - No.65 Wood Lathe		Woodwork
66.	Other Activities - No.66 School Excursions (day trips, matches)		Teachers

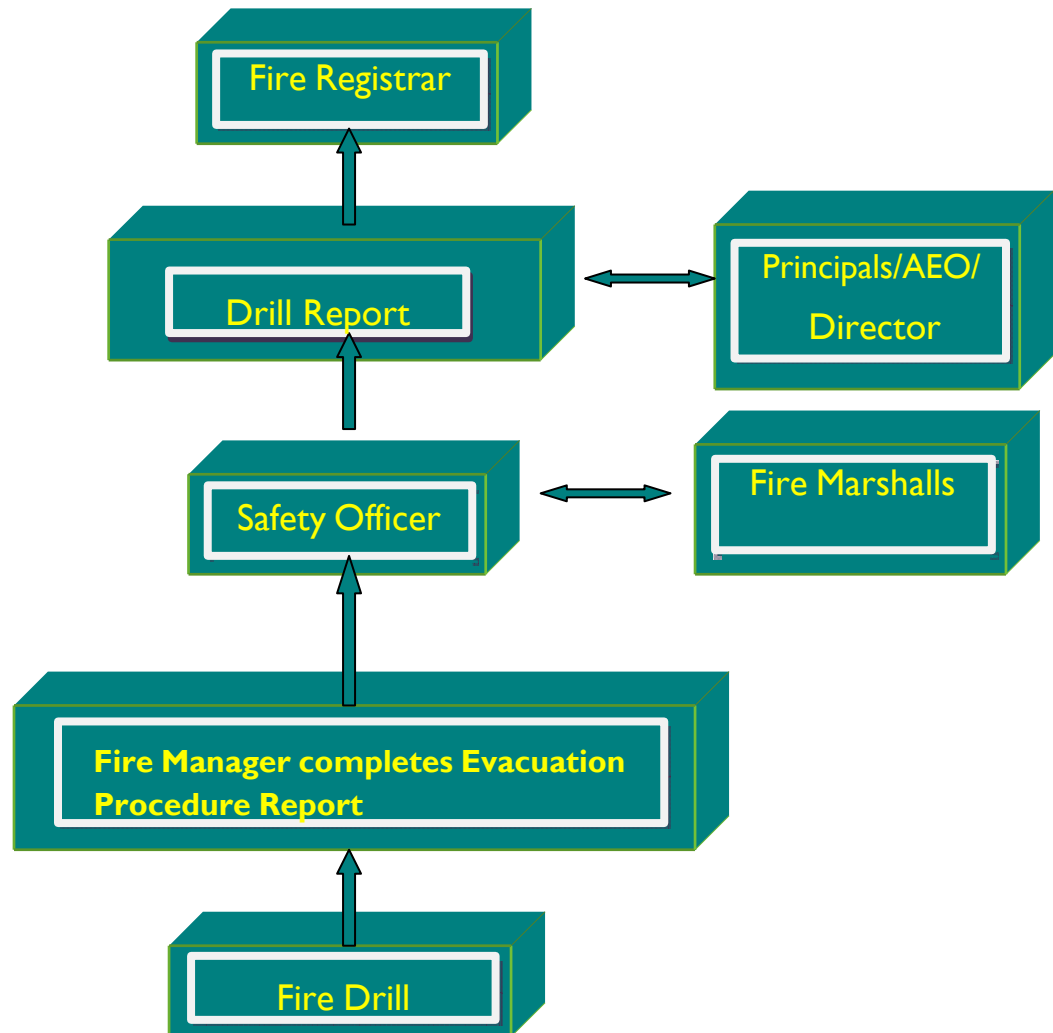
<b>67.</b>	Other Activities - No.67 Outdoor Adventure Activity		P. E. and Geography
<b>68.</b>	Other Activities - No.68 Work Placements		Senior Managers
<b>69.</b>	Blank Template - No.69		
<b>70.</b>	General Classroom		Subject Teacher
<b>71.</b>	Office		Administrator
<b>72.</b>	ETB Own Bus		Safety Officer
<b>73.</b>	Hired Bus		Safety Officer
<b>74.</b>	Hired Bus by Parent Group		Safety Officer
<b>75.</b>	Fire Alarm - Competent Check Every 13 weeks		Electrician

Table 8: Hazard & Risk Assessment Templates

## 6.0 Reporting Structures

### Emergency Evacuation Reporting Structure

Safety Officers – Manage Evacuation



## Section 3: Safety Officer's Templates Documents



## **Section 3**

### **1. Health and Safety Reporting Overview**

#### **1. Safety Officers Audit Report (SOAR)**

A Sample of the Safety Office Audit Report Sheet is set out at Section 8; Appendix 5. The form is available to download from the intranet on [www.donegaletb.ie](http://www.donegaletb.ie) and can be electronically completed.

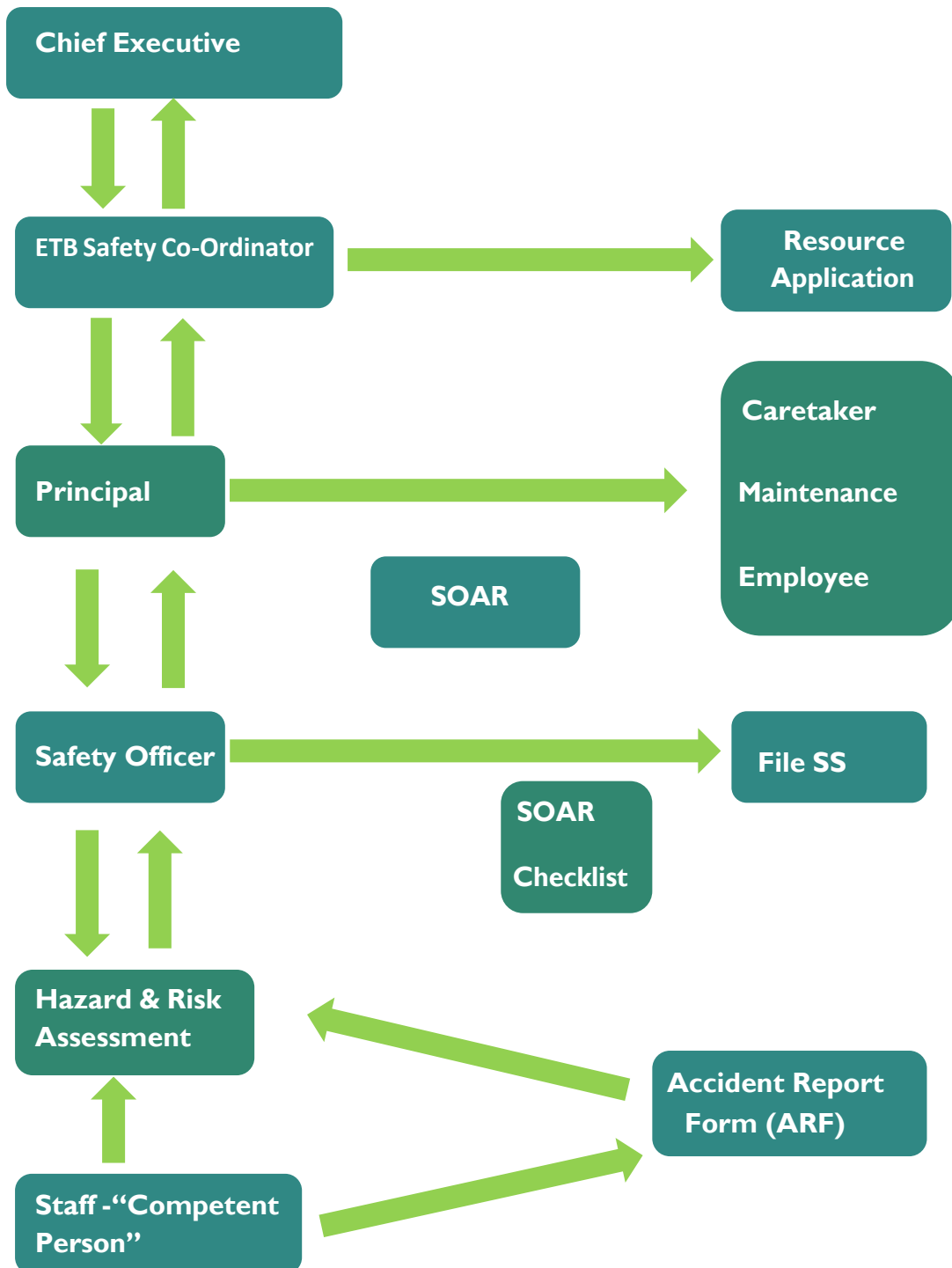
### **2. Accident Reporting Structure**

### **3. Accident Report Form (ARF):**

### **4. Safety Officer Checklist**

### 3.1 Accident Reporting Structure:

#### HEALTH AND SAFETY REPORTING OVERVIEW



### 3.2 Safety Officers Audit

Report (SOAR) – See Appendix 5

## Safety Officer Audit Report Sheet (SOAR)

School/Centre:

Safety Officer:

Room Number:

				Yes	No
Has Employee completed Hazard & Risk Assessment				<input type="checkbox"/>	<input type="checkbox"/>
Have you differentiated tasks & identified Responsible Person following discussion with Principal/AEO/Director of Gartan/Adult Education Programme Co-ordinator. See table below				<input type="checkbox"/>	<input type="checkbox"/>
Issues from Hazard & Risk Assessment	Employee	Caretaker	Maintenance	ETB	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you rechecked tasks identified are complete?					
Have you notified Principal/AEO/Director of Gartan/Adult Education Programme Co-ordinator of issues that cannot be addressed at School/Centre level.					

Signed:

Date:

**Safety Officer**

Signed:

Date:

**Principal/AEO/Director of Gartan/FET Programme Coordinator**

Date Safety Officer Audit Report Sheet completed:

### ETB office use only

ETB Stamp & Date

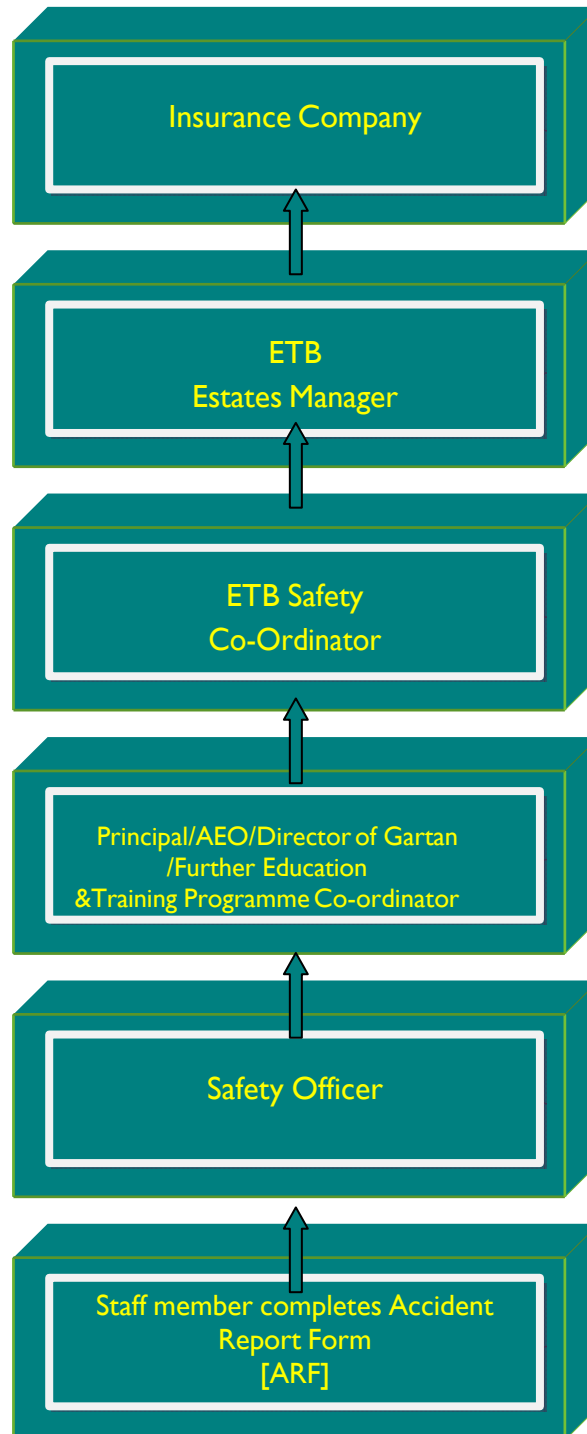
Comments: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ETB Safety Coordinator**

### 3.3 Accident Reporting Structure





### 3.4 Accident Report Form (ARF)

#### INJURED PARTY DETAILS:

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_  
Address (Home/Centre): \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Sex: Male/Female \_\_\_\_\_

Status (Please tick appropriate box)

Pupil ☐ Teacher/staff member ☐ Visitor ☐ Contractor ☐  
Other \_\_\_\_\_ (please specify): \_\_\_\_\_  
Date \_\_\_\_\_ of \_\_\_\_\_ Accident/Incident: \_\_\_\_\_  
Date Accident/Incident reported to school management: \_\_\_\_\_

**Where appropriate, more than one box in each section may be ticked.**

#### TYPE OF ACCIDENT

Tick

Injured/damaged by a person ☐  
Struck by/contact with ☐  
Caught in/under ☐  
Slip/trip/fall ☐  
Sharps ☐  
Road Traffic Accident/Crash ☐  
Exposure to substances/environments ☐  
Manual handling ☐  
Property damage ☐  
Other ☐

MAIN AGENT WHICH CAUSED ACCIDENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### TYPE OF INJURY

Fatality ☐  
Bruise ☐  
Concussion ☐  
Internal injury ☐  
Abrasion, graze ☐  
Fracture ☐  
Sprain ☐  
Torn ligaments ☐  
Burns ☐  
Scalds ☐  
Frostbite ☐  
Injury not ascertained ☐  
Trauma ☐  
Occupational disease ☐  
Other (Please specify) ☐

#### PART OF BODY INJURED

Head (except eyes) ☐  
Eyes ☐  
Face ☐  
Neck, back, spine ☐  
Chest, abdomen ☐  
Shoulder ☐  
Upper arm ☐  
Elbow ☐  
Lower arm, wrist ☐  
Hand ☐  
Finger (one or more) ☐  
Hip joint, thigh, kneecap ☐  
Knee joint ☐  
Lower leg ☐  
Ankle ☐  
Foot ☐  
Toe (one or more) ☐  
Trauma, shock ☐  
Multiple injuries ☐  
Other (Please specify) ☐

Consequences		Result		Anticipated absence	
Fatal	<input type="checkbox"/>	Sick Leave	<input type="checkbox"/>	1-4 days	<input type="checkbox"/>
Non-fatal	<input type="checkbox"/>	Excused	<input type="checkbox"/>	4-7 days	<input type="checkbox"/>
		Light Duty	<input type="checkbox"/>	8-14 days	<input type="checkbox"/>
		Medicine	<input type="checkbox"/>	More than 14 days	<input type="checkbox"/>
				NONE, i.e. no anticipated absence on resulting from the accident or incident.	<input type="checkbox"/>

Has the accident been reported to the Health and Safety Authority? (See note below) Yes ☐ No ☐ Not applicable ☐

Community and Comprehensive Schools should report all incidents to the State Claims Agency. Yes ☐ No ☐ Not applicable ☐

Have you informed your insurance company? Yes ☐ No ☐ Not applicable ☐

#### DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- The work/activity being carried out when the accident occurred;
- The equipment in use (if any).

Detail how the accident occurred.

Attach:

- (A) Injured party's report.
- (B) Witness list (level of detail required will vary depending on the severity of the accident).
- (C) Witness statements (level of detail required will vary depending on the severity of the accident).
- (D) Sketch or photograph of the scene, equipment etc. where appropriate.

Investigating staff member: \_\_\_\_\_

Name (Use capital letters): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related either a work activity or their place of work, but it related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IRI) or online at [www.hsa.ie](http://www.hsa.ie) Further information can be found in Part 1 of the Guidelines in the FAQ's on Accident Investigating and Reporting. Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto [www.dataprotection.ie](http://www.dataprotection.ie)

## Health & Safety Checklist

	Yes	No	Date Completed
• Is school/centre Safety Statement up to date?			
• Are Hazard and Risk Assessments completed for all work areas?			
• Are Identified Hazards and Risks addressed?			
• Is Safety Officers Audit Report completed & forwarded to ETB			
• Has Fire Drill been carried out each term			
• Is Fire Drill Report completed & filed			
<ul style="list-style-type: none"> <li>▪ Is Training up to date for: <ul style="list-style-type: none"> <li>Occupational First Aid</li> <li>Fire Officer</li> <li>Safety Officer</li> <li>Safety Rep</li> <li>Fire Marshals/Wardens</li> <li>Caretaker-Manual Handling</li> <li>Safe Pass</li> </ul> </li> <li>▪ Has an up to date training needs analysis form been submitted to ETB Safety Co-ordinator</li> </ul>			

Signed: \_\_\_\_\_

Safety Officer

(See Appendix 7)

## Section 4: Health & Safety Training



## Section 4:

### Health and Safety Training

#### 4.1 Pre-Training

All employees of Donegal Education and Training Board are interviewed as part of the recruitment process. Competency is checked at this stage.

#### 4.2 Continual Training

Health & Safety is included on the agenda of all Senior Management meetings. Senior managers get regular information updates on Health and Safety management.

All relevant Personnel receive constant training in areas of defined need.

Employee Role	H & S Legislation	H&S Policy & Management	Fire	Hazard & Risk	First Aid	Manual Handling	Positive Mental Health
Joint H & S Committee Member	✓	✓		✓			
Principals/AEO / Director	✓	✓		✓			✓
Safety Officer	✓	✓	✓	✓		✓	✓
Fire Manager			✓				
Fire Marshals			✓				
Occupational First Aider					✓		
Employees (As appropriate to work role)			✓	✓	✓	✓	✓
Safety Reps	✓	✓					

Table 9: Health and Safety Training Schedule

## Section 5: Safety Officer's Records





## Section 6: Reference Material



## Useful Links and Information

[www.healthsafetywelfare.ie](http://www.healthsafetywelfare.ie)

[www.hsa.ie](http://www.hsa.ie)

[www.envirocentre.ie](http://www.envirocentre.ie)

[www.safetystorage.ie](http://www.safetystorage.ie)

[www.irishstatute.ie](http://www.irishstatute.ie) - Safety, Health and Welfare at Work Act, 2005

[www.donegaletb.ie](http://www.donegaletb.ie) - Donegal ETB Staff Handbook

[www.alison.ie](http://www.alison.ie)

[www.ibec.ie](http://www.ibec.ie)

[www.aboutcounselling.ie](http://www.aboutcounselling.ie)

[www.into.ie](http://www.into.ie)

An MSDS for a material may be found by Googling [Material Name] MSDS



## Section 7: Correspondence/Notes



## Section 8: Appendices



## Appendices

**Appendix 1** ..... **School/Centre Size**

**Staff Register**

**Provision for persons with Special  
Educational Needs**

**Appendix 2** ..... **Roles and Responsibility**

**Appendix 3** ..... **Emergency Plans**

**Appendix 4** ..... **Risk Rating Tool**

**Appendix 5** ..... **Safety Officer Audit Report Sheet  
(SOAR)**

**Appendix 6** ..... **Accident Report Form**

**Appendix 7** ..... **Health and Safety Checklist**

**Appendix 8** ..... **Hazard and Risk Assessment  
Templates**

**Hazard and Risk Assessment Tools**

### School/Centre Size

School/Centre Name:

---

School Address:

---

---

---

---

Principal/Programme

Co-ordinator/Director:

---

Location of Assembly Areas:

---

---

---

Number of Students/Learners:

---

Number of staff:

---

## Staff Register

Staff Member Name		Qualifications (if any)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		

Staff Member Name		Qualifications (if any)
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		
33.		
34.		
35.		
36.		
37.		
38.		
39.		
40.		
41.		
42.		
43.		
44.		
45.		

Staff Member Name		Qualifications (if any)
46.		
47.		
48.		
49.		
50.		
51.		
52.		
53.		
54.		
55.		
56.		
57.		
58.		
59.		
60.		

## Provision for persons with Special Educational Needs

[illegible]



## Roles and Responsibility

School/Centre:

Contact No:

Safety Officer:

Safety Representative:

Occupational

First Aider(s):




Fire Manager:

Name:

Zone:

Fire Marshalls:







Critical Incident

Team Leader:



Child Protection  
(DLP & DDLP)



Signed:

**Safety Officer**

Date:

Signed:

Date:

Principal/AEO/Director of Gartan/Further Education and Training Programme Co-ordinator

## Emergency Plans

Names of Competent Persons:	
	is the Fire Manager.
	is the Fire Marshall for Area
	is the Fire Marshall for Area
	is the Fire Marshall for Area

Table 1: Competent Persons.

## EVACUATION PROCEDURE REPORT: Term No. \_\_\_\_\_

ACTION	Yes No		If NO, Make an Appropriate Comment
	Tick ✓		
Was Fire Drill Completed in less than 2 minutes?			
Were all personnel accounted for on first search of Building?			
Was a 2nd or subsequent checks required?			
Were all fire doors and smoke doors closed?			
Did Fire Marshal arrive at the "scene of fire" in less than 2 minutes?			
Were all doors and windows closed?			
Was the general condition of the fire area good?			
Were there any objects lying about which might cause undue risk to firefighters?			
Was any flammable material lying about?			
Was firefighting equipment readily available?			
Were all fire evacuation routes used as predetermined?			
Was Fire Brigade phoned by appropriate Person?			
Was there ready access to "the seat of the fire" for fire tenders (check car parking, student bikes, gates unlocked, etc.)			
Was there ready access to fire hydrants?			
Was a plan of the building readily available for the Fire Brigade?			

Table 2: Evacuation Report

Equipment	Location(s)
First Aid Kit	
Sports Aid Kit	
General	

Table 3: First Aid Cabinets Locations.

Occupational First Aider Name	Training Received Date Received

Table 4: Occupational First Aiders.

Guidance Counsellors and A.S.I.S.T. Practitioner	Date Training Received

Table 5: Guidance Counsellors and A.S.I.S.T. Practitioners.

## Risk Rating Tool

## Appendix 4

LIKELIHOOD OF HAZARD	Risk Rating Tool (Column 4)			
HIGH				
MEDIUM				
LOW				
EFFECT OF THE HARARD	MINOR	MODERATE	MAJOR	SEVERE

Table 6: Risk Rating Tool

## Safety Officer Audit Report Sheet (SOAR)

School/Centre:

Safety Officer:

Room Number:

				Yes	No
Has teacher completed Hazard & Risk Assessment				<input type="checkbox"/>	<input type="checkbox"/>
Have you differentiated tasks & identified responsible person following discussion with Principal/AEO/Director of Gartan/Adult Education Programme Co-ordinator. See table below				<input type="checkbox"/>	<input type="checkbox"/>
Issues from Hazard & Risk Assessment	Employee	Caretaker	Maintenance	ETB	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you rechecked tasks identified are complete?				<input type="checkbox"/>	<input type="checkbox"/>
Have you notified Principal/AEO/Director of Gartan/Further Education & Training Programme Co-ordinator of issues that cannot be addressed at School/Centre level				<input type="checkbox"/>	<input type="checkbox"/>

Signed:   
**Safety Officer**

Signed:

Principal/AEO/Director of Gartan/Further Education & Training Programme Co-ordinator

Date:

Date Safety Officer Audit Report Sheet sent to ETB:

### ETB Office use only:

ETB Stamp & Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**ETB Safety Coordinator**



Consequences		Result		Anticipated absence	
Fatal	<input type="checkbox"/>	Sick Leave	<input type="checkbox"/>	1-4 days	<input type="checkbox"/>
Non-fatal	<input type="checkbox"/>	Excused	<input type="checkbox"/>	4-7days	<input type="checkbox"/>
		Light Duty	<input type="checkbox"/>	8-14 days	<input type="checkbox"/>
		Medicine	<input type="checkbox"/>	More than 14 days	<input type="checkbox"/>
				NONE, i.e. no anticipated absence on resulting from the accident or incident.	<input type="checkbox"/>

Has the accident been reported to the Health and Safety Authority? (See note below) Yes ☐ No ☐ Not applicable ☐

Community and Comprehensive Schools should report all incidents to the State Claims Agency. Yes ☐ No ☐ Not applicable ☐

Have you informed your insurance company? Yes ☐ No ☐ Not applicable ☐

#### DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- The work/activity being carried out when the accident occurred;
- The equipment in use (if any).

Detail how the accident occurred.

Attach:

(A) Injured party's report.

(B) Witness list (level of detail required will vary depending on the severity of the accident).

(C) Witness statements (level of detail required will vary depending on the severity of the accident).

(D) Sketch or photograph of the scene, equipment etc. where appropriate.

Investigating staff member: \_\_\_\_\_

Name (Use capital letters): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related either a work activity or their place of work, but it related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IRI) or online at [www.hsa.ie](http://www.hsa.ie) Further information can be found in Part 1 of the Guidelines in the FAQ's on Accident Investigating and Reporting. Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto [www.dataprotection.ie](http://www.dataprotection.ie)



## Appendix: 7

### Health & Safety Checklist

	Yes	No	Date Completed
• Is school/centre Safety Statement up to date?			
• Are Hazard and Risk Assessments completed for all work areas?			
• Are Identified Hazards and Risks addressed?			
• Is Safety Officers Audit Report completed & forwarded to ETB			
• Has Fire Drill been carried out each term			
• Is Fire Drill Report completed & filed			
<ul style="list-style-type: none"> <li>▪ Is Training up to date for: <ul style="list-style-type: none"> <li>Occupational First Aid</li> <li>Fire Officer</li> <li>Safety Officer</li> <li>Safety Rep</li> <li>Fire Marshals/Wardens</li> <li>Caretaker-Manual Handling</li> <li>Safe Pass</li> </ul> </li> <li>▪ Has an up to date training needs analysis form been submitted to ETB Safety Officer</li> </ul>			

Signed: \_\_\_\_\_

Safety Officer

**Art - No.1 Art Room - General Considerations** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Fumes from paints and glues		Respiratory irritation and problems	H	Relevant employees are aware of the hazards and precautions that must be taken when using chemical products/materials, and have access to Safety Data Sheet(SDS)				
			H	When choosing chemical cleaners for use in the art room the least hazardous product is purchased				
			H	Personal Protective Equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS)				
			H	Chemical products/materials are labelled and stored safely in accordance with Safety Data Sheet (SDS) requirements				
			H	Pupils/staff do not have access to chemical products/materials				
Damaged electrical fittings and equipment		Electrocution	M	Defective electrical equipment shall be clearly identified, labelled 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 or replaced				
Accessing high windows		Falls	M	Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level				

**Art - No.1 Art Room - General Considerations cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Solvents and flammable materials		Asphyxiation, Explosion, Fire	<b>H</b>	Solvents and flammable materials are stored in metal cabinets. See 'General School Risk Assessments - No. 16 Fire (Specialist Rooms)				
Defective portable electrical appliances		Burns Electric shock Electrocution	<b>H</b>	See 'General School Risk Assessments - No. 20 Portable Electrical Appliances'				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_ **Date:**     /     /

See Portable electrical appliance sheet. [www.stateclaims.ie/RiskManagement/Cleaning\\_staff\\_booklet.pdf](http://www.stateclaims.ie/RiskManagement/Cleaning_staff_booklet.pdf) for information on removing mould.

**Art - No.2 Ceramics** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Hazardous silica in clays		Lung damage	H	Daily cleaning regime in place to minimise clay dust				
			H	Cleaners and caretakers are informed of safe working procedures for cleaning areas that may contain clay dusts				
			H	Dry sweeping of clay dust not advisable				
			H	Where vacuum used it is fitted with a hepa filter				
			H	Safety Data Sheets (SDS) for clays available in Art room				
			M	Protective clothing/coats/aprons cleaned regularly to prevent clay dust build up				
			M	Dust mask/RPE available and worn when necessary				
Use of toxic glazes		Exposure to hazardous glazes, fibres	H	Only non hazardous/non toxic glazes				
			H	Safety Data Sheets (SDS) for glazes available in Art room				
Hot surface of kiln		Burns	M	Kiln interlocked to prevent opening while operational				
Kiln - Fire		Burns	M	Kiln serviced in line with manufacturer's recommendations				

**Art - No.2 Ceramics cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electrical damage to kiln		Electrocution	<b>M</b>	Electrical equipment should be checked before use - See 'General School Risk Assessments - No. 20 Portable Electrical Appliances'				
Pug mill		Crushing injury from pug mill	<b>M</b>	Pug mill guarded so that user cannot put hand into mixing area				
Hot material taken from raku kiln		Burns	<b>H</b>	Appropriate Personal Protective Equipment (PPE) provided for use with raku kiln				
Hazardous ceramic fibres from damaged raku kiln		Exposure to hazardous fibres  Lung damage	<b>H</b>	Repairs must be carried out by a competent person				
Gas		Explosion or exposure to fumes	<b>H</b>	Ensure gas is installed and maintained as per suppliers instructions				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_ **Date:**     /     /

See Portable electrical appliance sheet. [www.stateclaims.ie/RiskManagement/Cleaning\\_staff\\_booklet.pdf](http://www.stateclaims.ie/RiskManagement/Cleaning_staff_booklet.pdf) for information on removing mould.

**Art - No.3 Use of Knives and Cutters** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Sharp knives and cutters		Cuts/lacerations	H	Pupils instructed in safe use of knives and cutters				
			M	Knives kept sharp (blunt knives require additional force in use leading to accidents)				
			H	Knives and cutters checked for damaged blades or handles once per term and disposed of if damaged				
			M	Knives and cutters stored separately to other equipment				
			H	Knives and cutters counted out to pupils and counted back in at end of class				
			H	Knives are washed in sink separately from other items of equipment and never left soaking in sink				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_

**Date:**     /     /

*First-aiders should be trained in accordance with the Health and Safety Authority Guidelines on first-aid at Place of Work May 2008 available at [http://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Occupational\\_Health/Guidelines\\_on\\_First\\_Aid\\_at\\_Places\\_of\\_Work\\_2008.pdf](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Occupational_Health/Guidelines_on_First_Aid_at_Places_of_Work_2008.pdf)*

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**Canteen - No.4 Canteen - General Considerations** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe storage of kitchen items		Toppling goods	<b>H</b>	Utensils, crockery and other items are stored appropriately on shelves and in cupboards to prevent toppling and unsafe access				
Fire		Burns  Smoke inhalation	<b>H</b>	Designated employees have received training in the use of fire fighting equipment				
			<b>H</b>	An F type fire extinguisher is accessible where a deep fat fryer is being used				
			<b>H</b>	The kitchen is fitted with an appropriate fire alarm system  See 'No. 16 - Fire (Specialist Rooms)'				
Damaged electrical fittings and equipment		Electrocution  Cuts	<b>M</b>	Defective electrical equipment shall be clearly identified, labelled 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 or replaced. Complete 'No.20 - Portable Electrical Appliances'				
Explosion		Scalds	<b>M</b>	Pressurised water boilers examined by a competent person annually				
Heated utensils and appliances  Steam		Burns  Scalds	<b>M</b>	Self service water boiler is serviced annually				
			<b>H</b>	Gas hobs or ranges are serviced as per manufacturers instructions				
			<b>M</b>	Microwaves are used as per manufacturers instructions				

**Canteen - No.4 Canteen - General Considerations cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Sharp knives and cutters		Cuts/ lacerations	<b>M</b>	Knives kept sharp (blunt knives require additional force in use leading to accidents)				
			<b>H</b>	Knives and cutters checked for damaged blades or handles once per term and disposed of if damaged				
			<b>M</b>	Knives and cutters stored separately to other equipment				
			<b>H</b>	Knives are washed in sink separately from other items of equipment and never left soaking in sink				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**Canteen - No.5 Working with Chemical Products** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
	Y/N							
Contact with chemical products, (e.g. cleaning products)		Skin Irritation	H	Relevant employees are aware of the hazards and precautions that must be taken when using chemical products, and have access to Safety Data Sheet (SDS)				
		Splashes (eyes)						
		Allergies						
		Burns						

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Cleaning - No.6 Cleaning - General Considerations** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Pushing/pulling heavy or awkward items		Back injury Strains	H	A manual handling risk assessment must be carried out on tasks completed by cleaners See 'General School Risk Assessments - No. 13 Manual Handling'				
			H	Storage areas for cleaning supplies, toilet paper etc. are arranged so that items are readily accessible, not requiring excessive stretching or reaching and not liable to fall				
Contact with broken glass		Cuts	H	Broken glassware disposed to a separate waste glass bin and not mixed with general waste. Bin liner should not be used for glassware disposal bins				
Damaged or defective electrical fittings and equipment		Electrocution General injuries	M	Equipment used by cleaners is inspected and tested - See 'General School Risk Assessments - No. 20 Portable Electrical Appliances'				
			H	Cleaner reports any fault in equipment to person in control of workplace				
			H	Defective electrical equipment shall be clearly identified, labelled 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 or insert - See 'General School Risk Assessments - No. 20 Portable Electrical Appliances'				

**Cleaning - No.6 Cleaning - General Considerations cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Washing and vacuuming floors and stairways		Slips, Falls	H	When washing floors 'wet floor' signs are used - See 'General School Risk Assessments - No.12 Slips, Trips, and Falls'				
			H	Stairways are washed outside of heavy usage times and steps are dried immediately where possible				
			L	When using the vacuum cleaner, care should be taken to ensure cable does not pose a trip hazard				
Inadequate welfare provisions		Inadequate toilet, washing and rest facilities	H	Cleaners have access to welfare facilities				
			H	Cleaners have a place to store outdoor clothes and personal belongings while at work				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_

**Date:**     /     /

**Cleaning - No.7 Hazardous Substances** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with chemical cleaning products		<div>Skin Irritation</div> <div>Allergies</div> <div>Splashes (eyes)</div> <div>Burns</div>	<div>H</div> <div>H</div> <div>H</div> <div>H</div>	<div>Safety Data Sheet (SDS) have been obtained for all hazardous chemicals and a copy kept on file in a suitable location, accessible by relevant employees</div> <div>Personal Protective Equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS)</div> <div>Chemicals are labelled and stored safely in accordance with requirements of Safety Data Sheet (SDS)</div> <div>Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together</div>				
Contact with biological agents		<div>Needle stick injury</div> <div>Infectious disease</div> <div>Exposure to infectious diseases</div>	<div>H</div> <div>H</div> <div>H</div> <div>H</div>	<div>All biological fluids e.g. blood, are treated as potentially infectious and gloves are worn during clean up</div> <div>To reduce the possibility of needle stick injury, individuals should not put hands into bins or into areas where the contents cannot be seen</div> <div>Clinical waste must be disposed of in a clinical waste/sharps bin. All clinical waste must be disposed of by an appropriate waste disposal company</div> <div>If an employee suffers a needle stick injury bleeding is initially encouraged and medical attention is sought immediately</div>				

**Cleaning - No.7 Hazardous Substances cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with hazardous substances		Dermatitis or allergy	H	Cleaners have been made aware of the potentially hazardous substances that they may inadvertently encounter when cleaning areas such as a science laboratory				
			H	Cleaners have been given clear direction on what areas, equipment or substances they must not touch when cleaning specialist rooms				
			H	Cleaners are made aware of hazard warning symbols on chemicals and care required when cleaning specialist rooms such as the science laboratory or other technical rooms				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Cleaning - No.8 Waste Compactor and Baler** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Moving parts		Crushing/ amputation of limbs	H	See 'Maintenance - No. 42 Waste Compactor and/or Baler'				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Cleaning - No.9 Work at Height - Ladders** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present?  Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe use of ladders and step ladders		Falls from height	H	Ladders are only used for short duration work (less than 30 minutes) and where the risk of injury is low				
Unsafe storage of ladders			H	Ladders are only used for light work and not for work that involves carrying heavy or awkward items				
Unsecured ladders			H	Ladders are stored safely and unauthorised use is prohibited				
			H	Ladders are set out on a firm base and leaning at the correct angle 75 degrees (1:4) <sup>1</sup>				
			H	Ladders are tied at the top to a secure structure. If a ladder cannot be tied at the top it is secured at the bottom, or held by a second person				
			H	Ladders are not placed on a drum, box or other unstable base				
			H	Ladders are removed to storage at the end of each working day to ensure that unauthorised access to roof etc. by others, particularly pupils, is prevented				
			H	Footwear is free from mud/grease before climbing a ladder				
			H	3 points of contact are maintained at the working position				

<sup>1</sup> Portable ladders (not stepladders) should always be placed at the correct angle, which is around 75 degrees or roughly one metre out for every four metres up (the 1 in 4 rule).

**Cleaning - No.9 Work at Height - Ladders cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective ladders		Falls from height	H	The condition of the ladder is checked before each use for cracked or bent stiles or rungs, corrosion, defective or missing fittings or ties. Employees do not use the ladder if it is damaged in any way and report defects immediately to appropriate contact				
			H	Wooden ladders should not be painted  See Schedule 7 of the Work at Height Regulations				
Overreaching		Fall from a height resulting in serious injury or death	H	When using ladders employees do not work on top 3 rungs, or top 2 steps for step-ladders.				
			H	Where possible an alternative method of working is used, e.g. using extendable poles to clean high level areas				
			H	Ladders are properly set up to avoid overreaching				
			H	Mobile towers are used where practicable  See 'Use Ladders Safely - Information Sheet' available at <a href="http://www.hsa.ie/">www.hsa.ie/</a> publications				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**Cleaning - No.10 Toilets and Showers** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M=Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Loose/broken fittings		Cuts	H	Condition of toilets and hand basins checked by cleaner daily (including stability of bowl and cistern, hand basins)				
Cracked floor tiles		Slips, Trips, Falls	H	Cracked floor tiles are repaired ASAP				
Legionella		Respiratory disease - legionella	H	See 'General School Risk Assessments - No. 30 Legionella'				
Mould growth		Respiratory disease - Mould toxins	H	See 'General School Risk Assessments - No. 28 Mould'				

**Cleaning - No.10 Toilets and Showers cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Improperly maintained hot and cold water system  Scalding water		Burns/scalds	<b>H</b>	Water temperature to basins maintained below scalding. Cleaner reports scalding water problems to caretaker and action taken immediately				
Inadequate ventilation		Inhalation of cleaning products	<b>M</b>	Extraction system is operational or windows can be opened				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_

**Date:**     /     /

**Computers - No.11 Computers - General Considerations** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsuitable layout of workstation		Repetitive strain injury (RSI)	H	Workstations <sup>1</sup> are arranged to avoid awkward movements, reflections, aches and pains				
		Upper limb pain and discomfort	H	Employee's workstations should be assessed in line with HSA requirements for display screen equipment - See the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 5 of Part 2, e.g. areas that should be assessed include display screen, keyboard, work chair, lighting				
		Bad working posture Visual problems						
Inadequate breaks		Eye strain	M	Where Visual Display Unit (VDU) work is intensive or continuous (>1 hour) adequate breaks are taken to rest eyes				
		Eye fatigue Headache	M	Where an employee habitually uses a Visual Display Unit (VDU) as part of his/her normal work appropriate eye and eyesight tests are made available				
Electricity/ electrical cables		Trips and falls  Shocks	H	No trailing cables				
			H	Sockets are not overloaded				
			H	See 'General School Risk Assessments - No. 20 Portable Electrical Appliances'				

<sup>1</sup> A VDU workstation includes the keyboard, the VDU screen, printer, work chair, work desk and the immediate VDU work environment, (e.g. lighting, glare, reflections, humidity, and temperature) and software.

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**General School Risk Assessments - No.12 Slips, Trips and Falls** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Spills, e.g. liquid spills, ingredient spills (home-economics room) or chemical spills		Slips, trips and falls	H	Spills dealt with immediately				
			H	Absorbent material used to soak up the spill				
			H	Absorbent materials located near high spill risk areas				
High-risk slip and trip areas		Slips, trips and falls	H	High risk areas for slips, trips, and falls are identified and dealt with				
Inadequate storage of school equipment and personal belongings		Slips, trips and falls	H	School equipment is stored tidily				
			H	School bags stored tidily				
			H	Pupil belongings on hooks, placed in lockers or safely under desks				
			H	Floors and access routes are kept clear				

**General School Risk Assessments - No.12 Slips, Trips and Falls cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Y/N								
Inadequately fitted mats or rugs		Slips, trips and falls	H	Mats and rugs are properly designed/fitted				
			H	Heavy mats are used as necessary				
			H	Mats are recessed into flooring where possible				
			H	Weighted edges are used where possible or edges are fixed in place				
Areas prone to constant wetting		Slips, trips and falls	H	All areas prone to constant wetting are identified				
			H	There is adequate local drainage				
Transition areas (Transition areas are areas with a sudden change in the level of grip)		Slips, trips and falls	H	Areas where pedestrians move between surfaces with very different levels of grip are identified, e.g. from wet surface to a dry surface or vice versa				
			H	Precautions are taken to remove excess moisture from footwear				
			H	Mats are properly designed and installed				

**General School Risk Assessments - No.12 Slips, Trips and Falls cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Level changes		Slips, trips and falls	H	Areas are identified where levels change, e.g. slopes, ramps, steps/ stairs, unexpected holes, bumps, drainage channels				
			H	Slip resistant surfaces are ensured				
			H	Proper lighting is provided				
			H	Changes in levels are highlighted				
			H	Drain covers are in place				
			H	The top and bottom of stairways are kept clean and tidy				
Cables and hoses		Slips, trips and falls	H	No trailing cables and hoses				
			H	Electrical outlets sited to avoid trailing cables				
			H	Retractable reels used				
Damaged flooring/ paving		Slips, trips and falls	H	Poorly maintained or damaged floors or paving identified				
			H	Repairs carried out and steps taken to prevent future damage				
Slippery surfaces		Slips, trips and falls	H	Slippery surfaces are identified - as a rule of thumb, high gloss, highly reflective = high risk				
			H	Consideration is given to changing or treating floor surfaces - this might include addition of slip resistant materials				
			H	Particular attention is paid to areas that may become slippery during severe weather				

**General School Risk Assessments - No.12 Slips, Trips and Falls cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
	Y/N							
Cleaning and washing floors		Slips, trips, and falls	H	As far as possible, dry cleaning replaces wet cleaning				
			H	A system is used to keep pedestrians away from wet/ moist floors, e.g. physical barriers				
			H	Cleaning is organised to provide dry paths through areas being cleaned				
			H	Where wet cleaning, detergent is used and water is at the right temperature				
			H	Excess liquid is removed to assist the floor drying process. As far as possible, the floor is cleaned until dry				
Over-used warning signs		Slips, trips and falls	H	Where warning signs are used these are removed when no longer required				
Shoes/ footwear with poor slip resistance		Slips, trips and falls	H	Suitable slip resistant footwear is provided and worn as needed				
Broken, tables, chairs or other furniture items		Falls and related injuries	H	Broken furniture removed from service until repaired or replaced				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**General School Risk Assessments - No.13 Manual Handling** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present?  Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Transporting heavy loads, e.g. caretaker transporting heavy load to stores  For example ask:  Is the weight too heavy?  Is the load too big?  Is the shape unwieldy or difficult to grasp?		Back or upper limb injury  Over-frequent or over prolonged physical effort involving in particular the spine	H  H  H	When purchasing stock such as clay, ingredients the guideline weights are taken into account and smaller weight items purchased where possible e.g. 5kg bag of clay instead of 12.5 kg bag  An appropriate trolley is used to transfer heavy loads  Appropriate instruction is provided to staff on how to lift loads safely on to and off the trolley				
Lifting a heavy load above shoulder height, e.g. lifting cooking utensils from shelves in canteen or Home Economics room		Back or upper limb injury	H	Storage of regularly accessed utensils are arranged so that heavier items are stored on middle shelves not on floor or above shoulder height				
Injury sustained due to lack of knowledge, instruction or training to complete manual handling tasks appropriately		Back or upper limb injury	H	Carry out risk assessment of tasks prior to manual handling and ensure staff receive training from a competent instructor where necessary				



**General School Risk Assessments - No.13 Manual Handling cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present?  Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Poor housekeeping, e.g. cleaner using floor cleaning equipment		Awkward and repetitive bending postures leading to injury  Poor suction in the vacuum leading to over frequent physical effort	H  H	The vacuum hose is extended to the appropriate length to eliminate the need for unnecessary awkward bending posture  Cleaning equipment is in good working order and repaired or replaced when necessary				
Carrying loads over distances, e.g. storage of classroom supplies such as Art room materials		Back strain, slipped disc, hernia	H	Re-organise work area to ensure materials are stored close to point of use or source a handling aid				
Pushing/pulling heavy or awkward items		Back strain, slipped disc, hernia	H H H H H	Appropriate trolley provided for moving items Items are made lighter or less bulky where possible Individuals ask for help when moving heavy items All potential obstructions are removed Choose safest route for moving items, particularly where there may be variations in the level of the floor, requiring the load to be manipulated on different levels, e.g. use of ramp				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

### General School Risk Assessments - No.13 Manual Handling cont'd.

There are no longer any absolute weight limits as there are too many other risk factors involved. Figure 1 indicates guideline weights for lifting and lowering for an adult male (fit and healthy) in the best working conditions. For a female, all weights should be reduced by one third. These guideline weights assume up to 30 leisurely operations an hour - where the pace of work isn't forced, there are adequate pauses to rest and the load isn't held for any length of time. If the operation is repeated more often then the weights must be reduced.

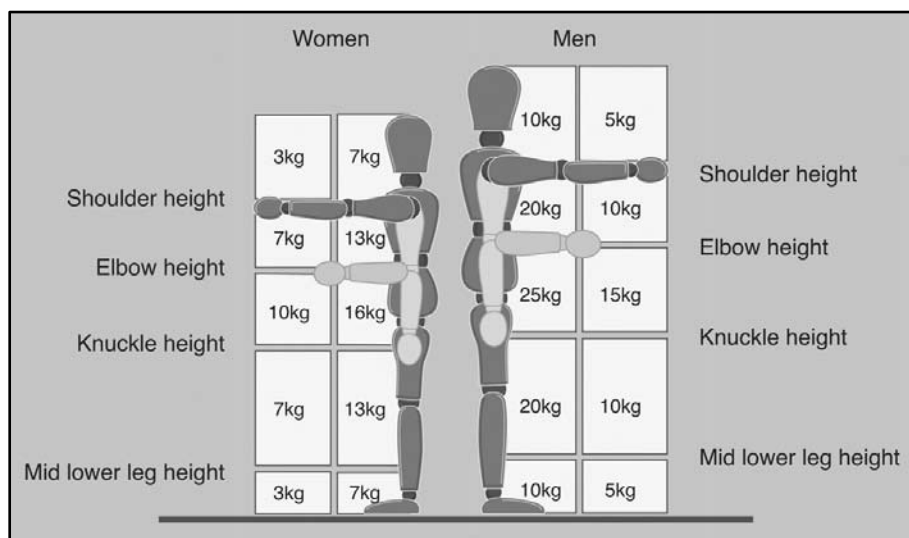


Fig. 1

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

### Manual Handling Tasks:

The risk assessment above gives examples of manual handling tasks which pose a risk, there may be other manual handling tasks in your workplace that will need to be assessed in order to identify the risk factors, (e.g. handling at unsafe height) and to put appropriate control measures in place to avoid or reduce the manual handling through the use of handling aids or re-organisation of a work area.

### Risk Factors:

The risk assessment above gives examples of some of the risk factors that needed to be considered when assessing a manual handling task, you will need to refer to HSA guidance on Manual Handling for examples of other risk factors that would need to be considered.

See key manual handling guidance at [www.hsa.ie](http://www.hsa.ie), in particular:

- *Guidance on the Management of Manual Handling in the Workplace - Manual Handling Risk Assessment Case Studies*
- *Guide to the Safety, Health and Welfare at Work (General Application) Regulations: Manual Handling, Chapter 4 of Part 2*

**General School Risk Assessments - No.14 General Access/Egress** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present?  Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Poor lighting on access/egress routes (inside and outside)		Delayed escape in event of a fire or other emergency	H	Adequate lighting at entrance/exit (inside and out)				
			H	Fire exits clearly marked				
Trip hazards including mats, broken tiles, holes in floor, trailing cables		Trips, slips and falls	H	No trip hazards on entrance/exit routes or on walk ways				
Doors with broken handles or glass		Hand injuries	H	Doors checked and repaired when necessary				
			H	Broken glass removed and disposed of safely				
Doors which require excessive force to open or close		Person being hit by the door	H	Operation of fire doors checked - See 'General School Risk Assessments - No. 17 Fire (general classrooms and offices)'				
		Hand injuries	M	Automatic closure mechanisms set so as not to cause hands to be trapped				
			M	Excessive force not required to open doors taking into account mobility impaired users				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

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**General School Risk Assessments - No.15 Platform Lifts** (List additional hazards, risks and controls particular to your school using the blank template no.69) (usually provided for disabled persons' use)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Fingers trapped between platform and wall		Amputation	H	Guarding to prevent access				
			H	Pressure plates to stop movement in case of contact.				
			H	Hold to run control for ascent/descent				
Trapped on platform		Distress	L	Management of communications. Fire procedures				
Crushed underneath platform		Crush injury	H	Interlock between platform and access doors at landing				
Fall into lift shaft		Fracture	L	Locking of doors				
All hazards			M	Maintenance  Statutory examinations carried out every 6 months				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**General School Risk Assessments - No.16 Fire (Specialist Rooms)** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Improper storage of solvents and flammable materials		Fire causing death or injury	H	Solvents or other highly flammable materials stored in metal cabinets				
		Asphyxiation	H	Ensure Safety Data Sheets (SDS) sheets are available for all chemicals. Ensure users and staff who may become into contact with 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)				
		Explosion	H	Chemical products are labelled and stored safely in accordance with Safety Data Sheets (SDS) requirements				
			H	Combustible materials must be stored in appropriate conditions as per manufacturers storage guidelines. Waste materials cleared away after each class and disposed of appropriately.				
Fire		Fire causing death or injury	H	Fire extinguisher(s) in place, suitable for the fire type and serviced annually (at least 1 x 5 kg CO2 extinguisher)				
			H	All teachers know how to raise the alarm and contact the emergency services				

**General School Risk Assessments - No.16 Fire (Specialist Rooms) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Fire - Access/Egress		Death or injury	H	All fire doors are marked with 'Fire door, keep closed' safety sign				
			H	All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety)				
Restricted access/egress		Delays in exiting building safely in the event of a fire	H	Fire exit doors checked weekly to ensure they open properly				
			H	Exit routes kept free from obstruction				
			H	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 on a regular basis				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**General School Risk Assessments - No. 17 Fire (General Classrooms and Offices) (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electrical faults		Electrocution Electric shock Fire	H	Electrical sockets not overloaded				
			H	Equipment checked prior to use for faults				
			H	All electrical faults reported to designated person. Defective electrical equipment shall be clearly identified, labelled 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 or insert 'See General School Risk Assessments - No. 20 Portable Electrical Appliances'				
Fire		Fire causing death or injury	H	All teachers know how to raise the alarm and contact the emergency services				
			H	There is an accessible fire extinguisher in classroom or hallway close to classroom				

**General School Risk Assessments - No. 17 Fire (General Classrooms and Offices) cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Restricted access/egress		Delays in exiting building safely in the event of a fire	H	Fire exit doors (including those located in classroom or office) checked weekly to ensure they open properly				
			H	Exit routes kept free from obstruction				
			H	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 on a regular basis				
Fire - Access/Egress		Death or injury	H	All fire doors are marked with 'Fire door, keep closed' safety sign				
			H	All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**General School Risk Assessments - No.18 Fire - Events (plays, musicals, large meetings) (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electrical faults		Electrocution Shock Fire	H H H	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, labelled 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 or replaced. See 'General School Risk Assessments - No. 20 Portable Electrical Appliances'				
Fire		Burns	H H	Fire extinguishers in place and accessible Use of candles or other naked flames strictly controlled				
Improper storage of solvents and flammable materials		Fire causing death or injury Asphyxiation Explosion	H H H H	Solvents or other highly flammable materials stored in metal 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 labelled and stored safety in accordance with Safety Data Sheets (SDS) requirements				
Fire		Fire causing death or injury	H	Fire extinguisher(s) in place, suitable for the fire type & serviced annually (at least 1 x 5 kg CO2 extinguisher)				

**General School Risk Assessments - No.18 Fire - Events (plays, musicals, large meetings) cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Restricted access/egress		Delays in exiting building in event of fire	H	Exit routes kept free from obstruction				
			M	External lighting on exit routes operational and switched on during event				
		Smoke inhalation	H	Fire assembly point(s) marked clearly				
			H	Emergency lighting operational				
		Burns	H	Final fire exit doors checked to ensure they open freely before event				
			H	Emergency evacuation plan explained to audience before each performance/event				
			H	Person designated to raise the alarm and contact the emergency services				
			H	Persons assisting at event briefed on their role in fire evacuation				
			H	Fire alarm tested at regular intervals				
Restricted access/egress		Delays in exiting building safely in the event of a fire	H	Fire exit doors (including those located in classroom or office) checked weekly to ensure they open properly				
			H	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 on a regular basis				
Fire - Access/Egress		Death or injury	H	All fire doors are marked with 'Fire door, keep closed' safety sign				
			H	All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:        /        /

**General School Risk Assessments - No.19 First-Aid** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Inadequate first-aid equipment/kits		Injuries could be serious or life threatening if not dealt with quickly and appropriately	H	First-aid kits are kept well stocked in accordance with the Health and Safety Authority guidelines (See 'Recommended contents of first-aid boxes and kits' P.86)				
			H	Specific responsibility has been given to a designated employee for restocking the kits				
			H	Defibrillators (where present) are maintained in accordance with the manufacturer's instructions				
Inadequate information about trained first-aiders		Injuries could be serious or life threatening if not dealt with quickly and appropriately	H	The appropriate number of occupational first-aiders are available during working hours <sup>1</sup>				
			H	Staff and pupils should be aware of who the occupational first-aider is and how to alert him/her in emergencies. It is good practice to ensure the name (and perhaps photograph for larger workplaces and workplaces with people of many nationalities present) of the occupational first aider is clearly visible on staff or student notice boards in and around the school				
			L	If occupational first-aider is temporarily unavailable an alternate person is designated to take over in the event of an accident				

<sup>1</sup> Occupational first-aiders should be trained in accordance with the Health and Safety Authority Guidelines on first-aid at Place of Work May 2008 available at [http://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Occupational\\_Health/Guidelines\\_on\\_First\\_Aid\\_at\\_Places\\_of\\_Work\\_2008.pdf](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Occupational_Health/Guidelines_on_First_Aid_at_Places_of_Work_2008.pdf)

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

RECOMMENDED CONTENTS OF FIRST-AID BOXES AND KITS (see reverse)

**General School Risk Assessments - No.19 First-Aid**  
**RECOMMENDED CONTENTS OF FIRST-AID BOXES AND KITS**

Materials	First-aid travel kit contents	First-aid box contents		
		1 - 10 Persons	11 - 25 Persons	26 - 50 Persons*1
Adhesive plasters	20	20	20	40
Sterile eye pads (no.16) (bandage attached)	2	2	2	4
Individually wrapped triangular bandages	2	2	6	6
Safety pins	6	6	6	6
Individually wrapped sterile unmedicated wound dressings - medium (no. 8) (10x8cms)	1	2	2	4
Individually wrapped sterile unmedicated wound dressings - large (no. 9) (13 x 9cms)	1	2	6	8
Individually wrapped sterile unmedicated wound dressings - extra large (no. 3) (28 x 17.5cms)	1	2	3	4
Individually wrapped disinfectant wipes	10	10	20	40
Paramedic shears	1	1	1	1
Pairs of examination gloves	3	5	10	10
Sterile water where there is no clear running water*2	2x20mls	1x500ml	2x500mls	2x500mls
Pocket face mask	1	1	1	1
Water based burns dressing - small (10x10cms)*3	1	1	1	1
Water based burns dressing - large*3	1	1	1	1
Crepe bandage (7cm )	1	1	2	3

**Notes:**

**\*1: Where more than 50 persons are employed, pro rata provision should be made.**

**\*2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross-infection. The container should be CE marked.**

**\*3: Where mains tap water is not readily available for cooling burnt area.**

**General School Risk Assessments - No.20 Portable Electrical Appliances** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective portable electrical equipment		Electrocution	H	Defective electrical equipment shall be clearly identified, labelled as out of use, and stored separately to prevent accidental use				
Exposed wiring/live parts		Fire	H	Visual checks carried out as follows:				
Failure in earth		Burns from hot surfaces	H	<b>Tools/appliance</b> <ul style="list-style-type: none"> <li>On/off switch is working correctly</li> <li>No signs of damage to casing</li> <li>No loose parts or missing screws</li> <li>Live parts are properly guarded so as not to be inadvertently accessible</li> </ul>				
			H	<b>Cables</b> <ul style="list-style-type: none"> <li>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</li> </ul>				
			H	<b>Plug</b> <ul style="list-style-type: none"> <li>Securely anchored, no sign of cracked casing, overheating, loose or bent pins</li> </ul>				
			H	<b>Socket outlet</b> <ul style="list-style-type: none"> <li>No cracks or damage or sign of overheating</li> </ul> <p>Report defects to person in control of the workplace to ensure all items are repaired or replaced.</p>				
Electrical equipment subject to heavy wear and tear		Electrocution	H	Portable electrical equipment is tested periodically by a competent person and records of the test kept				

General School Risk Assessments - No.20 Portable Electrical Appliances cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electrical equipment becoming live		Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)				
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**General School Risk Assessments - No.21 Bullying** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Bullying		Effects on physical health, (e.g. raised blood pressure)  Effects on mental health, (e.g. stress, anxiety, depression)  Isolation  Low morale	H  H  H  H  H  H  H	The school is committed to ensuring that the place of work is free from bullying and that all employees have the right to be treated with dignity and respect at work  There is a written policy on the prevention of workplace bullying and all employees are aware of the policy and have access to this information  All new employees, permanent or temporary receive a copy of the policy  Consultation with employees or their representatives, including the safety officer, safety representative and the safety committee, as appropriate, has taken place as regards the risk of bullying at work and preventive measures  Employees are aware of their responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying  Allegations of workplace bullying are investigated fairly and thoroughly without reprisals for the complainant  Allegations of bullying are treated with fairness, sensitivity and respecting the need for confidentiality for parties concerned  Bullying at work by others such as parents or contractors, will not be tolerated and action will be taken to support the employee  A complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedure				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**General School Risk Assessments - No.22 Stress** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Stress		Increased absences	<b>M</b>	The HSA Work Positive tool <sup>1</sup> or similar is used to assist with risk assessment requirements where workplace stress is concerned				
		Increased conflicts	<b>M</b>	The school has a policy on dignity in the workplace which is communicated to all employees and displayed in the employees room				
		Increased anger levels for those effected	<b>H</b>	Employee's serious health and safety concerns about their work environment are addressed				
		Isolation	<b>H</b>	Demands in the employee body are achievable and within the role of the job holder				
		Low morale	<b>M</b>	Systems are in place to enable and encourage employees to report unacceptable behaviour, i.e. in accordance with the Dignity Policy				
		Effects on physical health, (e.g. raised blood pressure, tension headaches)	<b>L</b>	There is employee input into decision-making and career progression				
			<b>L</b>	Board of Management/ETB actions are consistent and fair				
			<b>M</b>	The school provides employees with timely information to enable them to understand the reasons for proposed changes				
		Effects on mental health, (e.g. anxiety, depression, insomnia)	<b>M</b>	If necessary, employees are given training to support any changes in their jobs				
			<b>L</b>	The school monitors employee's sickness absence and identifies reasons for absence				
			<b>L</b>	Employees can/should be able to approach the Principal or Deputy Principal to access appropriate support				

<sup>1</sup> Work Positive is an audit tool comprising a user-friendly pack which can be used to identify sources of stress in organisations. Work Positive is one of a number of tools available to help in this process. Additional information is available at [http://www.hsa.ie/eng/Workplace\\_Health/Workplace\\_Stress](http://www.hsa.ie/eng/Workplace_Health/Workplace_Stress)

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

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**General School Risk Assessments - No.23 Car Park and External Areas** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Poor lighting		Slips, trips, falls	H	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				
Holes/damaged surfaces		Slips, trips, falls	H	Car park surface and other external areas are checked on a weekly basis for broken glass, hazardous conditions and pot holes				
Contact with broken glass		Cuts	M	Broken glass should be removed. Replacement glass should be installed in buildings at the earliest opportunity				
Slippery walkways due to Ice		Slips, trips, falls	M	Grit or salt available for walkways which are prone to ice				
			M	Caretaker applies salt or grit in icy weather				
Person being struck by vehicle		Injury due to person being struck by vehicle	H	Traffic management system should be in place				
			H	Pedestrian routes/parking areas are clearly marked and appropriate signs in place. Controls in place around appropriate times for visiting vehicles deliveries and collections				
			M	Assembly points for emergency evacuations are clearly marked and are not located in an area likely to be required by the emergency services				
Poorly identified steps and stairways		Slips, trips, falls	H	Steps and stairways are adequately lit and clearly marked/highlighted				

**General School Risk Assessments - No.23 Car Park and External Areas cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Lack of handrails on steps		Slips, trips, falls	H	All steps have handrail on one side where necessary				
Unguarded edges		Falls	H	Where necessary all drops or platforms have fencing/guarding to prevent falls				
Unfenced ditches or streams		Drowning	H	Access to rivers, streams or ditches running on or adjacent to school property are adequately fenced off				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_

**Date:**     /     /

**General School Risk Assessments - No.24 Staff Room** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Damaged flooring  Wet floors and spillages		Slips, trips, falls	<b>H</b>	See 'General School Risk Assessments - No. 12 Slips, Trips, and Falls'				
Accessing high windows		Falls from height	<b>M</b>	Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level				
Defective portable electrical equipment		Electrocution	<b>L</b>	Portable electrical appliances visually inspected before use.				
		Burns Cuts	<b>H</b>	Defective electrical equipment shall be clearly identified, labelled 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 or replaced. See 'General School Risk Assessments - No. 20 Portable Electrical Appliances'				
Fire		Smoke inhalation, burns	<b>M</b>	See 'General School Risk Assessments - No.17 Fire (General Classrooms and Offices)'				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**General School Risk Assessments - No.25 Pregnant, Post-Natal and Breastfeeding Women** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with chemical agents		Harm to the unborn child or breastfed babies	<b>H</b>	Pregnant, post-natal, or breastfeeding women are not exposed to chemical substances labelled: R40, R45, R61, R63 and R64, particularly where exposure levels are above a level which might cause harm				
Contact with biological agents		Infection	<b>H</b>	If there is a risk of exposure to a highly infectious agent, pregnant, post-natal or breastfeeding women must avoid exposure				
Long periods standing, movement or postures which are abrupt or severe or give rise to excessive fatigue		Varicose veins  Fatigue (mental and physical)	<b>M</b>	Pregnant, post-natal or breastfeeding women should have provision to sit whilst completing work activities				
Pushing/pulling/carrying heavy or awkward items		Manual handling induced injury	<b>H</b>	Pregnant, post-natal and breastfeeding women are not required to lift, push or pull awkward or heavy items. See 'General School Risk Assessments - No. 13 Manual Handling'				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**General School Risk Assessments - No.26 Noise** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
High Noise Levels		Hearing damage	<b>M</b>	Noise measurements carried out where necessary by a competent person				
			<b>M</b>	Warning signs are in place beside fixed noisy equipment and are visible				
			<b>M</b>	Hearing protection is worn where necessary, e.g. when operating tractors, strimmers, lawnmowers and whilst operating back up generators				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

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**General School Risk Assessments - No.27 Radon** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Identified High Radon Level		Lung cancer and other health risks  (Long term exposure)	H	Radon measurements are taken by an accredited radon measurement company (for further information consult the Radiological Protection Institute of Ireland (RPII) www.rpii.ie)				
			H	The Radiological Protection Institution of Ireland - RPII have been informed of any high radon levels following results of measurements taken and any advice has been followed				
			H	Where high radon levels were found, an engineered system was installed e.g. a sump or an air vent was introduced				
			H	If an engineered system is fitted to reduce levels, procedures are in place to ensure the system remains mechanically operational and is kept switched on				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Reference

Department of Education and Science Circular M/46/01: Radon Mitigation for Schools.

Note: Although the national reference level for radon in the workplace is 400Bq/m<sup>3</sup> in the survey carried out by the RPII on radon levels in Irish Primary and Post-primary schools, in order to provide additional protection to children while in school, the RPII advised that remedial work should be undertaken to reduce exposure to radon where classrooms were found to have radon concentrations above 200 Bq/m<sup>3</sup>

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**General School Risk Assessments - No.28 Mould** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Mould		Lung irritation, sensitisation, adverse health affects	<b>M</b>	Procedure for identification and assessment of mould growth in place				
			<b>M</b>	All relevant staff are aware of this procedure				
			<b>M</b>	Regular formal inspections, e.g. bi-annual, undertaken to identify moulds or potential causes of mould, e.g. leaks?				
			<b>M</b>	Preventative maintenance procedures in place, e.g:  <ul style="list-style-type: none"> <li>• Check for leaking pipes</li> <li>• Check for condensation build up</li> <li>• Ensure humidity is less than 60%. Humidity can be reduced by repairing leaks in increasing ventilation</li> <li>• Ensure dryers vent externally</li> <li>• Check extraction ventilation are working correctly, e.g. in kitchens</li> <li>• Damp proof courses checked</li> <li>• Check gutters are cleared and in good condition</li> </ul>				

**General School Risk Assessments - No.28 Mould cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Mould		Lung irritation, sensitisation, adverse health affects	<b>M</b>	Generate a log book for regular examination and maintenance of plumbing system(s); gutters and ventilation systems. Subsequent action would involve auditing of logbooks that maintenance/ checks were occurring				
			<b>M</b>	Remediation plan/procedure in place to deal with identified mould problem, e.g.  <ul style="list-style-type: none"> <li>• Source of moisture been identified and removed prior to remediation</li> <li>• Appropriate PPE and RPE available for persons carrying out cleaning and remediation work</li> <li>• Staff carrying out cleaning are trained and aware of relevant precautions/ controls required for mould growth greater than 3m<sup>2</sup></li> <li>• Professional expertise sought if the area covered by mould is greater than 3m<sup>2</sup></li> </ul>				
			<b>M</b>	System in place to deal with incidents of water damage, e.g. flooding, to prevent mould growth				
			<b>M</b>	Records are kept of all remediation work/ monitoring carried out				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Reference guide; State Claims Agency; Guidelines for Cleaning Staff on Managing Mould Growth in State Buildings. [www.stateclaims.ie](http://www.stateclaims.ie)

State Claims Agency; Guidelines for Maintenance Staff on Managing Mould Growth in State Buildings. [www.stateclaims.ie](http://www.stateclaims.ie)

Department of Education and Science Circular 008/2006 Health and Safety Matters – Management of Mould

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**General School Risk Assessments - No.29 Asbestos** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Exposure to asbestos fibres		Asbestos related lung disease	H	Asbestos survey carried out in accordance with Technical Guidance Document HSG 264 by a competent person				
			H	Copy of the asbestos survey and asbestos register kept in the school				
			H	Management actions recommended in the survey report implemented				
			H	Contractors have access to the survey or are made aware of the presence of asbestos prior to commencing work				
			H	Caretakers and employees have access to the survey and are made aware of the presence of asbestos in the school				

**General School Risk Assessments - No.29 Asbestos cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Exposure to asbestos fibres		Asbestos related lung disease	H	Suitable information provided to employees on the precautions to take in working in an area where there may be asbestos				
			H	Reporting arrangements in place if suspect materials are identified or existing asbestos materials are damaged				
			H	Re-inspection of asbestos being managed in-situ undertaken on a regular basis, e.g. annually				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Reference Documents:

Safety, Health and Welfare at Work (Exposure of Asbestos) Regulations 2006 (S.I. No. 386 of 2006) - for the most up to-date legislation please log onto our web site [www.hsa.ie](http://www.hsa.ie)

Department of Education and Science Circular 49/99 Asbestos Survey

HSG 264 Asbestos: The Survey Guide - HSE (UK) (previously MDHS 100 - Surveying, sampling and assessment of asbestos-containing materials)

State Claims Agency - Accommodation officers Information booklet - Asbestos: The Asbestos Abatement Programme and the Asbestos Management Policy

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**General School Risk Assessments - No.30 Legionella** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Legionella bacteria		Pontiac fever  Legionnaires disease (potentially fatal form of pneumonia)	H	Competent person with relevant skills, knowledge and experience identified to conduct site specific risk assessment				
			H	Sources of possible risk of Legionella identified from work activities and water systems at the workplace. To consider:  <ul style="list-style-type: none"> <li>• Potential for Legionella growth</li> <li>• Potential for aerosol generation</li> <li>• Presence of susceptible persons</li> <li>• Adequacy of existing site management records and arrangements</li> <li>• Efficacy of existing preventative and control measures</li> <li>• Systems at greatest risk assessed, e.g. Cooling towers, hot and cold water systems, evaporative controllers</li> </ul>				

**General School Risk Assessments - No.30 Legionella cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Legionella bacteria			H	Procedure(s) in place to prevent and control risk from Legionella (Legionella control plan) - see further information below				
			H	Competent 'Responsible person' identified to oversee the Legionella control plan				
			H	Records kept and reviewed to ensure Legionella control plan is effective				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Further information on control measures for Legionella risks: The cold water tank is fitted with a cover and insect screen(s) and located in a cool place and protected from extremes of temperature. Piping insulated and kept away from heat sources. Cold water storage holds enough for a days use only and has no build up of scale or sludge. Hot water distribution pipes insulated. Biocide treatments can be used for cooling towers. Hot water should be stored above 60°C and distributed at above 50°C. Cold water should be kept below 20°C. Water storage tanks are cleaned and disinfected every 6 months. Shower heads cleaned and disinfected quarterly.

There are arrangements in place for little used outlets to either: Flush showers/taps/emergency showers and all other sources arising through on at least a weekly basis (with records kept of this) or carry out a safe purge of stagnant water before use.

**Risk Assessment carried out by:** \_\_\_\_\_

**Date:**     /     /

For further information and guidance on Legionella - refer to the 'National Guidelines for the Control of Legionellosis in Ireland, 2009 - published by the Health Protection Surveillance Centre web site; <http://www.hpsc.ie/hpsc/A-Z/Respiratory/Legionellosis/Publications>

**General School Risk Assessments - No.31 Lone Workers (e.g. caretakers)** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Working alone or in isolation		In determining risks, ask the following questions:	H	A suitable means of communication is established with the lone worker, e.g. caretaker has mobile phone				
		Does the workplace present a special risk to the lone worker?						
		Is there a safe way in and a way out for one person?						
		Can any temporary access equipment that is necessary, such as portable ladders or trestles, be safely handled by one person?	H	A 'reporting in' procedure is in place, e.g. a designated person is alerted regarding lone workers working time and expected return time. Telephone contact is made on their return				
		Can all the plant, substances and goods involved in the work be safely handled by one person?						
		Are women especially at risk if they work alone?						
		Are young employees especially at risk if they work alone?	H	Appropriate instruction and training in proper procedure is provided where necessary				

General School Risk Assessments - No.31 Lone Workers (e.g. caretakers) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Accidents or emergencies		Sudden illness	H	Foreseeable events have been identified and lone workers are capable of responding correctly to emergencies				
		Accidents relating to work activities	H	Emergency procedures established and lone workers briefed				
			H	Lone workers have access to adequate first-aid facilities				
			H	Personal protection equipment (PPE) is provided to lone workers where required				
Responding to an activated burglar alarm at the school outside school hours		Physical violence from intruders	H	Arrangements for providing help or back up are in place				
			H	A 'reporting in' procedure is in place, e.g. a designated person is alerted regarding lone worker's working time and expected return time. Telephone contact is made on their return				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Home Economics - No.32 Home Economics Room - General Considerations** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Obstructed access/ egress  Damaged flooring		Slips, trips and falls	H	Walkways and fire exit routes kept free from obstruction. See 'General School Risk Assessments - No.12 Slips, Trips, and Falls'				
			H	Pupil belongings, project materials, teaching materials etc. stored safely				
			H	Damaged flooring likely to cause trip hazard repaired or replaced				
Accessing high windows		Injury due to over reaching  Falls	M	Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level				
Use of sewing machine		Puncture wounds	L	Pupils instructed on safe use of sewing machine and correct storage of needles				
Inadequate first-aid provisions		Delayed treatment of injuries	M	Appropriately stocked first-aid kit in Home Economics room under teacher supervision				
			M	Details of trained first-aider available to all employees and pupils. See 'General School Risk Assessment - No.19 First-Aid'				
Exposure to hazardous cleaning chemicals		Dermatitis/ allergy	H	Only non hazardous cleaning chemicals used				
			H	Personal protective equipment (PPE) provided and used where necessary				
			H	Room is appropriately ventilated				

**Home Economics - No.32 Home Economics Room - General Considerations cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Gas		Fire Explosion	H	Teachers aware of location of main gas shut off point				
			H	Gas shut off when room not in use				
			H	Gas leak detection system in place and serviced as required				
Fire		Burns Smoke inhalation Death	H	Fire blanket located close to potential sources of fire, e.g. toaster				
			H	Fire detection system is in place				
			H	Washer and dryer not left on overnight				
			H	Lint removed from dryer regularly				
			H	All teachers aware how to raise the alarm and contact the emergency services				
			H	Teachers and pupils are informed about evacuation procedures from home economics room and participate in fire drills				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_ **Date:**     /     /



# Home Economics - No.33 Knives and Cutters (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Sharp knives and cutters		Cuts/ lacerations	H	Pupils instructed in safe use of knives and cutters				
			M	Knives kept sharp (blunt knives require additional force in use leading to accidents)				
			H	Knives and cutters checked for damaged blades or handles once per term				
			M	Knives and cutters stored separately to other equipment				
			H	Knives and cutters counted out to pupils and counted back in at end of class				
			H	Knives are washed in sink separately from other items of equipment and never left soaking in sink				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Home Economics - No.34 Portable Electrical Appliances** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Damaged electrical fittings and equipment		Electrocution  Cuts	<b>M</b>	Defective electrical equipment shall be clearly identified, labelled 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 or replaced. Complete 'No.20 - Portable Electrical Appliances'				
Incorrect use of, unsafe use of or defective portable electrical appliances		Electric shock	<b>H</b>	Sewing machines checked by a competent person on a regular basis, as appropriate				
		Fire						
		Puncture wounds	<b>H</b>	Sockets are not overloaded and cables are kept clear of sink areas				
		Entanglement	<b>H</b>	Service records are maintained				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance (caretakers, contractors, etc.) - No. 35 Maintenance - General Considerations** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe system of work		Cuts/lacerations Eye injuries Slips, trips, falls Amputation, fatalities'	<b>M</b>	Caretaker has received basic safety training including relevant information as set out in the safety statement, risk assessment and applicable information regarding safe working procedures				
Inadequate personal protective equipment (PPE)		Exposure to hazardous substances Cuts/lacerations Eye injury	<b>M</b>	Caretaker has been provided with appropriate personal protective equipment (PPE) and clothing where necessary and has been instructed on how to use PPE correctly				
Inadequate information for caretakers/contractors		Injuries resulting from inadequate information about safety procedures, etc.	<b>H</b>	Caretakers/contractors liaise with the Principal or designated person when arriving at the school prior to carrying out maintenance work				

Maintenance (caretakers, contractors, etc.) - No. 35 Maintenance - General Considerations cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Fire		Burns Asphyxiation Explosion	L	The caretaker is trained in the use of fire extinguishers				
			H	The caretaker is aware of all external gas, water and electricity cut off points				
Poor housekeeping		Slips, trips, falls	M	Workshop or storage areas used by the caretaker are adequately lit, free from trip hazards with items stored in such a way as not to cause injury				
Working with electricity		Electrocution	H	Caretaker does not carry out repairs on electrical circuits unless competent to do so				

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with chemical product, (e.g. pesticides, herbicides, cleaning products)		Skin Irritation	H	Safety Data Sheet (SDS) have been obtained for all hazardous chemicals and a copy kept on file in a suitable location, accessible by relevant employees				
		Allergies	H	When choosing herbicides, pesticides and chemical cleaners the least hazardous chemical is purchased				
		Splashes (eyes)	H	Personal protective equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS)				
		Burns	H	Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together				
			H	Spraying of herbicides is carried out in calm weather conditions when employees or pupils are not in the spray area				
			H	Safety Data Sheets (SDS) readily available for all hazardous chemicals				
			H	All hazardous chemicals labelled correctly - labels understood, intact and legible?				
			H	New Classification and labelling regime (CLP) understood by teachers and pupils				
			H	Information on hazard label corresponds to information on Safety Data Sheets (SDS)				

Maintenance (caretakers, contractors, etc) No. 25 Maintenance - General Considerations cont'd. (List additional hazards, risks and controls particular to your school using the blank template on 60)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Direct contact with Biological Agent		Needle stick injury  Infectious disease  Exposure to infectious diseases	H   H  H  H	All biological fluids are treated as potentially infectious and gloves are worn during clean up of any biological agents encountered by cleaners/caretakers/contractors  To reduce the possibility of needle stick injury, cleaners/caretakers/contractors should not put hands into bins or into areas where the contents cannot be seen  Clinical waste must be disposed of in a clinical waste/sharps bin. All clinical waste must be disposed of by an appropriate waste disposal company  If an employee suffers a needle stick injury bleeding is initially encouraged and medical attention is sought immediately				
Unauthorized access to laboratory		Uncontrolled exposure to hazardous properties of laboratory chemicals	H	Unauthorised access to the laboratory is controlled e.g. locked when not in use				
Poor storage arrangements for laboratory chemicals		Uncontrolled access and exposure to hazardous properties of laboratory chemicals	H	Chemicals are stored in separate and well ventilated room - access controlled				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No. 36 Construction Contractors** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Inadequate preparation before construction work commences		Injuries resulting from inadequate preparation	H	The BOM/ETB are aware of their responsibilities under the Safety, Health and Welfare at Work (Construction) Regulations 2006. Where required the BOM/ETB will appoint a Project Supervisor Design Process (PSDP) before design work commences and a Project Supervisor Construction Stage (PSCS) in writing before any construction activities take place				
			H	The Principal, or designated contact on behalf of the BOM/ETB, ensures consultation with the PSDP/PSCS before work commences and during the project. Appropriate information is kept on file at the school as necessary e.g. relevant forms and safety file				
Unsecure sites/ construction activities in close proximity to school		Serious injury or death	H	Suitably constructed fencing must be used to secure sites				
			H	Suitable barriers and appropriate signage must be in place where required				
			H	Suitable and safe routes must be provided to ensure that the safety of all those at the school and members of the public are not put at risk from the construction work activity. Dedicated pedestrian routes must be clearly identified and used. Consideration must also be given to persons with disabilities				
			H	Traffic control plans must be prepared and in place where required				
			H	Plant should be secured when left unattended to prevent unauthorised use, especially when parked up at the end of the working day				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No.37 Tractor Maintenance** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
General tractor maintenance		Injury due to inadequate maintenance	H	The tractor is maintained and serviced as per the manufacturer's instructions and a record of the service is kept by the Principal				
			H	A pre-start check list must be completed by the driver once per day before use				
			H	The driver must conduct an inspection of the tractor and ancillary machinery, to ensure that all lights, horn, brakes, mirrors, warning devices and control devices are in place and are working correctly. The driver must check the machine for fuel and check tyres and wheels are in a satisfactory condition				
General tractor maintenance		Injury to person using tractor due to incorrect or insufficient repair work being completed	H	Repair work is only carried out by a competent mechanic				
Collision with other vehicles		Injury due to collision with stationary objects or moving vehicles	H	Tractor driven by trained and experienced employees only. New drivers must attend Driver Awareness Training course delivered by a recognised training company				
Noise		Hearing damage	M	The tractor cab provided is well maintained and doors kept closed while the tractor is in use				
			M	Hearing protection is worn when driving the tractor				
Entanglement		Loss of limbs or death due to entanglement in moving parts	H	Ensure all guarding is in place. The tractor is stopped and power cut and key removed from ignition when clearing blockages of any type				
Collision		Severe injuries on foot of collision or overturning of tractor	H	When in operation the door of the cab is closed and if present a seat belt worn				



**Maintenance - No.37 Tractor Maintenance cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Loss of control of tractor due to interference with control mechanisms		Injuries from collision arising from lack of control of vehicle	H	The floor of the cab is kept clean and free from materials so that the pedals can be easily accessed and function properly				
Collision with vehicles or pedestrians		Severe injuries on foot of collision or overturning of tractor	H	An exclusion zone should be in operation in any area in which a tractor is operational				
			H	Adequate supervision must be provided to ensure pedestrians/pupils are not sharing the same area				
Faulty/defective equipment			H	Any faults found are reported to the Principal immediately				
Collision with other vehicles		Collision with other vehicles	H	The tractor is driven slowly and with great care at all times				
Falls from height		Severe injuries arising from use of unsuitable elevated work platform	H	The tractors or its frontend loader is never used as an elevated work platform (for raising persons to a height)				
Passengers riding on tractor/sweeper		Loss of limbs or death due to entanglement in moving parts	H	Employees are forbidden from carrying any passengers or being passengers on the tractor				
Collision with or entrapment by vehicle		Risk of brake failing and vehicle moving and either trapping or rolling over an individual.	H	When parking the tractor the keys must be removed, the brake applied, the wheel turned into a wall or stationary object and the vehicle left on a flat surface. All front end loaders or transport boxes must be lowered to rest on the ground				
Collision with other vehicles		Injury due to collision	H	A second person standing in a safe position with a good overall view must direct the driver if the drivers view is unsighted, particularly during reversing operations				

**Maintenance - No.37 Tractor Maintenance cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Collision with or entrapment by vehicle		Risk of brake failing and vehicle moving and either trapping or rolling over an individual	H	The tractor is not left running or with the forks or bucket raised whilst unattended				
Reduced vision when driving		Injury due to collision	H	When driving around blind corners the driver slows to an appropriate speed to allow for sudden stopping and sounds the horn. Where vision is restricted at corners mirrors should be strategically placed to aid visibility				
Lack of attention or focus when driving		Collision with other vehicles	H	A mobile phone must not be used while driving				
Electrocution		Death or serious electrical shock which may result in serious injury	H	The tractor is not driven under high voltage power lines unless the bucket/forks are lowered				
Entanglement in PTO Shaft		Death or Loss of limbs as a result of entanglement in PTO	H	When attaching any machinery using a power take off (PTO) shaft the driver ensures all guards are in place. The shaft is not to be used without complete guards or with damaged guards				
			H	The PTO chain must be anchored to prevent rotation of the PTO guard				
			H	The U guard and O guards are in good condition				
			H	The PTO is turned off before exiting the vehicle cab whenever possible				

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Entanglement in PTO Shaft		Death or Loss of limbs as a result of entanglement in PTO	H	Before starting a PTO the driver makes sure that there is nobody in close proximity to the shaft				
			H	Persons never step or lean over a running shaft even if guarded				
			H	The shaft is turned off when clearing blockages in any machinery				
Contact with diesel during refuelling		Dermatitis	H	Gloves are worn when refuelling				
Whole body vibration		Ill health due to WBF - whole body vibration	H	Tractor used for time periods as specified by the manufacturer to ensure whole body vibration is minimised				
Flying debris or objects		Cuts/ amputations/ lacerations from debris ejected from blades	H	When grass cutting, the ground ahead must be checked for objects that could be caught in blades or ejected from blades				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No.38 Boiler house and fuel tanks** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Flammable gas or oil		Asphyxiation Fire  Explosion  Burns	L	Gas detectors are in place with automatic shut off (gas boiler only)				
			H	Gas detectors are serviced annually				
			L	The fire detection system in the boiler house is linked to main alarm system and serviced annually				
			H	If the boiler contains a pressure vessel it should be examined by a competent person once a year				
			H	The boiler is serviced annually by a competent person and service records are maintained at the school				
			H	Smoking in or near the boiler room is prohibited				
			H	A hot work permit is operated for all work in the vicinity of the boiler room, oil tank or gas tank				
			H	If a smell of gas is detected the gas contractor is notified				
Flammable gas or oil  Access by unauthorised persons		Burns Asphyxiation Fire Trip, fall Explosion	M	Oil fired boiler has an automatic extinguisher hanging on a rigid bar over the burner				
			M	Extinguisher serviced annually				
			H	Safe access is provided				
			L	Unsafe access to boiler room is prevented				
			M	Unauthorised persons are not permitted in the vicinity of the boiler room				

**Maintenance - No.38 Boiler house and fuel tanks cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Accessibility to fuel storage tank		Slips, trips, falls	L	If oil tank is filled from the top the opening is safely accessible (e.g. person delivering oil does not have to balance on a wall to reach)				
		Fire Explosion	H	Oil or gas tank is provided with an adequate barrier to prevent it being struck by a vehicle and is adequately locked and secured against vandalism or tampering				
Unsafe storage of materials adjacent to boiler		Fire Trip, fall Explosion	H	Combustible materials such as furniture or cardboard are not stored in boiler room or in close proximity to fuel storage tanks				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No.39 Grass Cutting/Ride-on Mower** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe system of work		Eye/body injury Cuts/lacerations Burns  High noise level/hearing damage Crush injuries Overturning of ride-on mower	H     H     H     H     H	Personal protective equipment (PPE) and clothing provided and worn as necessary     Mower is only started when it is safe to do so - no bystanders in the vicinity     No passengers are allowed on the ride on mower     The ride on mower is not driven up or down excessively steep slopes     Only to be used in accordance with user manual/manufacture's instructions				
Flying debris		Eye/body injury	H	Area checked for stones, glass, metal and debris before starting				
Hot engine parts		Burns	H	Engine refilled before starting work while the engine is cool. If refuelling is required before the job is completed, wait for the engine to cool				

**Maintenance - No.39 Grass Cutting/Ride-on Mower cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Rotating machinery		Cuts/amputation	H	Shields, guards, interlocks and other safety devices are in place and working properly				
			H	Engine shut off before cleaning out clogged chute or any other obstructions				
Vibration		Hand arm vibration or whole body vibration	L	The ride on or push mower is used for time periods as specified by manufacturer's instructions				
Defective equipment		Injuries due to defective equipment	H	The equipment is inspected and serviced by a competent person				
			H	Defects are reported immediately to the Principal and/or designated person responsible for safety and health and the equipment is taken out of use until repaired				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No.40 Pressure Washer (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective equipment		Wounds Burns Electrocution Defective equipment leading to injury	H H H H	The washer is visually checked before each use Defective equipment is taken out of use immediately and repaired by a competent person Residual Circuit Device (RCD's) in use if electrical washer The pressure washer is serviced annually and records of the service kept on file				
Strong spray from a pressure washer Steam		Cuts or injuries Burns Flying projectile Infection from biological agents	H M M M M	The pressure washer lance is never pointed at others When hosing the area is cordoned off so that pedestrians do not stray into area The lowest pressure suitable for the job is used to prevent the unnecessary production of aerosols Objects are never moved or pushed with spray from the washer The jet is not directed at fragile surfaces				
Unsafe system of work completing drain cleaning and other general work using pressure washer		Infection from biological agents	H H H	Appropriate personal protective equipment (PPE) is provided and worn Washing facilities are available and are used if the operator is soiled during drain cleaning Caretaker is aware that injury from a pressure washer jet might first appear minor at first and that treatment should not be delayed				



**Maintenance - No.40 Pressure Washer cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Working at height		Fall from height	H	The pressure washer is not used while working on a ladder  See 'Maintenance Risk Assessment No. 43 - Work at Height - Ladders'				
Unsafe use and storage		Slips, trips and falls	H	The hose is coiled neatly when in use and in storage				
Diesel fumes (enclosed space)		Asphyxiation	H	A diesel powered washer is not used in an enclosed space				
Electricity		Electrocution	H	The pressure washer is not used on electrical equipment, distribution boards and fuse boxes				
Confined space entry		Asphyxiation	H	Employees do not enter into manholes (specialist rescue equipment and oxygen depletion monitors are required)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No.41 Strimmer** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed				
Rotating equipment		Flying debris causing eye/body injury	H	Personal protective equipment (PPE) and clothing available and used as per manufacturers instruction								
		Fire causing burns	H	People kept away from operating areas								
		Hand arm vibration										
		Cuts										
		Defective equipment leading to injury										
Eye/body injury	H	Area checked for stones, glass, metal and debris before starting										
Falls	H	The equipment is inspected before use and serviced by a competent person										
Entanglement												
			M	Engine refilled before starting work while the engine is cool. If refuelling is required before the job is completed, wait for the engine to cool								

**Maintenance - No.41 Strimmer cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Rotating equipment		Falls	H	Shields, guards, and other safety devices are in place and working properly				
		Cuts	H	Good balance and secure footing maintained when operating				
		Eye/body injury		Strimmer used in accordance with manufacturer's instructions				
		Entanglement		Engine shut off before cleaning out clogged or stuck cutter				
Noise		Hearing loss	H	Appropriate ear protection to be worn as necessary				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No.42 Waste Compactor and/or Baler** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Moving parts/ manual handling of waste		Crushing/ amputation of limbs  Back injury	H	The equipment is interlocked, i.e. it will not operate when cover is open				
			H	The equipment is isolated before blockages are removed				
			M	Safe system of work in place for clearing blockages				
			H	The compactor is isolated/locked off when not in use				
			H	Pupils do not have access to the compactor				
			M	Operating instructions are posted on baler				
			M	Authorised personnel only use the baler				
			H	Small volumes of waste are put in compactor at any one time to prevent manual handling injury				
			H	Care is taken when removing the bale to prevent it falling on the operator				
			H	A trolley is provided for moving bales out of the machine. See 'General School Risk Assessments - No. 13 Manual Handling'				

**Maintenance - No.42 Waste Compactor and/or Baler cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electrocution Entanglement		Death/ serious injury, amputation of limbs	<b>H</b>	The emergency shut off button is tested regularly				
Vermin		Exposure to Weil's Disease	<b>L</b>	There is a vermin control programme in place				
Baler tape		Cuts from baler tape	<b>H</b>	Care is taken not to run baler tape through hands to prevent minor cuts				
Manual handling		Back or upper limb injury	<b>H</b>	See 'General School Risk Assessments - No. 13 Manual Handling'				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No.43 Work at Height - Ladders** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective ladders		Fall from a height resulting in serious injury or death	H	The condition of the ladder is checked before each use for cracked or bent stiles or rungs, corrosion, defective or missing fittings or ties. Employees do not use the ladder if it is damaged in any way and report defects immediately to appropriate contact				
			H	Wooden ladders should not be painted (See Work at Height Regulations, Schedule 7)				
Overreaching		Fall from a height resulting in serious injury or death	H	When using ladders, employees do not work on top 3 rungs, or top 2 steps for step ladders				
			H	Where possible, an alternative method of working is used, e.g. using extendable poles to clean high level areas				
			H	Ladders are properly set up to avoid overreaching				
			H	Mobile towers are used where practicable (See 'Use Ladders Safely – Information Sheet' available at <a href="http://www.hsa.ie">www.hsa.ie</a> )				

**Maintenance - No.43 Work at Height - Ladders cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe use of ladders/step ladders, Unsafe storage of ladders, Unsecured ladders		Fall from a height resulting in serious injury or death	H	Ladders are only used for short duration work (less than 30 minutes) and where the risk of injury is low				
			H	Ladders are only used for light work and not for work that involves carrying heavy or awkward items				
			H	Ladders are stored safely and unauthorised use is prohibited				
			H	Ladders are set out on a firm base and leaning at the correct angle 75 degrees (1:4) <sup>1</sup>				
			H	Ladders are tied at the top to a secure structure. If a ladder cannot be tied at the top it is secured at the bottom, or held by a second person				
			H	Ladders are not placed on a drum, box or other unstable base				
			H	Ladders are removed to storage at the end of each working day to ensure that unauthorised access to roof etc. by others, particularly pupils, is prevented				
			H	Ladders are only used for light work and not for work that involves carrying heavy or awkward tools or equipment				
			H	Footwear is free from mud/grease before climbing a ladder				
			H	3 points of contact are maintained at the working position				

<sup>1</sup> Portable ladders (not stepladders) should always be placed at the correct angle, which is around 75 degrees or roughly one metre out for every four metres up (the 1 in 4 rule).

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_

**Date:**     /     /

**P.E. - No.44 Exercise Equipment/Gym Equipment** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Damaged electrical fittings and equipment		Overheating/ fire	H	Electrical gym equipment is visually checked before use. See 'General School Risk Assessments - Portable Electrical Appliances - No.20'				
			H	Defective electrical equipment shall be clearly identified, labelled 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 or replaced. See 'Portable Electrical Appliances - No.20'				
Trailing cables		Slips, trips, falls	H	There are no trailing cables that are a trip hazard				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**P.E. - No.45 Goal Posts** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Goalpost		Injury or fatality from misuse/collapse	<b>H</b>	All goal posts in use conform to appropriate Standard (refer to Annex A of Irish Standard (I.S.) 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage for details)				
			<b>M</b>	Copies of test certificates showing conformity are available				
			<b>H</b>	Replacement parts are purchased from original manufacturer/supplier				
			<b>H</b>	All goal posts contain a "warning label" and written instructions for assembly, installation, use, storage and maintenance				
			<b>M</b>	All those responsible for maintenance, storage etc of goal posts are aware of relevant instructions				
			<b>H</b>	A system for inspection of goal posts is in place that includes routine visual inspections, operational inspections and annual maintenance inspections in accordance with requirements of I.S. 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage				
			<b>H</b>	A maintenance schedule is established and implemented				

**P.E. - No.45 Goal Posts cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Goalpost		Injury or fatality from misuse/collapse of goal post	H	Portable goal posts are anchored correctly when in use				
			H	Access/use is prevented where goal posts are deemed to be "unsafe" as result of inspection/maintenance e.g. not anchored correctly				
			M	All goal posts are used for intended use only, e.g. indoor goal posts not used outdoor				
			H	All personnel involved in assembling/dismantling goal posts wears appropriate Personal Protective Equipment (PPE), where necessary				
			H	All pupils being made aware of the dangers of incorrect/misuse of goal posts e.g. swinging over bars etc.				
			H	When not in use goal posts and all associated parts e.g. nets, anchors etc. are stored correctly				
			H	Records required by I.S. 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage including maintenance records, inspections certs etc. are kept on site				

Reference guide: I.S. 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage

Reference Technical Standard: I.S. 356:2007 Playing Field Equipment Goals - Functional and Safety Requirements - Test Methods for Portable and Fixed Goals

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_

**Date:**     /     /

**Pupil Considerations - No.46** (List additional hazards, risks and controls particular to your school using the blank template no.69)

	Yes or No	If yes, what additional actions may be required	Person responsible	Signature and date completed
Are there pupils with disabilities including physical disability, vision impairment, hearing impairment, intellectual disability or mental health condition?				
Are there pupils whose first language is not English and who may require extra focus with respect to safety and health?				
Are there pupils with challenging behavior that could increase the potential for injury to occur?				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Science - No.47 Bunsen Burners** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Gas		Explosions	H	A gas shut-off/isolation valve is provided for each classroom				
			H	Gas shut-off at end of each class from one central point				
Gas		Explosions Gas leaks	H	Gas supply isolated during holidays				
Gas		Burns Explosions	H	Gas installation including gas detector or other automatic shut-off mechanism checked annually by a competent person				
			H	Lit Bunsen burners located away from gas taps				
Blocked burner head (leading to irregular shaped flame)		Burns Explosions Leaks from faulty tubing	H	Rubber tubing and burner checked regularly (at least once per term), damaged tubing discarded and blocked jets cleaned				
Fire		Burns Smoke inhalation Explosion	H	A fire blanket and foam fire extinguisher in the lab				

**Science - No.47 Bunsen Burners cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Bunsen burner		Burns	H	Bunsen burners placed and used away from the edge of the desk				
			H	Lighter or matches used to light Bunsen - never paper				
			H	Pupils instructed on safe use of Bunsen burner				
			H	Teacher and caretaker know where to isolate Bunsen burner and hot metal				
Fire		Hair catching fire	H	Long hair tied back near lit Bunsen, no dangling jewellery or scarves				
		Burns						
No gas supervisory device		Explosion	H	IS820 Standard pertaining to Non Domestic Gas Installations, stipulates each room where gas appliances are used for instruction, gas flow supervisory systems must be installed				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Science - No.48 Chemicals** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unauthorised access to laboratory		Uncontrolled exposure to hazardous properties of laboratory chemicals	<b>H</b>	Unauthorised access to the laboratory is controlled e.g. locked when not in use				
Limited or poor information on hazardous chemicals in use		Inadvertent exposure to teachers/pupils environment due to unknown hazardous properties of laboratory chemicals  Inadvertent/incorrect use of incorrect chemicals	<b>M</b>	Up-to-date chemical inventory readily available				
			<b>M</b>	Safety Data Sheets (SDS) readily available for all hazardous chemicals				
			<b>M</b>	All hazardous chemicals labelled correctly - labels understood, intact and legible?				
			<b>M</b>	New Classification and labelling regime (CLP) understood by teachers and pupils				
			<b>M</b>	Information on hazard label corresponds to information on Safety Data Sheets (SDS)				
Limited or poor information on labels		Inadvertent use of incorrect chemicals	<b>H</b>	Containers with non-hazardous substances e.g. water clearly labelled to avoid confusion				
Use of hazardous chemicals		Exposure to toxic or very hazardous substances	<b>H</b>	Elimination/substitution considered e.g. toxic/carcinogenic substances				
Poor storage arrangements for laboratory chemicals		Uncontrolled access and exposure to hazardous properties of laboratory chemicals	<b>H</b>	Chemicals are stored in separate and well ventilated room - access controlled				
Incorrect storage of chemicals		Chemical reaction or exposure to chemicals	<b>H</b>	Chemicals are not stored on benches or within fume cabinets				

**Science - No.48 Chemicals cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Chemical spills or reactions of chemicals in storage		Chemicals being inadvertently knocked off shelves  Chemical with specific storage requirements not being adhered to resulting in an incident	<b>H</b>	Established conventions used, e.g. incompatible chemicals are segregated and stored in compatible hazard classes; Chemicals stored below eye level; Secondary containment is provided for liquid chemicals and anti-roll lips on shelves etc.				
Fire		Fire	<b>H</b>	Fire, smoke and heat detectors fitted in store rooms - appropriate fire extinguishers available				
Risk of fire		Fire	<b>H</b>	Quantities kept to a minimum especially flammable liquids				
Out of date chemicals in use		Chemicals being used outside manufacturers specifications	<b>M</b>	Inspection undertaken at regular intervals, for the purposes of disposal of out-of-date chemicals				
Broken glassware		Lacerations/ burns/ chemical exposure	<b>H</b>	All glassware and storage vessels examined for star cracks				
Inappropriate disposal or storage		Lacerations/ needle stick injuries and environmental damage	<b>H</b>	Specific storage containers provided for chemical waste [    ]  Recyclable solvents [    ]  Sharps [    ] (Tick where appropriate)				
Contact with chemicals		Exposure to chemicals	<b>H</b>	Cleaner made aware of hazard warning symbol on chemicals and care required when cleaning the laboratory and/or science area				
Inadequate administrative controls		Uncontrolled exposure to hazardous properties of laboratory chemicals to pupils and cleaning staff	<b>H</b>	General laboratory rules are understood and followed by pupils				

**Science - No.48 Chemicals cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Lack of knowledge of risks in relation to laboratory experiments		Personal injury to persons working in the laboratory	H	Particular risks identified for an experiment to be communicated to pupils				
		Incorrect use of chemicals leading to chemical exposure	H	Relevant sections of Safety Data Sheets (SDS) conveyed to pupils				
Cluttered bench tops and dirty laboratory environment		Contact with chemicals	H	Bench tops clean, organized and environs maintained to eliminate harmful exposures or unsafe conditions				
Incorrect disposal of chemicals		Cuts/ abrasions and environmental contamination	H	Correct disposal procedures in place for chemical waste and glass waste				
Poor personal protective equipment (PPE) controls		Contamination by chemicals	H	Appropriate personal protective equipment (PPE) available e.g. face shields, goggles, lab coats and appropriate hand protection				
Lack of PPE		Contamination by chemicals	H	Appropriate personal protective equipment (PPE) available, e.g. face shield, goggles, lab coats, appropriate hand protection etc.				
Inadequate maintenance of fume cupboard		Exposure to chemicals/fumes	H	Fume cupboard fit for purpose and use supervised				
			H	Fume cupboard inspected regularly, tested and maintained with test label affixed - records stored appropriately and easily retrievable				
			H	Regular checks are made to ensure the average face velocity on these units is adequate (0.5 m/s or higher)				
Poor engineering controls		Uncontrolled exposure to hazardous properties of laboratory chemicals	H	SDS consulted for correct engineering controls				



**Science - No.48 Chemicals cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Poor hygiene controls		Inadvertent exposure of teachers/students to hazardous properties of laboratory chemicals	H	General laboratory rules are understood and followed by pupils e.g no eating, drinking or taste anything in the laboratory or any food brought into the laboratory				
Chemical ingestion		Chemical ingestion resulting in illness or chemical poisoning	H	Safety bulbs must be used when pipetting to avoid inadvertent ingestion				
Ingestion / absorption of chemicals		Illness or chemical poisoning	H	Adequate handwash facilities and eye wash station available, unobstructed and maintained				
Lack of other essential safety items in laboratory		Reduced ability to manage emergencies incidents/spillages	H	Safety items to be available in the laboratory, e.g. • Safety screen • Fire extinguishers (CO2/Dry powder) • Fire blankets • Fire buckets with sand • Chemical spill clean up kit - absorbing agent • First aid kit • Warning notices • Contact notice for emergency services, National Poisons Centre etc.				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Science - No.49 Glassware** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Cuts, laceration to pupil or teacher		Injury	H	Only lab grade glassware used for experiments				
Glassware breaking when trying to release seized stoppers and stopcocks, forcing glassware into bungs		Injury Cuts	H	Only teacher to insert or remove glass from bungs, cut glass or release seized stoppers as per Safety In School Science directions <a href="http://chemistry.slss.ie/downloads/ph_sd_safetyscience.pdf">http://chemistry.slss.ie/downloads/ph_sd_safetyscience.pdf</a>				
Broken glassware disposed of in general waste		Injury Cuts	H	Broken glassware disposed to a separate bin marked 'Broken glassware'. No bin liner in bin				

**Science - No.49 Glassware cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Cuts, laceration to pupil or teacher		Injury Cuts	H	Glassware checked for cracks, chips, weaknesses before use. Broken or chipped glassware taken out of service and disposed of immediately				
Exposure to chemicals from contaminated glassware		Exposure to hazardous chemicals	H	Glassware cleaned thoroughly after each use				
			H	Gloves worn when cleaning glassware				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.50 Powered Hand Tools** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective powered hand tools		Electrocution/ electric shock  Fire	H	Defective powered hand tools shall be clearly identified, labelled 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 or replaced				
			H	Powered hand tools are visually inspected before use and electrically tested by a competent person as necessary				
			H	Visual checks are carried out as follows:  <b>Tools/appliance</b> <ul style="list-style-type: none"> <li>• On/off switch is working correctly</li> <li>• No signs of damage to casing</li> <li>• No loose parts or missing screws</li> <li>• Live parts are properly guarded so as not to be inadvertently accessible</li> <li>• Ensure equipment is disconnected when not in use</li> </ul> <b>Cables</b> <ul style="list-style-type: none"> <li>• 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</li> </ul> <b>Plug</b> <ul style="list-style-type: none"> <li>• Securely anchored, no sign of cracked casing, overheating, loose or bent pins</li> </ul> <b>Socket outlet</b> <ul style="list-style-type: none"> <li>• No cracks or damage or sign of overheating</li> </ul>				
Using electricity in damp areas		Electrocution/ electric shock	H	No powered hand tools or electrical equipment of greater voltage than 110 volts are used in external locations				
Electrical equipment becoming live		Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)				
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				

## Technologies - No.50 Powered Hand Tools cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Direct contact with moving parts		Cutters, blades, abrasive wheels and sanding discs, contact with which can cause injuries	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturer's instruction				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
Ejection of fragments		Flying objects or fragments causing injury	H	Eye protection is worn and guarding is used where required				
Unsupervised use of tools		Unsupervised use leading to injury	H	Pupils are prohibited from using certain tools				
			H	Pupils are supervised by teacher when using any tool				
			H	Pupils are instructed by teacher before using any tool				
			H	Tools to be used by teachers only should be clearly identified				
Contact with the open end of a compressed air line, which can force air through the skin into the blood stream		Death	H	All students should be supervised whilst working with compressed air				

**Technologies - No.50 Powered Hand Tools cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Trailing cables and compressed air lines, which could be tripped over		Trip hazard resulting in possible fall, fracture, concussion or contact with dangerous parts of machinery leading to amputation	H	Good Housekeeping				
			H	Review permanent trip hazards with a view to eliminate same				
Noise		Hearing damage	H	Noise measurements carried out where necessary by a competent person				
			H	Warning signs are in place beside fixed noisy equipment and are visible				
			H	Hearing protection is worn where necessary				
Unsecured work piece		Movement of work piece leading to injury during use	H	Appropriate clamps in place to ensure that work pieces are secured, where applicable				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				
Inappropriate/unsafe use of powered hand tools		Injury due to incorrect use  Electrocution	H	Pupils are instructed and supervised by the teacher when using tools				
			H	Any unauthorised use of powered hand tools is prohibited				
			H	Tools are used in the manner for which they were designed to be used				
			H	Tools are not left unattended when going for breaks and are secured in a set location when not in use				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.51 Hand Fed Table Band Saw** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with blade		Amputation	H	The top blade guard should be adjusted to the lowest position possible to ensure the blade is guarded to the maximum possible extent				
			H	The remainder of the blade should be enclosed with a guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism				
			H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
			H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency				
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Kick back		Injuries resulting from kick back i.e. laceration	H	Saw blade should be good condition and has full set of teeth				
Contact with drive mechanism		Contact with transmission belts, pulleys or motor	H	Ensure fixed guard is in place on transmission and motor				

## Technologies - No.51 Hand Fed Table Band Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Direct contact with moving parts - general hazards		Injuries due to contact with moving parts e.g. laceration, amputation, bruising, fracture and burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
Contact by persons other than the operator with moving machinery		Entanglement, lacerations, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				
			H	All fixed tools are secured properly				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				



**Technologies - No.51 Hand Fed Table Band Saw cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				
Unsecured machine / unsecured work piece		Movement of machine/ workpiece leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps/jigs in place to ensure that work pieces are secured, where applicable				
Noise		Hearing damage	M	See 'General School Risk Assessments - No. 26 Noise'				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition				
Flying fragments		Eye/facial injury	H	Appropriate eye protection is worn				

## Technologies - No.51 Hand Fed Table Band Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Dust		Dust inhalation	H	Machine is fitted to a suitable dust extraction device system when in use, e.g. local extraction unit or central extraction unit				
		Respiratory problems	H	Exposure to all wood dusts (hard and soft woods) is strictly controlled i.e. dust levels are kept well below the relevant occupational exposure limit values (OELVs) <sup>1</sup>				
		Eye irritation	H	Respiratory protective equipment (RPE) is used during change of filter bag e.g. CE marked disposable filtering face piece respirators FFP1 or FFP2				
			H	Appropriate personal protective equipment (PPE) is available, e.g. overalls, eye protection etc.				
			H	Housekeeping is maintained to a high standard to ensure control of any residual dust				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

<sup>1</sup> See 2010 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 (S.I. No. 619 of 2001)

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.52 Electric Ovens** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe use of ovens or direct contact with hot surfaces		Fire and burns	<b>H</b>	Material should never be stored on top of an oven or in a way that might block exhaust outlets				
		Fire						
		Contact with hot surface	<b>M</b>	Control of material placed in oven				
		Burns	<b>M</b>	Personal protective equipment (PPE) is used as necessary				
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	<b>H</b>	Visual check carried out prior to use				
			<b>H</b>	Ensure oven controls function correctly prior to use				
			<b>H</b>	Ovens are serviced by a competent person and service records kept as part of the maintenance schedule				
			<b>H</b>	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced. See 'General School Risk Assessments - No.20 Portable Electrical Appliances'				
			<b>H</b>	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds). Applicable to plug & sockets arrangements				
			<b>H</b>	Ensure cable and plug are in good condition				
			<b>H</b>	Ensure ovens are turned off or disconnected when not in use				

**Technologies - No.52 Electric Ovens cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with oven fan blades		Entanglement, pinching and or amputation of fingers	<b>H</b>	When fitted, fan blades are adequately guarded				
Ingestion of contaminated material		Poisoning or ill health	<b>M</b>	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	<b>M</b>	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.53 Metal Working Centre Lathe (manually operated)** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts, spindles chucks and work pieces		Cuts	H	Drive mechanism is guarded. Fixed guard in place (removable only with the use of a tool)				
		Amputations	H	Hollow spindle is covered/guarded				
		Entanglement	H	Rear Spindle cover guard fitted				
			H	Chuck guard fitted				
			H	Splash guard fitted				
			H	Rear guard fitted				
			H	Lead /Feed screws shall be guarded unless safe by position				
Contact by persons other than the operator with moving machinery		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Contact with lathe		Cuts/ lacerations	H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
		Amputations						
		Entanglement	H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency				
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				

## Technologies - No.53 Metal Working Centre Lathe (manually operated) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts		Injuries due to contact with moving parts ie lacerations, amputations, bruising, fracture, burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
			H	Files and abrasive tape should not be used				
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Contact with metal working fluid		Absorption of fluids through skin or irritation etc.	H	Control use of cutting fluids				
Contact with swarf		Cuts/ lacerations	H	Precautions taken to remove swarf including the use of implements (dustpan and brush) to avoid handling swarf				
Use of turning tools		Entanglement and lacerations or amputation of fingers.	H	Appropriate turning tools used, which are maintained in a good condition				
Ejected material		Flying objects leading to injury, eye injury	H	Work piece is securely fixed in place and chuck wrench removed				
			H	Spring loaded chuck keys should be used				
Flying debris		Being struck by flying debris leading to injury	M	Safe guards in place and wear eye protection				

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds). Applicable to plug & sockets arrangements				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				
Unsecured machine		Movement of machine leading to injury during use	H	Machine securely fixed to the floor or bench				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				
			H	Refer to machinery operator's manual				

## Technologies - No.53 Metal Working Centre Lathe (manually operated) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	<b>M</b>	Warning signs are prominently located and maintained in good condition				
Ingestion of contaminated material		Poisoning or ill health	<b>M</b>	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	<b>M</b>	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**Technologies - No.54 Woodworking Bench Circular Saw** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts		Entanglement and lacerations or amputation of fingers.	H	Extension tables are used when cutting large sheet materials				
			H	Rip fence in place which is adjustable parallel to the saw blade				
			H	Bottom guard fixed (removable only with the use of a tool)				
			H	Crown guard extends from the top of the riving knife to a point above and as close as practicable to the work piece				
			H	The crown guard extends down each side of the saw blade and the adjustment ensures that the roots of the teeth are covered at all times				
			H	Push sticks used				
			H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions and operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
Contact with moving saw blade		Lacerations and amputation of fingers	H	Bottom guard must be fixed				

## Technologies - No.54 Woodworking Bench Circular Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with power transimission		Laceration and amputation of fingers	H	Power transmission appropriately guarded. Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism				
Contact by persons other than the operator with moving machinery		Entanglement, laceration, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Contact with blade		Cuts/ lacerations	H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
		Amputations	H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency				
		Entanglement		The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				
				In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Material ejected by blade		Ejected material leading to injury	H	Riving knife securely fixed and adjusted so that it does not exceed 8 mm from the blade at bench level. Distance must be between 3-8 mm. Ensure equipment is used in line with manufacturers instructions				

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Kickback		Injury sustained from kickback such as fractures, bruising and laceration	H	Saw blade is sharp and in good condition to prevent kick back				
Cleaning of blade and removal of gum/ resin		Severe cuts or amputations	H	Ensure cleaning of blades is carried out using appropriate Personal Protective Equipment (PPE) and following best practice guidelines provided by manufacturers				
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or locked out when not in use				

## Technologies - No.54 Woodworking Bench Circular Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control place?	Action/to do list/outstanding controls controls outlined in this column	Person responsible	Signature and date completed
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				
Unsecured machine / unsecured work piece		Movement of machine or unsecured work piece leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps/jigs in place to ensure that work pieces are secured, where applicable				
Noise		Hearing damage	H	See 'General School Risk Assessments - No. 26 Noise'				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition				
Flying debris		Being struck by flying debris leading to injury	M	Appropriate eye protection is worn				

**Technologies - No.54 Woodworking Bench Circular Saw cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Dust		Dust inhalation	H	Machine is fitted to a suitable dust extraction device system when in use, e.g. local extraction unit or central extraction unit				
		Respiratory problems	H	Exposure to all wood dusts (hard and soft woods) is strictly controlled i.e. dust levels are kept well below the relevant occupational exposure limit values (OELVs) <sup>1</sup>				
		Eye irritation	H	Respiratory protective equipment (RPE) is used during change of filter bag e.g. CE marked disposable filtering face piece respirators FFP1 or FFP2				
			H	Appropriate personal protective equipment (PPE) is available, e.g. overalls, eye protection, gloves etc				
			H	Housekeeping is maintained to a high standard to ensure control of any residual dust				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

<sup>1</sup> See 2010 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 (S.I. No. 619 of 2001)

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.55 Bench/Pedestal Grinder** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts		Laceration of fingers due to contact with moving parts	H	Notice setting out the dangers arising from the use of grinding wheels and the precautions to be observed in relation to them is prominently displayed close to the grinder				
			H	Work rests fitted with a gap <3mm between the edge of the work rest and the wheel				
			H	Guard enclosing the grinding wheels and spindles, with an appropriate gap at the front to allow access to the work piece				
			H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
			H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency				
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				
Disintegration of wheel		Laceration of fingers, flying objects / debris from disintegrating grinding wheel	M	Maximum speed of the spindle clearly marked on the machine				
			M	Maximum operating speed of a wheel should never be exceeded				
			H	Only persons trained in the fitting of grinding wheels are permitted to do so				

## Technologies - No.55 Bench/Pedestal Grinder cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact by persons other than the operator with moving machinery		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Direct contact with moving parts		Cutters, blades abrasive wheels and sanding discs, contact with which can cause injuries	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
			M	Operators manual is available where required				
Ejection of flying debris when grinding		Eye injury	M	Eye screen is constructed, fastened to the fixed flange guard and appropriately adjusted so that the operator shall see the working part of the wheel only through the screen				
			M	Suitable eye or face protection worn				
Sparks from grinder		Source of ignition leading to fire	H	Ensure correct precautions are taken when using grinder including good housekeeping to prevent accumulation of any combustible material nearby				

**Technologies - No.55 Bench/Pedestal Grinder cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death		Electric shock/fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure cable and plug are in good condition				
			H	Ensure equipment is disconnected or isolated when not in use				
Unsecured machine / unsecured work piece		Movement of machine or unsecured work piece leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps in place to ensure that work pieces are secured, where applicable				



Technology No 55 Bench/Robust Grinder cont'd (List additional hazards, risks and controls particular to your school using the blank template no 60)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are instructed by teacher before using any machine				
			H	Pupils are supervised by teacher when using any machine				
			H	Machinery to be used by teachers only should be clearly identified				
Noise		Hearing damage	H	Noise measurements carried out where necessary by a competent person				
			H	Warning signs are in place beside fixed noisy equipment and are visible				
			H	Hearing protection is worn where necessary				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.56 Hazardous Substances (metal work, wood work, technology etc.)** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe use of varnishes, glues, oils, solvents, degreasing agents, resins		Exposure (skin, lungs, eyes) to irritating or potentially hazardous chemicals	M	Safety Data Sheets (SDS) readily available for all hazardous chemicals				
			H	Where possible the least hazardous substance is purchased				
			H	All users are aware of the hazards and precautions that must be taken when using chemical products				
			H	All hazardous chemicals are labelled correctly - labels understood, intact, legible				
			H	Containers with non-hazardous substances, e.g. water, clearly labelled to avoid confusion				
Unsafe storage of varnishes, glues, oils, solvents, degreasing agents, resins		Unsupervised access	H	Hazardous substances are stored securely, in well ventilated rooms where access is controlled - pupils do not have access				
		Fire	H	Incompatible substances are not stored together (See relevant Safety Data Sheet (SDS))				
			H	Quantities kept to a minimum especially flammable liquids				
Inadequate personal protective equipment (PPE)		Exposure causing irritation  Splashes	H	Appropriate personal protective equipment (PPE) is available and used as directed on the Safety Data Sheet (SDS)				

Technologies - No.56 Hazardous Substances (metal work, wood work, technology etc.) con't. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls be reduced).	Is this control place?	Action/to do list/outstanding controls controls outlined in this column	Person responsible	Signature and date completed
Incorrect disposal of hazardous substances		Environmental contamination	<b>H</b>	Correct disposal procedures are in place for chemical waste				
		Chemicals being used outside manufacturers' specifications	<b>M</b>	Inspection undertaken at regular intervals, for the purposes of disposal of out-of-date chemicals				
Ingestion of contaminated material		Poisoning or ill health	<b>M</b>	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	<b>M</b>	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.57 Milling Machine** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date
Contact with rotating parts i.e. rotating tools or drive mechanism		Cuts	H	Appropriate adjustable guard in place for cutters				
		Amputation	H	Only remove swarf when machine is not operating				
		Entanglement	H	Drive mechanism appropriately guarded. Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism				
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
			H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
			H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency				
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				
Contact by persons other than the operator with moving machinery		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines to ensure a space of at least 500mm between machine table at extreme ends of its travel and any fixed object				

## Technologies - No.57 Milling Machine cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsecured machine or work-piece		Cuts/ lacerations	H	Appropriate clamps are used to ensure that the work-piece is secured				
Metal-working fluids		Irritation to skin/eyes/throat	L	Minimise mist formation and splashing				
		Occupational dermatitis	L	Clean contaminated clothing				
			L	Hygiene controls in place				
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				

**Technologies - No.57 Milling Machine cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition				
Flying fragments		Eye/facial injury	H	Appropriate eye protection is worn				
			H	Adequate precautions when removing swarf				

## Technologies - No.57 Milling Machine cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
			H	Eye protection is worn				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.58 Morticer (Hollow chisel)** (List additional hazards, risks and controls particular to your school using the blank template no.69) Note: Chain morticer not suitable for schools

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts  Operating without guards		Entanglement  Severe hand injury  Cuts  Lacerations	H          H          H          H          H	Drive mechanism appropriately guarded. Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism  The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine  Machine fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency, where applicable  The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop  In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Contact by persons other than the operator with moving machinery		Entanglement, pinching and laceration	H	Safe operational areas should be marked out clearly around machines				
Direct contact with moving parts		Injuries causing laceration, entanglement, bruising or fractures	H          H          M          H          H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults  Tools are used in compliance with manufacturers instructions  Operators manual is available where required  Dangling jewellery prohibited  Long hair is tied back				



## Technologies - No.58 Morticer (Hollow chisel) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds). Applicable to plug & sockets arrangements				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

[illegible]

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_

Date:        /        /

**Technologies - No.59 Pedestal Drill (Metal Work)** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with drive mechanism		Entanglement  Severe hand injury	H	Drive mechanism appropriately guarded. Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Contact with spindle and drill bit		Entanglement  Severe hand injury	H	The spindle and drill bit is guarded. (An adjustable spindle/twist drill guard so that the spindle and twist drill (to the bit) are guarded to the greatest extent possible)				
			H	Chuck appropriately guarded				
			H	Ensure drill bit is clamped and chuck key is removed				
			H	Spindle guard in place before the drill is operated				
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				

## Technologies - No.59 Pedestal Drill (Metal Work) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with pedestal drill		Entanglement  Severe hand injury	H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine.				
			H	Where applicable machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency. A foot operated emergency stop would be appropriate on a pedestal drill				
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				
			H	Foot operated emergency stop is operational				
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

**Technologies - No.59 Pedestal Drill (Metal Work) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death		Electric shock/fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds). Applicable to plug & sockets arrangements				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				
Unsecured machine / unsecured work piece		Movement of machine leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps in place to ensure that work pieces are secured, where applicable				

## Technologies - No.59 Pedestal Drill (Metal Work) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	<b>M</b>	Warning signs are prominently located and maintained in good condition				
Flying fragments		Eye/facial injury	<b>H</b>	Appropriate eye protection is worn				
			<b>H</b>	Pay particular attention to spring loaded chuck key				
Contact with swarf or metal working fluids		Eye irritation	<b>H</b>	See No.56 Hazardous Substances				
		Skin irritation	<b>H</b>	Suitable implements should be used to remove swarf (dustpan and brush). No swarf to be removed whilst machine is in motion				
Ingestion of contaminated material		Poisoning or ill health	<b>M</b>	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	<b>M</b>	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.60 Surface Planing and Thicknessing Machine** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with cutters		Cuts/ lacerations  Amputations  Entanglement	H	Adjustable bridge guard (lockable in any position without the use of a tool), height adjustable and sized appropriate to the cutter				
			H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
			H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency				
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				

## Technologies - No.60 Surface Planing and Thicknessing Machine cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with drive system		Severe cuts or amputation of fingers	H	Bottom guard securely fitted. Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Rotating parts		Eye injury Entanglement Severe hand injury	H	Ensure settings of cutting edges are correct. Ensure demensions and settings of bridge guard are adequate. Edges of tool should not protrude over block by more than 1.1mm				
Unsecured machine and kick back of work piece		Movement of machine leading to injury during use	H	Machine securely fixed to the floor				
		Kick-back of workpiece	H	Anti-kickback device should be fitted				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				



**Technologies - No.60 Surface Planing and Thicknessing Machine cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death		Electric shock/fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is locked off when not in use				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition				
Noise		Hearing damage	H	See 'General School Risk Assessments - No. 26 Noise'				

Technologies No 60 Surface Planing and Thickcrossing Machine cont'd (List additional hazards, risks and controls particular to your school using the blank template no 60)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Flying fragments		Eye/facial injury	H	Appropriate eye protection is worn				
Dust		Dust inhalation	H	Machine is fitted to a suitable dust extraction device system when in use, e.g. local extraction unit or central extraction unit				
		Respiratory problems	H	Exposure to all wood dusts (hard and soft woods) is strictly controlled i.e. dust levels are kept well below the relevant occupational exposure limit values (OELVs) <sup>1</sup>				
		Eye irritation	H	Respiratory protective equipment (RPE) is used during change of filter bag e.g. CE marked disposable filtering face piece respirators FFP1 or FFP2				
			H	Appropriate personal protective equipment (PPE) is available, e.g. overalls, eye protection, gloves etc				
			H	Housekeeping is maintained to a high standard to ensure control of any residual dust				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

<sup>1</sup> See 2010 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 (S.I. No. 619 of 2001)

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.61 Portable Router** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in	Action/to do list/outstanding controls *Risk rating applies to outstanding	Person responsible	Signature and date completed
Defective powered hand tools		Electrocution/ electric shock  Fire	H	Defective powered hand tools shall be clearly identified, labelled 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 or replaced				
			H	Powered hand tools are visually inspected before use and electrically tested by a competent person as necessary				
			H	Visual checks are carried out as follows:  <b>Tools/appliance</b> <ul style="list-style-type: none"><li>• On/off switch is working correctly</li><li>• No signs of damage to casing</li><li>• No loose parts or missing screws</li><li>• Live parts are properly guarded so as not to be inadvertently accessible</li><li>• Ensure equipment is disconnected when not in use</li></ul> <b>Cables</b> <ul style="list-style-type: none"><li>• 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</li></ul> <b>Plug</b> <ul style="list-style-type: none"><li>• Securely anchored, no sign of cracked casing, overheating, loose or bent pins</li></ul> <b>Socket outlet</b> <ul style="list-style-type: none"><li>• No cracks or damage or sign of overheating</li></ul>				
Using electricity in damp areas		Electrocution/ electric shock	H	No powered hand tools or electrical equipment of greater voltage than 110 volts are used in external locations				
Electrical Equipment becoming live		Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)				
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				

## Technologies - No.61 Portable Router cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with rotating parts		Entanglement Lacerations	H	The router is unplugged when mounting bits or making major adjustments				
			H	Work piece is securely clamped so that it will remain stationary during the routing operation				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
Entanglement		Injury due to entanglement	H	Machine not lifted from the work piece until the motor has stopped				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

**Technologies - No.61 Portable Router cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsecured work piece		Movement of work piece leading to injury during use	H	Appropriate clamps in place to ensure that work pieces are secured, where applicable				
Noise		Hearing damage	H	Noise measurements carried out where necessary by a competent person				
			H	Warning signs are in place beside fixed noisy equipment and are visible				
			H	Hearing protection is worn where necessary				
Flying fragments		Eye/facial injury	H	Appropriate eye protection is worn				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

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**Technologies - No.62 Hand Held Portable Circular Power Saw** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective powered hand tools		Electrocution/ electric shock  Fire	H	Defective powered hand tools shall be clearly identified, labelled 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 or replaced				
			H	Powered hand tools are visually inspected before use and electrically tested by a competent person as necessary				
			H	Visual checks are carried out as follows:  <b>Tools/appliance</b> <ul style="list-style-type: none"> <li>On/off switch is working correctly</li> <li>No signs of damage to casing</li> <li>No loose parts or missing screws</li> <li>Live parts are properly guarded so as not to be inadvertently accessible</li> <li>Ensure equipment is disconnected when not in use</li> </ul> <b>Cables</b> <ul style="list-style-type: none"> <li>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</li> </ul> <b>Plug</b> <ul style="list-style-type: none"> <li>Securely anchored, no sign of cracked casing, overheating, loose or bent pins</li> </ul> <b>Socket outlet</b> <ul style="list-style-type: none"> <li>No cracks or damage or sign of overheating</li> </ul>				
Using electricity in damp areas		Electrocution/ electric shock	H	No powered hand tools or electrical equipment of greater voltage than 110 volts are used in external locations				
Electrical Equipment becoming live		Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)				
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				
Contact with saw blade		Entanglement and lacerations or amputation of fingers	H	Automatic guard covering the blade				

## Technologies - No.62 Hand Held Portable Circular Power Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

**Technologies - No.62 Hand Held Portable Circular Power Saw cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Noise		Hearing damage	H	Noise measurements carried out where necessary by a competent person				
			H	Warning signs are in place beside fixed noisy equipment and are visible				
			H	Hearing protection is worn where necessary				
Flying fragments		Eye/facial injury	H	Appropriate eye protection is worn				
			H	Keep non-user away from saw				
Dust		Dust inhalation	H	Exposure to all wood dusts (hard and soft woods) is strictly controlled i.e. dust levels are kept well below the relevant occupational exposure limit values (OELVs) <sup>1</sup>				
		Respiratory problems						
		Eye irritation	H	Respiratory protective equipment (RPE) is used during change of filter bag e.g. CE marked disposable filtering face piece respirators FFP1 or FFP2				
			H	Appropriate personal protective equipment (PPE) is available, e.g. overalls, eye protection, gloves etc				
			H	Housekeeping is maintained to a high standard to ensure control of any residual dust				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

<sup>1</sup> See 2010 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 (S.I. No. 619 of 2001)

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**Technologies - No.63 Bench Mounted Scroll Saw** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Reciprocating sharp blade		Severe hand injury	H	Blade appropriately guarded				
			H	Guard should be adjustable for the size of the work piece while ensuring minimum amount of blade exposed during cutting				
			H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
Contact with drive system/mechanism		Severe hand injury Cuts/ lacerations Amputations Entanglement	H	Drive mechanism adequately guarded with a fixed guard in place				
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturer's instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
			H	Eye protection is worn				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
			H	Safe operational areas should be marked out clearly around machines				

## Technologies - No.63 Bench Mounted Scroll Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

**Technologies - No.63 Bench Mounted Scroll Saw cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsecured machine / unsecured work piece		Movement of machine leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps in place to ensure that work pieces are secured, where applicable				
Noise		Hearing damage	H	Noise measurements carried out where necessary by a competent person				
			H	Warning signs are in place beside fixed noisy equipment and are visible				
			H	Hearing protection is worn where necessary				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located				
Flying fragments		Eye/facial injury	H	Appropriate eye protection is worn				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

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**Technologies - No.64 Vacuum Former** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unprotected heat sources		Burns	H	The heating system is shielded or guarded (in accordance with manufacturer's guidance) to prevent accidental contact with hot surfaces				
Overheating of equipment		Fire	H	Timer with audible warning device to prevent overheating				
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
Electric shock, electrocution, burns, death		Electric shock/fire/ burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds). Applicable to plug & sockets arrangements				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				

## Technologies - No.64 Vacuum Former cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.65 Wood Lathe** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts		Injury of persons using the machine which is defective or incorrectly installed	H	Drive mechanism appropriately guarded. Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism				
			H	Headstock mandrel protected as required				
			H	The stop control has priority over the start control				
		General injuries	H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
		Cuts/lacerations	H	Appropriate turning tools used, which are maintained sharp and in good condition				
		Amputations	H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
		Entanglement	H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency				
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Ejected material, flying debris and or ejected work pieces		Injury, eye injury	H	Work piece is securely fixed in place and any chuck wrench removed				
			H	Appropriate eye protection is worn				

## Technologies - No.65 Wood Lathe cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds). Applicable to plug & sockets arrangements				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

**Technologies - No.65 Wood Lathe cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed	
Unsecured machine		Movement of machine leading to injury during use	<b>H</b>	Machine securely fixed to the floor or bench and work piece appropriately secured					
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	<b>M</b>	Warning signs are prominently located and maintained in good condition					
Ingestion of contaminated material		Poisoning or ill health	<b>M</b>	Food and drink are prohibited in working area					
Contact with hazardous materials		Exposure to hazardous materials	<b>M</b>	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)					

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

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**Other Activities - No.66 School Excursions (day trips, matches) (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Inadequate preparation for school excursions		Accidents/ incidents, dangerous occurrences and fatalities due to inadequate preparation  Pupil separated from group	H	Adequate number of supervisory adults present				
			H	Head count carried out before departure and before return journey by trip supervisor				
			H	Supervisor(s) has a fully charged mobile phone				
			H	Pupils made aware of action to take if separated from group				
			H	Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need arises				
			H	Information on particular medical conditions has been received and recorded and recorded by person organising the outdoor adventure activity				
			H	Safety instructions provided to pupils including information on correct clothing and equipment required				
			H	Principal and/or designated person responsible for safety and health is aware of the location of the group and duration of visit				
			H	Safety briefing for adults assisting in supervision				

**Other Activities - No.66 School Excursions (day trips, matches) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Road Collision  Unsafe Road Travel Arrangements		Serious injury/death	H	Safety belts must be worn where pupils are being transported by road. Safety belts must not be shared				
Defective road vehicles		Serious injury/death	H	All modes of transportation used must be used in compliance with the Road Traffic Act				
			H	Visual inspection of the school owned bus by the driver or operator is appropriate to ensure operation of lights, indicators, windscreen wipers etc. prior to setting out on the journey				
Poor weather conditions		Hypothermia	H	Weather conditions assessed on the day and considered suitable for trip				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Other Activities - No.67 Outdoor Adventure Activity** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Inadequate preparation for outdoor adventure activities		Accidents/ incidents, dangerous occurrences and fatalities due to inadequate preparation	H	Permission for participation in activity received from parent/guardian				
			H	Information on particular medical conditions has been received and recorded and recorded by person organising the outdoor adventure activity				
			H	Safety instructions provided to pupils including information on correct clothing and equipment required				
		Pupil separated from group	H	Appropriately stocked first-aid kit and trained first-aider available				
			H	When adventure/outdoor activities are provided by a company it is good practice that the group leader has obtained assurances in writing from the provider that:  Risks have been assessed and that the provider's employees are competent to instruct and lead participants of the group's age range on the activity  The equipment is appropriate and that its safe condition is checked before each use  There are emergency procedures (including arrangements for alerting the group leader)				
			H	Adequate number of supervisory adults present				
			H	Principal and/or designated person responsible for safety and health is aware of the location of the group and duration of visit				
			H	Safety briefing for adults assisting in supervision				
			H	Head count carried out before departure and before return journey				
			H	Supervisor(s) has a fully charged mobile phone				
			H	Pupils made aware of action to take if separated from group				
			H	Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need arises				

**Other Activities - No.67 Outdoor Adventure Activity cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Road collision  Unsafe road travel arrangements		Serious injury/death	<b>H</b>	Safety belts must be worn where pupils are being transported by road. Safety belts must not be shared				
Poor weather conditions		Hypothermia	<b>H</b>	Weather conditions assessed on the day and considered suitable for activity				
Defective equipment		General injuries	<b>H</b>	Visual inspection of school owned equipment such as canoes, helmets, buoyancy aids, ropes before each use				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Other Activities - No.68 Work Placements** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Insufficient knowledge and experience		General injuries due to inadequate information and instruction	H	The school contacts each employer to ensure suitable arrangements are in place before pupil takes up work placement e.g. safety induction, supervision arrangements and insurance arrangements				
			H	A pupil on work placement has access to the employer's safety statement and in particular to the risk assessments relating to his/her job				
			H	Pupils working on construction sites have completed the safe pass programme as per construction regulation requirements				
Inadequate personal protective equipment (PPE)		Being struck by falling objects  Cuts/ lacerations  Burns  Noise exposure  Exposure to dust/fumes	H	Pupils on work placement ensure that personal protective equipment (PPE) is used correctly and comply with any instructions and training provided				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

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**Blank Template - No.69** (List additional hazards, risks and controls particular to your school using this blank template)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

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**Blank Template - No.69** (List additional hazards, risks and controls particular to your school using this blank template)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Blank Template - No.69** (List additional hazards, risks and controls particular to your school using this blank template)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

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**Blank Template - No.69** (List additional hazards, risks and controls particular to your school using this blank template)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

No 70 General Classroom Hazard and Risk Assessment Room Number: \_\_\_\_\_

1	2	3	4	5	6	7	8	9
Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L - Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
Steps are Worn/Broken/Slippery		Slips, Trips & falls	H	Change treatment of floor. No trip hazards on entrance/exit routes or on walkways				
Access to the Room is via a locked door		Delayed escape in event of a fire or other emergency	H	Ensure all doors are unlocked when building is in use.				
Floor surfaces are uneven/slippery		Slips, trips, falls	H	High risk areas for slips, trips, and falls are identified and dealt with.				
Passages are inadequately lit. Poor lighting on access/egress routes (inside and outside)		Delayed escape in event of emergency. Fire, hidden dangers	H	Adequate lighting at entrance/exit (inside and out),and all corridors / work areas (sensor lighting)				
				Fire exits clearly marked				
Trip hazards including mats, broken tiles, holes in floor, trailing cables		Slips, trips, falls	H	High risk areas for slips, trips, and falls are identified and dealt with. No trip hazards on entrance/exit routes or on walk ways				

1	2	3	4	5	6	7	8	9
Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls  ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
Are there are doors with: <ul style="list-style-type: none"> <li>▪ Loose or broken hinges</li> <li>▪ Damaged or sticking catches</li> <li>▪ Broken wood panels or glass panels</li> <li>▪ Loose or stiff locks</li> <li>▪ Broken Handles</li> </ul>		Hand Injuries	H	Doors checked and repaired when necessary				
			H	Broken glass removed and disposed of safely				
Restricted access/egress, Doors obstructed		Delays in exiting building safely in the event of a fire	H	Fire exit doors (including those located in classroom or office) checked weekly to ensure they open properly				
			H	Exit routes kept free from obstruction				
			H	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 on a regular basis				

1	2	3	4	5	6	7	8	9
Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls  ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
Doors which require Excessive force to open or close		Person being hit by the door.  Hand injuries	H	Operation of fire doors checked - See 'General School Risk Assessments - No. 17 Fire (general classrooms and offices)'				
			M	Automatic closure mechanisms set so as not to cause hands to be trapped.				
			M	Excessive force not required to open doors taking into account mobility impaired users				
Does any door fail to open from inside?		Delays in exiting building safely in the event of a fire	H	Checked regularly to ensure they open properly				
Exit doors are clearly identified for the day and night use.		Death or injury	H	All fire doors are marked with 'Fire door, keep closed' safety sign				
			H	All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety)				
There are push/pull notices on exit doors		Delays in exiting building safely in the event of a fire	M	All fire doors are marked with 'Push' or 'Pull' Signs where necessary.				

1	2	3	4	5	6	7	8	9
Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls  ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
Windows are cleaned regularly		Prevents entry of natural light	L	Ensure windows are regularly cleaned.				
Windows open easily without undue force being applied.		Hand Injuries. Noise, Poor Ventilation/ Draughts	M	Windows to be checked by Maintenance Staff as necessary.				
Where necessary, a window pole is available		Injuries, Falls from height.	M	Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level				
Windows are broken or cracked		Cuts, Injuries, Draughts	M	Broken glass should be removed. Replacement glass should be installed in buildings at the earliest opportunity				
Window Blinds have broken fastening or cords		Injuries, Choking	H	Cords should be out of reach of students, hook on the wall.				
Windows jut out dangerously when open		Injuries (head), Falls	H	Install where necessary window safety hinge/restrictors to control opening levels.				

1	2	3	4	5	6	7	8	9
Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L - Low	Controls  ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
<b>Heat and Light</b>								
The heating system is adequate to maintain a minimum temperature of 16°C throughout the school day and a normal temperature of 20° in classrooms.		Drowsy	M	Replace heating system or fit temperature controls Improve Ventilation				
Portable bottle gas heaters are used		Fume Inhalation	M	Replace bottle gas heaters with safer more suitable alternative				
Objects are left on heaters		Fire	M	Fit guard above heaters to prevent objects being left on heaters				
Where there are large areas of glass facing direct sunlight, there is provision for shading e.g. Venetian blinds etc.		Glare	H	Fit appropriate blinds to windows				
Windows can be easily opened to allow adequate ventilation.		Poor Ventilation	L	Ensure adequate air change in the room throughout the day.				

1	2	3	4	5	6	7	8	9
Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls  ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
<b>Fire Safety</b>								
All designated fire exits are clearly marked		Delayed exit in event of emergency	H	Fire exits clearly marked				
The fire exits and escape routes are clear from obstructions		Delayed exit in event of emergency	H	Exit routes kept free from obstruction. Operation of fire doors checked - See 'General School Risk Assessments - No. 17 Fire (general classrooms and offices)'				
Fire doors open outwards		Delayed exit in event of emergency	H	Checks to ensure fire doors open outwardly and repair where necessary.				
Fire doors are held or wedged open.		Fire can spread.	H	Remove all such wedges to leave fire doors unrestricted.				

1	2	3	4	5	6	7	8	9
Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls  ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
Fire doors are kept unlocked and unobstructed whilst people are on the premises		Delayed exit in event of emergency	H	Exit routes kept free from obstruction				
		Smoke Inhalation	M	External lighting on exit routes operational and switched on				
		Burns	H	Fire assembly point(s) marked clearly				
			H	Emergency lighting operational				
			H	Final fire exit doors checked to ensure they open Freely				
			H	Person designated to raise the alarm and contact the emergency services				
			H	Fire alarm tested at regular intervals				
Evacuation procedure are clearly displayed		Delayed exit in event of emergency	H	Evacuation Plans to be placed in a prominent areas throughout building				
External classrooms are linked to alarm systems.		Delayed exit in event of emergency	H	Ensure all external classrooms are linked externally.				
I can safely use the Fire Extinguishers present.		Fire, Injuries	H	Training in Fire Safety				
A Fire drill was carried out this term		No knowledge in the event of a fire	H	Recommended 3 Fire Drills to be carried out per school year (One per term).				



1	2	3	4	5	6	7	8	9
Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L - Low	Controls  ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
<b>Electrical Safety</b>								
Electrical Equipment is correctly wired and earthed		Electrocution/ Electric Shock	H	Visually inspect before use and electrically tested by a competent person as appropriate. Include cleaning of light fitting in regular maintenance routine.				
The mains supply is still capable of meeting the maximum demand.		Electrocution/ Electric Shock	M	Check Room is fit for purpose.				
Residual current detectors [RCDs] are used where appropriate		Electrocution	H	Where applicably, a source of supply must be fitted with RCD, RCD should be checked regularly by pressing the test button and tested periodically by competent person.				
The isolating switches are marked, well-sited, accessible and known to you		Electric Shock Fire	H	Where applicable, an isolating switch must be in prominent place and clearly labelled to facilitate ease and speed of access.				
All the light fittings are working		Electric Shock	M	Light fitting must be periodically checked by competent person.				
All light fittings are in a clean condition.		Eye Strain	L	Include cleaning of light fitting in regular maintenance routine.				
Light switches are not broken and are in a safe condition.		Electric Shock	H	Have damage switches replaced by competent person.				

1	2	3	4	5	6	7	8	9
Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls  ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
The lighting is adequate for the type of work being under taken: 200 lux in classrooms		Eye Strain	M	Light intensity must be adequate to the task, have light intensity checked by competent person.				
Sockets are in good condition with no cracks or pieces missing		Electric Shock	H	Any damaged sockets to be replaced by competent person.				
Socket screws and mountings are secure		Electric Shock	H	Any damaged socket screws to be replaced by competent person.				
Sockets are situated in a safe position, convenient for the equipment to be used and not subject to damp.		Electric Shock Trailing leads	M	Perform maintenance checks and report where necessary.				
Indicator lights on sockets function correctly		Electric Shock		Check indicator lights on sockets and replace if necessary by competent person.				
Insulation on leads is in good condition and is not cracked or frayed.		Electric shock Electrocution	M	Check and repair/replace where deemed necessary				
There are no trailing leads		Trips	H	Tidy up any trailing leads.				
Multi-point adaptors are being used		Electric Shock Fire	M	Adaptors should not be overloaded.				

1	2	3	4	5	6	7	8	9
Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls  ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
<b>Furniture and Storage</b>								
All cupboards, fixed blackboards, display units are stable.		Injuries to persons	L	Check classroom furniture as part of routine maintenance programme				
Furniture is positioned safely		Injuries to persons	L	Check Furniture layout				
Classroom furniture is damaged		Injuries to persons	L	Routine inspection and repair where possible or requisition new furniture.				
Wherever possible, there are no sharp edges or corners on the furniture.		Cuts	L	Remove Sharp edges				
Is there dedicated storage available?		Obstructions	M	Assess Storage requirements				
Does the storage provide sufficient space?		Obstructions	M	Assess Storage requirements				
Are all shelf mountings secured?		Injuries	M	Check shelves stability as part of routine maintenance programme.				
Is the storage space well laid out?		Obstruction, Injuries	M	Check storage layout as part of routine maintenance programme				
Is the storage area neat and tidy?		Injuries, spillages	M	Check storage layout as part of routine maintenance programme				
Appropriate arrangements are in place for waste removal		Fire	M	Remove waste safely on a regular basis.				

1	2	3	4	5	6	7	8	9
Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls  ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
<b>Learners</b>								
Is there adequate seating for all students present?		Overcrowding	L	Ensure numbers are catered for, have adequate seating available.				
All student bags stored safely during class?		Trips, Falls	M	Instruct students to place bags under seats under seats/desks.				
Hazards are arising from overcrowded classrooms		Trips, Falls, Poor Ventilation	M	Ensure seating is laid out properly.				
Are student coats adequately catered for?		Loss, Mislaid Clothing	L	All lockers should contain coat hangers				
Are the Classroom Safety Rules on display?		Lack of knowledge/ discipline	L	Ensure Rules are clearly displayed.				
<b>Computers</b>								
Unsuitable layout of workstation		Repetitive strain injury (RSI)	H	Workstations are arranged to avoid awkward movements, reflections, aches and pains				
		Upper limb pain and discomfort Bad working posture Visual problems	H	Employee's workstations should be assessed in line with HSA requirements for display screen equipment - See the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 5 of Part 2, e.g. areas that should be assessed include display screen, keyboard, work chair, lighting				

1	2	3	4	5	6	7	8	9
Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L - Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
Inadequate breaks		Eye strain	M	Where Visual Display Unit (VDU) work is intensive or continuous (>1 hour) adequate breaks are taken to rest eyes				
		Eye fatigue						
		Headache	M	Where an employee habitually uses a Visual Display Unit (VDU) as part of his/her normal work appropriate eye and eyesight tests are made available.				
Electricity/electrical cables		Trips and falls	H	No trailing cable				
			H	Sockets are not overloaded				
			H	See 'General School Risk Assessments - No. 20 Portable Electrical Appliances.				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible.

**Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_ **Date:** \_\_/\_\_/\_\_

No 71 Office Hazard and Risk Assessment Office Number: \_\_\_\_\_

Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L - Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place ?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
<b>Safe Access/Safe Egress</b>								
Steps are Worn/Broken/Slippery		Slips, trips, falls	<b>H</b>	High risk areas for slips, trips, and falls are identified and dealt with.				
Access to the Room is via a locked door		Delayed escape in event of a fire or other emergency	<b>H</b>	Ensure all doors are unlocked when building is in use				
Floor surfaces are uneven/slippy		Slips, trips, falls	<b>H</b>	High risk areas for slips, trips, and falls are identified and dealt with				
Passages are adequately lit		Fire, hidden dangers		Adequate lighting at entrance/exit (inside and out),and all corridors / work areas (sensor lighting)				
Mats, etc. are positioned in such a way as to avoid tripping hazards.		Slips, trips, falls		High risk areas for slips, trips, and falls are identified and dealt with				

Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place ?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
<b>Housekeeping</b>								
Are there any areas of loose, flaking or damaged paint, plaster or plasterboard?								
Are there are doors with: <ul style="list-style-type: none"> <li>Loose or broken hinges</li> <li>Damaged or sticking catches</li> <li>Broken wood panels or glass panels</li> <li>Loose or stiff locks</li> </ul>		Hand injuries		Doors checked and repaired when Necessary				
Are Doors obstructed		Delayed escape in event of a fire or other emergency	H	Operation of fire doors checked - See 'General School Risk Assessments - No. 17 Fire (general classrooms and offices)'				
Are Doors allowed to swing freely without restraint		Person being hit by the door		Doors checked and repaired when necessary				
Does any door fail to open from inside?		Escape route/exit denied	H	Doors checked and repaired when necessary				
Exit doors are clearly identified for the day and night use.		Delayed escape in event of a fire or other emergency	H	Operation of fire doors checked - See 'General School Risk Assessments - No. 17 Fire (general classrooms and offices)'				

Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place ?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
There are push/pull notices on exit doors		Delayed escape in event of a fire or other emergency	H	Regular checks on door signage				
Windows are cleaned regularly		Lack of vision , sunlight	M	Housekeeping review				
All Windows open easily without undue force being applied.		Escape route/exit denied		Housekeeping review				
Where necessary, a window pole is available								
Windows are broken or cracked		Hand injuries	H	Replace and repair immediately				
Windows have broken fastening or cords				Replace and repair immediately				
Windows jut out dangerously when open								



Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place ?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
<b>Heat and Light</b>								
The heating system is adequate to maintain a minimum temperature of 16°C throughout the school day and a normal temperature of 20° in classrooms.		Absenteeism, poor health, low morale, disruption of services	M	Ensure heating systems are timed and properly /routinely serviced				
Portable bottle gas heaters are used		Fire ,burns	H	Should not be used				
Objects are left on heaters		Fire ,burns	H	Ensure heaters if used are never covered Housekeeping and awareness				
Where there are large areas of glass facing direct sunlight, there is provision for shading e.g. Venetian blinds etc		Glare, poor vision, inadequate lighting in work area M	M	Adequate and proper blinds are used for particular room in use				
Windows can be easily opened to allow adequate ventilation.		Security,Fire Hazard	M	Ensure all windows are maintained and closed each evening				

Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place ?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
<b>Fire Safety</b>								
All designated fire exits are clearly marked		Delays in exiting building safely in the event of a fire	H	Fire exit doors (including those located in classroom or office) checked weekly to ensure they open properly				
The fire exits and escape routes are clear from obstructions		Delays in exiting building safely in the event of a fire	H	Fire exit doors (including those located in classroom or office) checked weekly to ensure they open properly				
Fire doors open outwards		Delays in exiting building safely in the event of a fire	H	Fire exit doors (including those located in classroom or office) checked weekly to ensure they open properly				
Fire doors are held or wedged open.		Automatic fire doors may be prevented from closing	H	Fire exit doors (including those located in classroom or office) checked weekly to ensure they open properly				
Fire doors are kept unlocked and unobstructed whilst people are on the premises		Delays in exiting building safely in the event of a fire	H	All fire doors are marked with 'Fire door, keep closed' safety sign				
Evacuation procedure are clearly displayed		The outbreak of fire can lead to: <ul style="list-style-type: none"> <li>▪ Serious bodily injury or fatality</li> <li>▪ Damaged property or plant</li> <li>▪ Disruption of premises causing loss of facilities</li> </ul>	H	Office/Classroom 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/personnel on a regular basis				

Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place ?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
External buildings are linked to alarm systems.		All sections may not evacuate building	H	Check during fire drills and when extensions are added .Incorporate in Plans of Building				
I can safely use the Fire Extinguishers present.		Wrong extinguisher may be used	H	Provide training on use on annual basis				
A Fire drill was carried out this term		Unable to leave building safely	H	Conduct fire drills every term				
<b>Electrical Safety</b>								
Electrical Equipment is correctly wired and earthed		Electrocution, burns	H	All Faults must be reported to Management immediately untrained employees must not attempt to effect repairs				
The mains supply is still capable of meeting the maximum demand		Damage to equipment, electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)				
Residual current detectors [RCDs] are used where appropriate		Damage to equipment, electrocution	H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 second				
The isolating switches are marked, well-sited, accessible and known to you		Unable to isolate power	H	All switches marked and accessible				

Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place ?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
All the light fittings are working		Dangerous work area, insufficient light	H	Damaged cables ,sockets ,plugs and switches must be removed from service immediately				
All light fittings are in a clean condition.		Insufficient light		Regular housekeeping and maintenance				
Light switches are not broken and are in a safe condition.			H	Damaged cables ,sockets ,plugs and switches must be removed from service and repaired immediately				
The lighting is adequate for the type of work being under taken: 200 lux in classrooms		Not enough adequate lighting	M	Review standards of lighting throughout fit for purpose				
Sockets are in good condition with no cracks or pieces missing		Overloading , electric shock, equipment damage	H	Damaged cables ,sockets and plugs must be removed from service and repaired immediately				
Socket screws and mountings are secure		Damaged cables ,sockets and plugs must be removed from service and repaired immediately	H	Damaged cables ,sockets and plugs must be removed from service and repaired immediately				
Sockets are situated in a safe position, convenient for the equipment to be used and not subject to damp.		Damaged cables ,sockets and plugs must be removed from service and repaired immediately	H	Damaged cables ,sockets and plugs must be removed from service and repaired immediately				

Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place ?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
Indicator lights on sockets function correctly		Leaving appliances in use unnecessary	M	Damaged cables ,sockets and plugs must be removed from service and repaired immediately				
Insulation on leads is in good condition and is not cracked or frayed.		Electrocution and short circuiting	M	Damaged cables ,sockets and plugs must be removed from service and repaired immediately				
There are no trailing leads		Trips and Falls	H	Ensure leads are secured cable covers or ramps should be used				
Multi-point adaptors are being used		Overloading	H	Adequate sockets should be provided				
<b>VDU/Ergonomics</b>								
Are all chairs in use at VDU stations fully adjustable		Poor posture Back injuries, may not be suitable for new staff, or different size of staff.	M	Adjust seat height/angle. adjust height Ensure chair meets prescribed requirements				
Do staff take regular breaks from display screen work (min 5 minutes in each hour)		Eye strain	L	Take Micro breaks .Plan work so there are breaks or changes of activity				

Hazard	Is the hazard present	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place ?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature and date completed
Is there adequate space underneath desks to swivel knees 90 degrees in each direction		Knee leg injuries	M	Make sure there is space under desk to move legs freely .Move any obstacles				
Are windows fitted with blinds to eliminate glare		Eye strain	M	Arrange desk and VDU to avoid glare, fit adequate blinds				
Where chairs have armrests are these adjustable		Over stretching, back and arm injuries	M	Armrests are usually not recommended unless they are short, fit under the desk or are adjustable. The chair may need repairing or replacing if the user is uncomfortable, or the adjustment mechanisms are faulty.				
Is the temperature in the office 17.5 degrees or above		Stress, , health issues	M	Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room		.		
Are headphones provided for staff who spend extended time on the phone		Hearing fire and emergency alarms, excessive noise Cleanliness/hygiene	M	Assess need for Earphones/headphones Decide if employee requires hearing tests if ear phones are used constantly.				

No. 72 Bus under ownership of ETB Hazard and Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk Rating H - High M - Medium L - Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature date com
<b>ETB Bus</b>								
Vehicle Testing Certification of Road Worthiness (VTC8)		Injury or fatality arising from Mechanical failure at speed	H					
Certificate of Insurance		Criminal Record and substantial asset loss	M					
PSV Licence		Criminal Record and substantial asset loss	M					
Seating capacity of the bus		Injury or fatality	M					
All seats have approved seat belts attached.		Injury or fatality	H					
Is the vehicle road taxed.		Asset Loss	M					
Has the vehicle been regularly serviced in accordance with the manufacturer's instructions?		Injury or fatality due to inadequate maintenance	H					

Hazards	Is the hazard present? Y/N	What is the risk?	Risk Rating H - High M - Medium L - Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature date com
Is the logbook up to date?		Asset Loss Injury due to poor maintenance	M					
Is the First Aid Kit on the Bus		Increased ill health	L					
All assigned bus drivers have child protection approval		Child molestation	M					

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible.

**Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_ **Date:** \_\_/\_\_/\_\_



No. 73

## Bus Hired by School/Centre Hazard and Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk Rating H - High M - Medium L - Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature date com
<b>Bus Hired by School/Centre</b>								
Vehicle Testing Certification of Road Worthiness (VTC8)		Injury or fatality arising from Mechanical failure at speed	H					
Certificate of Insurance		Criminal Record and substantial asset loss	M					
PSV Licence		Criminal Record and substantial asset loss	M					
Seating capacity of the bus		Injury or fatality	M					
All seats have approved seat belts attached.		Injury or fatality	H					
Is the vehicle road taxed		Asset Loss	M					
Has the vehicle been regularly serviced in accordance with the manufacturer's instructions?		Injury or fatality due to inadequate maintenance	H					
Is the logbook up to date?		Asset Loss Injury due to poor maintenance	M					

Hazards	Is the hazard present? Y/N	What is the risk?	Risk Rating H - High M - Medium L - Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature date com
Is the First Aid Kit on the Bus		Increased ill health	L					
All assigned bus drivers have child protection approval		Child molestation	M					

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible.

**Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_ **Date:** \_\_/\_\_/\_\_

Hazards	Is the hazard present? Y/N	What is the risk?	Risk Rating H - High M - Medium L - Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature date com
<b>Parent Group Bus</b>								
Vehicle Testing Certification of Road Worthiness (VTC8)		Injury or fatality arising from Mechanical failure at speed	H					
Certificate of Insurance		Criminal Record and substantial asset loss	M					
PSV Licence		Criminal Record and substantial asset loss	M					
Seating capacity of the bus		Injury or fatality	M					
All seats have approved seat belts attached.		Injury or fatality	H					
Is the vehicle road taxed		Asset Loss	M					
Has the vehicle been regularly serviced in accordance with the manufacturer's instructions?		Injury or fatality due to inadequate maintenance	H					
Is the logbook up to date?		Asset Loss Injury due to poor maintenance	M					
Is the First Aid Kit on the Bus		Increased ill health	L					

Hazards	Is the hazard present? Y/N	What is the risk?	Risk Rating H - High M - Medium L- Low	Controls ( When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls Risk rating applies to outstanding controls outlined in this column	Persons responsible	Signature date com
All assigned bus drivers have child protection approval		Child molestation	M					

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible.

**Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_ **Date:** \_\_/\_\_/\_\_

# Tool 1(B) School safety and health management audit tool

A safety and health audit is a comprehensive review of all aspects of safety and health management across the school as a whole. This initial review can be used in two ways:

- It can be used by the Board of Management/ETB to establish the school's current status in relation to compliance with safety and health legislation and to help identify current gaps in managing safety.
- It can also be used by the Board of Management/ETB at the end of the school year to review the school's safety progress and assist with planning for the forthcoming year.

School Year: \_\_\_\_\_

1	Safety Statement	Yes	No
1.1	Does your school have a safety statement?		
1.2	Is it current? ( i.e. reviewed in the last 12 months)		
1.3	Is it authorised/signed/ratified by the Board of Management/ETB?		
1.4	Does it contain a clearly defined safety and health policy?		
1.5	Does the safety and health policy include a commitment to prevent injury and ill-health and continual improvement in safety and health management and performance?		
1.6	Does it include a commitment to comply with identified legislative requirements that relate to occupational safety and health hazards?		
1.7	Does it provide a framework for setting and reviewing safety and health action plan?		
1.8	Is the safety statement documented - in a written format either on paper or electronically?		
1.9	Is the safety statement communicated to all persons within the school?		
1.10	Is the safety statement communicated to interested parties, visitors, and contractors?		
1.11	Have formal risk assessments been completed?		

2	Hazard identification, risk assessment and determining controls	Yes	No
2.1.	Has your school a written procedure for conducting hazard identification, risk assessment and determining of control measures?		
2.2	Does this procedure take into account routine and non-routine activities?  (Routine activities are defined as commonplace tasks, chores, or duties as must be done regularly or at specified intervals; typical or everyday activities.  Non-routine activities are defined as tasks that are not done regularly or at specified intervals; they are atypical activities).		
2.3	Does this procedure take into account activities of all persons with access to the school?		
2.4	Are the risk assessments documented and kept up to date?		

<b>3</b>	<b>Legal and other requirements</b>	<b>Yes</b>	<b>No</b>
<b>3.1</b>	Is there a written procedure for identifying and assessing the legal and other safety and health requirements?		
<b>3.2</b>	Is the information kept up to date?		
<b>3.3</b>	Is the relevant information communicated to interested parties?		

<b>4</b>	<b>Action Plan</b>	<b>Yes</b>	<b>No</b>
<b>4.1</b>	Has your Board of Management/ETB a written safety and health action plan?		
<b>4.2</b>	Are the safety and health tasks identified in the action plan assigned a timeframe for completion?		
<b>4.3</b>	Is each task assigned to a person with responsibility for completion of the task?		
<b>4.4</b>	Does the plan show a commitment to prevent work related-injury and ill-health?		
<b>4.5</b>	Has the Board of Management/ETB established, implemented and maintained a programme for achieving the requirements of the safety and health action plan?		
<b>4.6</b>	Are the tasks, as set, reviewed regularly at planned intervals and adjusted, where necessary to ensure the action plan and its requirements are being achieved?		

<b>5</b>	<b>Resources, roles, responsibilities, accountability and authority</b>	<b>Yes</b>	<b>No</b>
<b>5.1</b>	Are safety and health roles and responsibilities defined?		
<b>5.2</b>	Are safety and health roles and responsibilities assigned to individuals?		
<b>5.3</b>	Are safety and health roles and responsibilities documented?		
<b>5.4</b>	Are safety and health roles and responsibilities communicated to individuals?		

<b>6</b>	<b>Competence, training and awareness</b>	<b>Yes</b>	<b>No</b>
<b>6.1</b>	Are employees appropriately competent?		
<b>6.2</b>	Does the Board of Management/ETB identify staff safety and health training needs and set this out in a written plan? e.g. fire safety, first aid etc.		
<b>6.3</b>	Once training needs are identified, is the appropriate training provided to meet these needs?		
<b>6.4</b>	Are training records retained?		

<b>7</b>	<b>Communication</b>	<b>Yes</b>	<b>No</b>
<b>7.1</b>	Has the Board of Management/ETB established a formal procedure for internal communication among the various levels and functions of the school?		
<b>7.2</b>	Has the Board of Management/ETB established a formal procedure for communication with contractors and other visitors to the school?		

8	Participation and consultation	Yes	No
8.1	Has the Board of Management/ETB established a formal procedure for the participation of staff in hazard identification, risk assessment and the implementation of control measures?		
8.2	Has the Board of Management/ETB established a procedure for the involvement of staff in incident investigation?		
8.3	Has the Board of Management/ETB established a procedure for the participation of staff in the development of safety and health policies? Does this procedure ensure adequate attention is paid to the needs of individuals with disabilities?		
8.4	Has the Board of Management/ETB established a procedure for consulting staff if any changes are made that affect safety and health policy?		
8.5	Has the Board of Management/ETB established a procedure for the representation of staff on safety and health matters?		
8.6	Has the Board of Management/ETB established a procedure for consulting with contractors (building, maintenance, window cleaning) on safety and health issues?		

9	Emergency preparedness and response	Yes	No
9.1	Has the Board of Management/ETB established procedures to identify potential emergency situations? e.g. floods, fire, bomb threat, fatalities, serious incidents, suicide etc.		
9.2	Does this procedure establish how the school should respond to such emergency situations?		
9.3	Has the emergency plan taken into account the needs of relevant interested parties? e.g. emergency services, neighbours etc.		
9.4	Is the procedure subject to periodic review and update and revised where necessary?		
9.5	Is the emergency evacuation plan displayed throughout the school?		
9.6	Has the emergency evacuation procedure been developed to cover all areas, processes and identify those people who may be at greater risk, e.g. visually impaired, individuals with disabilities, or those working in noisy environments and have these procedures been communicated to the school community?		
9.7	Is there an audible fire warning system in your school?		
9.8	Are fire assembly points identified and clearly demarcated?		
9.9	Are directional fire signs displayed (pictorial only, must not contain text)?		
9.10	Does your school have emergency lighting systems in place?		
9.11	Are fire exits kept clear at all times?		
9.12	Are fire drills carried out? (recommended 2 per year)		
9.13	Are the outcomes of fire drills recorded, e.g. time taken, reports of faults or hindrances that require action?		
9.14	Is all first-aid fire fighting equipment (fire hose reels, emergency lighting, fire extinguishers, fire blanket etc.) in place?		
9.15	Are all fire installations and equipment inspected and serviced as per requirements?		

10	Performance, measurement and monitoring	Yes	No
10.1	Are written procedures in place for the measurement and monitoring of health and safety performance – ongoing/periodic review of the school safety and health plan via safety committee meetings etc.?		
10.2	Is safety and health reviewed throughout the school year, e.g. term progress reports prepared by the safety committee, review of accidents?		

11	Incident investigation	Yes	No
11.1	Are written procedures in place to investigate and record incidents in order to determine underlying safety and health deficiencies and to identify corrective actions required?		
11.2	Are the safety and health tasks identified in the action plan assigned a timeframe for completion?		
	Are formal procedures in place to communicate results to the relevant parties, e.g. Board of Management/ETB		
11.3	Are accident reports documented and recorded in a timely manner?		
11.4	Are reportable accidents and dangerous occurrences reported to the Health and Safety Authority when necessary?		
11.5	Are all accidents reported to State Claims Agency? (Only a requirement for Community and Comprehensive schools)		

12	Non-compliance, corrective action and preventive action	Yes	No
12.1	Are written procedures in place for dealing with actual and potential non-compliance and for taking corrective action and preventive action? e.g. inspections, outcomes of fire drills etc.		
12.2	As new hazards are identified, are they risk assessed?		

13	Control of Records	Yes	No
13.1	Are there written procedures in place for the identification, storage, protection, retrieval, retention and disposal of records? (to include safety statement, risk assessments, policies, training records and accident report forms)		

14	Safety and Health Reviews	Yes	No
14.1	Are safety and health reviews conducted at planned intervals to ensure the school is conforming to safety and health requirements?		
14.2.	Are safety and health reviews documented?		

15	Management Review	Yes	No
15.1	Does the Board of Management/ETB, at planned intervals, review the safety and health management system?		
15.2	Are the results of the safety and health reviews presented to the Board of Management/ETB?		
15.3	Are the results of the safety committee feedback reviewed?		
15.4	Is the feedback from other interested parties, e.g. fire services, contractors reviewed?		
15.5	Are decisions of the Board of Management/ETB review communicated formally to the school?		



# Tool 1(C) Sample meeting record

Safety Committee Meeting Record	
Priority Area:	Date:
Present:	
What did we discuss?	
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	
What did we decide?	
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	
Who will do what for the next meeting?	
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	
What will we discuss at the next meeting?	
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>	
Date of next meeting:	

## Tool 1(D) Sample safety and health action plan template

<b>PRIORITY:</b>				
<b>AGREED MONITORING PROCEDURES</b>		<b>AGREED EVALUATION PROCEDURES</b>		
<b>What do we want to achieve?</b>				
<b>TARGET:</b>				
<b>What needs to be done?</b>	<b>When?</b>	<b>Who?</b>	<b>What resources?</b>	<b>Desired outcomes?</b>
<b>(TASKS)</b>	<b>(TIME FRAME)</b>	<b>(REMITS)</b>	<b>(RESOURCES)</b>	<b>(SUCCESS CRITERIA)</b>

## Tool 1(E) School Planning Programme

[illegible]

[illegible]

# Tool 2: Safety and Health Policy

The sample safety and health policy below can be used or amended by your school and incorporated into your school's safety statement.

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management/ETB to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management/ETB, as employer, undertakes in so far as is reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Management/ETB is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

\_\_\_\_\_  
Chairperson, Board of Management/ETB

School/ETB: \_\_\_\_\_

Date: \_\_\_\_\_

# Tool 5: Accident or Incident Record Form

Sample Accident or Incident Record Form

## INJURED PARTY DETAILS:

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Address (Home/Company): \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Sex: Male/Female \_\_\_\_\_

Status (Please tick appropriate box)

☐

Pupil

☐

Teacher/staff member

☐

Visitor

☐

Contractor

Other (please specify): \_\_\_\_\_

Date of Accident/Incident: \_\_\_\_\_

Date Accident/Incident reported to school management: \_\_\_\_\_

Where appropriate, more than one box in each section may be ticked.

### TYPE OF ACCIDENT

Tick

Injured/damaged by a person

☐

Struck by/contact with

☐

Caught in/under

☐

Slip/trip/fall

☐

Sharps

☐

Road Traffic Accident/Crash

☐

Exposure to substances/environments

☐

Manual handling

☐

Property damage

☐

MAIN AGENT WHICH CAUSED ACCIDENT:

\_\_\_\_\_

\_\_\_\_\_

### TYPE OF INJURY

Tick

Fatality

☐

Bruise

☐

Concussion

☐

Internal injury

☐

Abrasion, graze

☐

Fracture

☐

Sprain

☐

Torn ligaments

☐

Burns

☐

Scalds

☐

Frostbite

☐

Injury not ascertained

☐

Trauma

☐

Occupational disease

☐

Other (Please specify)

☐

### PART OF BODY INJURED

Tick

Head (except eyes)

☐

Eyes

☐

Face

☐

Neck, back, spine

☐

Chest, abdomen

☐

Shoulder

☐

Upper arm

☐

Elbow

☐

Lower arm, wrist

☐

Hand

☐

Finger (one or more)

☐

Hip joint, thigh, kneecap

☐

Knee joint

☐

Lower leg

☐

Ankle

☐

Foot

☐

Toe (one or more)

☐

Multiple injuries

☐

Trauma, shock

☐

Other (Please specify)

☐

## Tool 5: Accident or Incident Record Form cont'd.

### Consequences

☐ Fatal

☐ Non-fatal

### Result

☐ Sick Leave

☐ Excused

☐ Light Duty

☐ Medicine

### Anticipated absence

☐ 1-4 days<sup>o</sup>

☐ 4-7 days

☐ 8-14 days

☐ More than 14 days

☐ NONE, i.e. no anticipated absence on resulting from the accident or incident.

Has the accident been reported to the Health and Safety Authority?  
(See note below)

☐ Yes ☐ No ☐ Not applicable

Community and Comprehensive Schools should report all incidents to the State Claims Agency.

☐ Yes ☐ No ☐ Not applicable

Have you informed your insurance company?

☐ Yes ☐ No ☐ Not applicable

### DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- the work/activity being carried out when the accident occurred;
- the equipment in use (if any).

Detail how the accident occurred.

Attach:

(A) Injured party's report.

(B) Witness list (level of detail required will vary depending on the severity of the accident).

(C) Witness statements (level of detail required will vary depending on the severity of the accident).

(D) Sketch or photograph of the scene, equipment etc. where appropriate.

Investigating staff member: \_\_\_\_\_

Name (Use capital letters): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IR1) or online at [www.hsa.ie](http://www.hsa.ie) Further information can be found in Part 1 of the Guidelines in the FAQ's on Accident Investigating and Reporting.

Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto [www.dataprotection.ie](http://www.dataprotection.ie)





Tool 6 (C) Safety and health training record

Training \_\_\_\_\_ course: \_\_\_\_

Date \_\_\_\_\_ of \_\_\_\_\_ course: \_\_\_\_\_

Course provider: \_\_\_\_\_

Name of attendees	Signature of attendees

Append course material

# Tool 7: Communications

## Tool 7(A) Sample safety statement record of receipt

The Board of Management/ETB is obliged, under the Safety, Health and Welfare at Work Act 2005 to provide a safe and healthy school environment for staff, pupils and visitors to the school. In this regard, the Board of Management/ETB in co-operation with the school community has drawn up a safety statement, which is a written statement specifying how safety and health is managed in this school. The safety statement will be reviewed and updated annually or more frequently if necessary.

Staff re reminded of their responsibilities under the Safety, Health and Welfare at Work Act 2005 which include:

- complying with safety and health legislation, (both) in the 2005 Act and and other relevant legislation;
- taking reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work;
- co-operating with his or her employer or any other person as necessary to assist that person in complying with safety and health legislation as appropriate;
- taking account of the training and instructions given by the Board of Management/ETB, correctly using any article or substance and protective clothing and equipment provided for use at work or for his/her protection;
- reporting a breach of safety and health legislation or any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person, which comes to his/her attention.

Each staff member is requested to sign the form below and return it to \_\_\_\_\_

by \_\_\_\_\_

I have read and understood the safety statement for \_\_\_\_\_ school, dated \_\_\_\_\_

Signed \_\_\_\_\_ (Block Capitals): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Tool 8 (B) Sample inspection check sheet

Classroom/Workshop:	Control in place		Comment/Safety action required	Responsibility	Date closed
Assessed by:					
	Y	N			
<b>Housekeeping</b>					
Floor free from trip/slip hazards?					
Emergency exits/routes & passageways clear?					
Items stored appropriately?					
Raw materials adequately stored?					
All tools stored safely and securely?					
All waste cleared?					
<b>Fire safety</b>					
Fire equipment pins and seals in place?					
All fire equipment gauges reading correctly (i.e. in green)?					
Equipment mounted, serviced, accessible and undamaged?					
Emergency exits indicated, illuminated & easily opened?					
<b>Technical rooms</b>					
Local extraction ventilation working correctly?					
Machine guards & covers in place?					
Any visible machine faults or defects?					
All hand tools free from damage?					
All chemicals stored safely and securely when not in use?					
Personal protective equipment (PPE) in a good working condition?					
Personal protective equipment (PPE) used where required?					
<b>Electrical safety</b>					
All sockets, switches, plugs & cables free from damage?					
Any sockets overloaded?					
Switch/fuse boards locked?					
<b>Working environment &amp; welfare</b>					
All furniture & fittings in good repair?					
All light fittings working functioning?					
First-aid kit accessible and appropriately stocked?					
Relevant safety signs & markings in place?					

If response is 'no' state what action is required and who is responsible.

Signed					
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# Tool 8: Monitoring

The Board of Management/ETB, working with the safety committee, should establish monitoring structures and procedures to monitor the school's safety and health performance. This is to ensure that planned actions contained within the school's safety and health plan have actually taken place, or where they have not, that they are scheduled to be addressed.

Monitoring can be achieved in a number of ways, e.g. conducting formal inspections and checks of all school areas at pre-defined time frames to establish any faults or defects, inspections and checks of equipment, extraction units, fire installations etc. and reviewing of accidents, near misses and dangerous occurrences that may have occurred to monitor corrective actions taken.

**\*See Part 1 of the Guidelines, Step 4: Measuring performance**

## Tool 8(A) Sample inspection template

Item inspected	Pass	Fail	Comment/safety action required	Responsibility	Date closed

Signed \_\_\_\_\_ Date:    /    /