



MASTER SAFETY STATEMENT

OLD BAWN COMMUNITY SCHOOL

Location:
*Old Bawn Community School
Tallaght,
Dublin 24.*

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Part 1

Policy



1.1 Policy Statement

GENERAL POLICY

Old Bawn Community School recognises its responsibility to ensure, in so far as is reasonably practicable, the safety, health and welfare at work of its employees and those who are on the premises occupied by Old Bawn Community School, referred to here after as The School.

The school fully recognises its obligation is to provide:

1. A safe place of work
2. Safe access and egress
3. Safe systems of work
4. Appropriate information, instruction, training and supervision
5. Suitable protective clothing and equipment where hazards cannot be eliminated
6. For the preparation and revision of emergency plans
7. For the prevention of risk to health from any activity or substance
8. Welfare and hygiene facilities as appropriate
9. A competent resource in the form of trained staff and/or independent experts external to the company where the requisite expertise is not available in-house, to advise and assist in securing the safety, health and welfare of employees.

It is the School's policies to comply with legal safety, health and welfare requirements as a minimum standard and with relevant codes of practice and guidelines where appropriate. These include:

- The Safety Health & Welfare at Work Act 2005
- The Safety Health & Welfare at Work (General Application) Regs 2007
- The H.S.A Guidance documents for Health & Safety in Post Primary Schools Part 1 & 2
- The Safety, Health & Welfare at Work (Construction) Regs 2006 – Role of the Client when appointing contractors to maintenance, refurbishment or summer works projects.

Each individual Student, Member of Staff and other Employees are required to take account of the safety, health and welfare of any others who may be affected by our operations. Student, Member of Staff and other employees must take all reasonable steps to ensure that working conditions are safe and that proper safe work practices are adhered to. Member of Staff and other Employees are expected to fully exercise a duty of care and are required to report fully on accidents or dangerous occurrences within their areas of responsibility.

Student, Member of Staff and other Employees are required to be fully aware of our schools policies and to ensure that safety policy statements are brought to the notice of all. Policy statements will be reviewed regularly and revised as necessary to take account of technological change and general changes in work practices. Any such revisions will be brought to the notice of all relevant people.

The school arrangements for dealing with a broad range of safety, health, hygiene and welfare issues are set out in the table of contents in the safety structures and hazard identification/risk assessment schedule of the Schools safety statement.

Signed: _____, Date: _____
Ms Ursula McCabe,
Principal.



Part 2

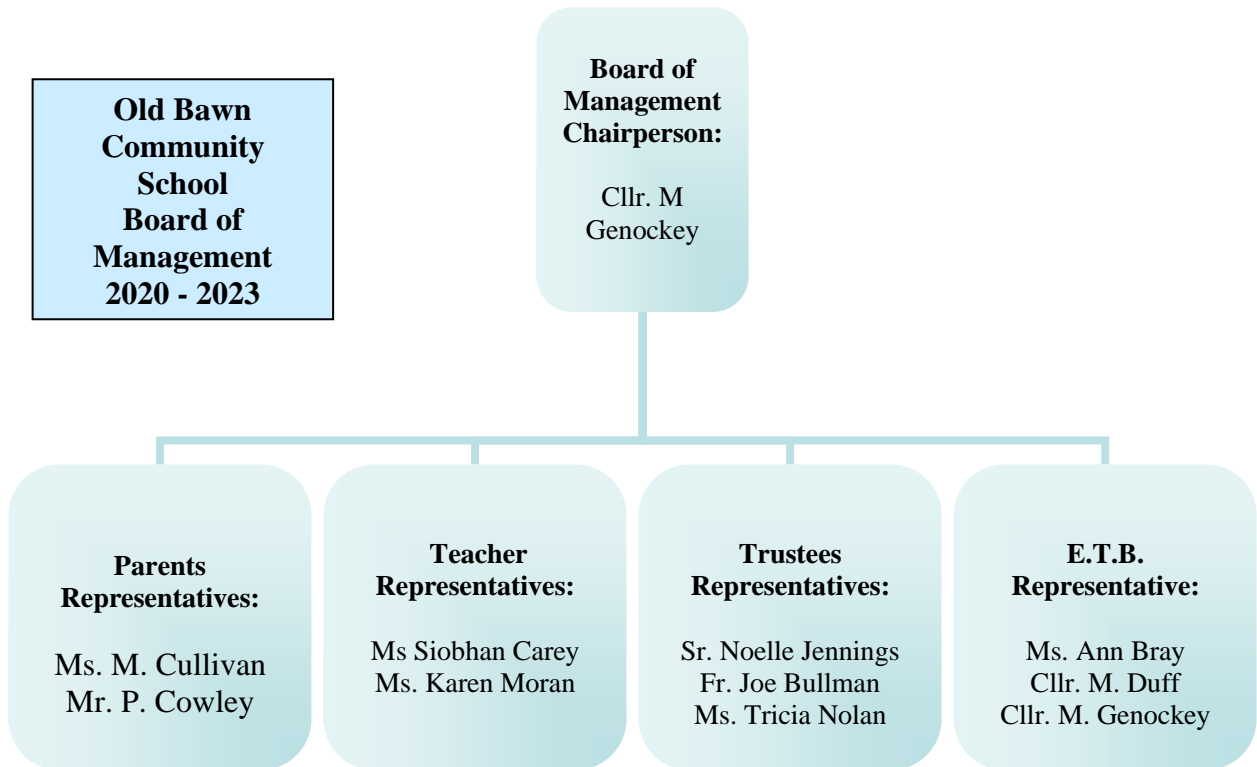
Roles & Responsibilities



2.1 Board of Management Structure

The Board of Management, as the employer has ultimate responsibility to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all members of staff, in compliance with the relevant provisions of the 2005 Safety, Health and Welfare at Work Act and other occupational safety legislation. The Principal of the school, Ms. Ursula McCabe acts as the executive of the Board.

The management of the school is administered by the Principal as Secretary of the Board of Management. She is aided by the Deputy Principals, **Mr Paul Ryder, Ms. Sarah Gibbons and Ms. Yvonne Marley** and the rest of the Board of Management as detailed below.



The Board of Management structure is based on a committee model meeting on a regular basis. It is proposed that the Board receive reports from all interested parties for discussion and minute and action in accordance with the principles outlined within this document.

The intention of the legislation is that representation should include all effected parties within the organization.

Section 26 Part 4 of The Safety Health and Welfare at work Act 2005: Consultation and participation of employees, safety committees



‘Every student, member of staff or other employee shall consider any representations made to him or her by the school in relation to the matters specified in this section or any other matter relating to their safety, health or welfare at work and, so far as is reasonably practicable, take any action that the school considers necessary or appropriate with regard to those representations’.

2.2 Health & Safety Committee

It is necessary to ensure that there are documented records available confirming that the School has discharged duties under the Safety Health & Welfare at Work Act 2005 to assess, monitor and regularly report on measures being undertaken within the facility.

The H&S committee is the appropriate forum in the case of The School.

Committee composition will be monitored and reviewed as part of the ongoing safety management system and will initially comprise

Safety Committee

1. Mr. Ursula McCabe (Principal)
2. Mr Paul Ryder (Deputy Principal)
3. Mr. Martin Byrne (Senior Caretaker)
4. Mr. Lorcan Ginty (Practical subjects and safety rep)
5. Ms Cora McBride/Joanne Kelly (Trips & overnights)
6. Ms. Patricia O’Conner (General subjects)
7. Mr Alex Bennet (Science)
8. Mr. William Coyne (P.E. & sports)
9. Ms Mandy Reynolds/Ms Carol Morris (Non teaching)
10. Ms Louise Fitzpatrick (Adult ed)

In the absence of a competent safety person The School from time to time may employ the services of an industry leading safety consultancy firm.

2.3 Roles and Responsibilities of Staff

Under the Safety, Health and Welfare at Work Act 2005 staff (employees) have certain duties, as outlined below

- 1) It shall be the duty of every employee while at work –
 - (a) To take reasonable care for his own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work;
 - (b) To co-operate with his employer and any other person to such extent as will enable his employer and any other person to comply with any of the relevant statutory provisions;
 - (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his use alone or for use by him in common with others) for securing his safety, health or welfare while at work;



-
- (d) To report to his employer or his immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare, of which he becomes aware?
- (2) No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.
- (3) Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.
- (4) The subject teacher that is in charge of the class is responsible for the implementation of the Health & Safety procedures in that room e.g. the Woodwork teacher in the Woodwork room.

2.4 Definition of Students Responsibilities

Students' responsibilities are in accordance with Section 14 of the Act which states;

“A person shall not intentionally, recklessly or without reasonable cause—

- a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work,
- or
- b) place at risk the safety, health or welfare of persons in connection with work activities.”

While in the school students are therefore required

- a) to take reasonable care to protect his or her safety & the safety of any other person who may be affected by the student's acts or omissions
- b) to cooperate with safety systems and signage in place on campus
- c) not to intentionally, recklessly or without reasonable cause interfere with or misuse safety equipment

In addition to the above legal requirements The School requires all students to immediately report to any member of staff any accident resulting in loss or injury. The injured party is also required to co-operate with the School in the investigation of the accident and the completion of the Injury or Incident Report Form.



Any students who fail to comply with safety procedures are subject to the normal disciplinary code.

2.5 Safety Representatives and Safety Co-ordinators

Safety Representatives

Under section 25 of the Safety, Health and Welfare Act, there is a requirement for the Group to provide arrangements for effective consultation between Management and Staff. To that end employees may elect / select from among their numbers, at their place of work, a person called a Safety Representative, to represent them in consultation with their employer. The Safety Representative is Mr. Lorcan Ginty.

Under the Act, the Safety Representative has the following rights:

- To make representations on Safety, Health and Welfare matters at the workplace.
- To make oral or written representation to Health and Safety Authority Inspectors and to receive advice and information from the Inspector.
- To investigate accidents and dangerous occurrences provided they do not interfere with or obstruct any official investigation.
- To carryout inspections with the prior agreement of and notice to the Group.
- To investigate potential hazards and complaints made by employees, subject to prior notice to the group.
- To accompany an inspector on an inspection tour, other than inspections resulting from any accidents.
- To be informed, by the employer, when an Inspector enters one of the Group's premises for the purpose of making a tour of inspection.
- A reasonable amount of time off from his / her normal duties without loss of remuneration.

Safety Co-ordinators

The Safety Co-ordinator is a voluntary role. The Co-ordinator assists with Safety, Health and Welfare matters in addition to their other duties.

Specifically, within their area, they will be involved in the following:

- Assist in accident investigation where requested.
- Supporting the safety policies in force within their workplace
- Monitoring the effectiveness of the safety policy within their workplace.
- Act as a point of contact on Safety matters between their Branch, the Safety Representative and the Group Health and Safety Office, where necessary
- Report unsafe conditions to their Team Leader, Dept. Manager or Group Health and Safety Officer, as appropriate.



2.6 First Aider Duties

The location of First Aid Equipment is as follows:-

- a) General Office
- b) All Science Rooms/labs
- c) Metal Work Rooms (RM 40 & RM 41)
- d) Wood Work Room (RM 44 & RM 45)
- e) Home Economics Rooms (RM 38 & RM 39)
- f) Sports Hall
- g) Kitchen
- h) Art rooms (RM 46A & 46B)

The Trained First Aiders: (2022)

- Ms Cathy Ryan
- Ms Lydia Burke
- Mr David Murphy
- Ms Yvonne Byrne
- Ms Una Kelly
- Ms Aoife Davies
- Mr Sean O'Reilly
- Ms Clara O'Shaunessy
- Ms Regina Grenham
- Mr Charlie O'Callaghan

2.7 Fire Warden Duties

The Fire Warden is a voluntary role. The Fire Warden:

- Assists in emergency evacuation and drills;
- Attends fire safety training as necessary;
- Consults with management and colleagues regarding fire safety concerns and opinions;
- Promptly reports any matters of concern to the principal, or in his/her absence, to the Group Health & Safety Officer;
- Ensures that all access and egress routes remain clear and unobstructed;
- Assists in evacuations where necessary and reports relevant comments/observations to the Group Health and Safety Office;

The following employees of The School are the designated fire wardens for the building.

1. Ms. Ursula McCabe
2. Ms Yvonne Marley
3. Mr Paul Ryder
4. Mr. Ms Sarah Gibbons



5. Mr. Martin Byrne

6. T.B.C

2.8 External Contractors

All external contractors will be appointed using procedures to ensure their competent management of Health & safety insofar as it is pertinent to their operations on behalf of the School.

The School recognizes that, as far as is reasonably practicable the place of work for these contractors must

- Be a safe place of work
- Have safe access and egress
- Be an environment free of risk from any harmful substance in the place of work.

Duties are also placed on contractors, especially under the Construction Regulation 2006 & General Application Regulations 2007, in regard to maintenance or building work. The School is concerned that contractors are compliant in their Health & Safety functions and in this regard the following control measures apply.

- Prequalification Questionnaire is completed and returned to the School bi annually.
- Contractors insurance to be checked by brokers.
- Contractor's Safety Statement to be provided.
- Method Statements to be provided for non standard operations.
- Risk Assessments to be carried out by the Contractor.

The Person(s) responsible for control of Contractors is the Principal Ms Ursula McCabe and the Board of Management.

A register of contractors on site will be controlled by the School.

Contractors working in the school buildings will be required to work the instructions and restrictions as identified by the school management in advance of the work. All contractors must provide the following as a minimum requirement after an initial meeting with the school.

- A signed Company Safety Statement
- A job specific Safe Method of Work document
- Records of employee training appropriate to the work



Part 3

Arrangements



3.1 Introduction

This section outlines the broad policies and procedures which underpin the School Safety Management regime.

It is not intended to be final or exhaustive but addresses the fundamental aspects of maintaining a safe place of work, safe environment systems of work and safety conscious staff.

3.2 Fire & Emergency Procedures

It is the objective of The School to achieve and maintain the best possible standards of fire safety within the premises.

The School conforms to the requirements of Irish and European Fire and Safety Legislation.

The objectives of the Fire Management Program are as follows:

- Provide and maintain a range of fire protection installations;
- Provide training to enable employees to carry out their duties with the minimum possibility of ignition occurring;
- Provide comprehensive instruction detailing the procedures to be followed in the event of fire occurring and ensuring that all staff are trained in their observance.

Employees are reminded of their specific responsibilities under the *Safety, Health and Welfare at Work Act, 2005 and Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

These responsibilities must be met for the management of the fire risk to be effective.

3.2.1 Fire Evacuation Drills

Bi Annual Evacuation drill will take place

Prior to a Drill

- a) The Principal will have the Local Fire Brigade and Garda Station notified that a drill is scheduled, giving time and date.
- b) Local Authority Fire Officers and Gardaí will be informed by Principal in writing one week in advance and requested to have as many of their staff as possible attend.

Following the drill, the results will be used to audit and review provisions, amending to take account of monitoring carried out.

3.2.2 Action on Observing Fires, Accidents or Emergencies

In case of fire,



1. Raise the alarm by breaking glass cover on nearest fire alarm box
2. Contact the Principal, vice Principal or fire warden and when they answer, give the following information as applicable.
 - i. Exact location of fire or other incident
 - ii. Extent of fire - state if major or minor
 - iii. Nature of accident and how many involved
 - iv. Are Gardaí required (in case of incidents?)
3. Attempt to extinguish the fire with the appropriate fire extinguisher, provided that personal safety is not put at risk, and that the individual concerned has been trained on the correct use of fire extinguishers.

3.2.3 Action on Hearing Fire Detection Alarm in Immediate Area.

In the case of an Evacuation Drill

1. Follow the directions of the Fire Wardens and leave the area by following the directional signs on the nearest exit.
2. Do not stop to collect personal belongings
3. Report to the assembly area. It is important that you do not leave the assembly area until instructed to do so. **All assembly points are in the lower car park.**
4. Fire Wardens will ensure that members of their department have evacuated the building. A check should be rapidly made on toilets, rest rooms and isolated offices.
5. The Fire Wardens or senior person on duty in each area will check if all members of his/her group who were on duty are present in their evacuation areas.
6. He/she will then report the position to the most senior person, who will be in charge of the evacuation. This person will:
 - i. Supervise the evacuation.
 - ii. Liaise with the Fire Brigade and/or Gardaí and report if anyone is missing.
 - iii. Decide, in conjunction with the Fire Brigade and/or Gardaí, and/or Army, when and if staff can return to the building.

3.2.4 Visitors

At the time of fire or emergency alarm

Visitors in the School buildings will be advised and assisted by staff members and Fire Wardens in leaving the building.



Drills

Fire Drills are to be carried out twice yearly by the School in conjunction with designation contractors (Facilities & Food Services), and staff. The procedure to be followed is similar to excavation procedure above.

3.3 Smoking Policy

The B.O.M. has designated the school as a no smoking area for members of all staff, students, and visitors.

Smoking on school grounds or while on school excursions is strictly forbidden for students, staff, and all persons associated with Old Bawn Community school.

3.4 Workplace Standards

3.4.1 Machinery General

Hazards

All use of machinery will be carried out under the supervision of the qualified teacher in a controlled environment or by contractors who have submitted the appropriate information in advance of the work.

The main hazards associated with the use of machinery include:

- Trapping between parts of a machine;
- Entanglement if unguarded or with rotating or moving parts;
- Ejection, particles or bits of machine thrown;
- Contact with moving parts causing friction burns or lacerations.

Risk Assessment

The risks associated with machinery are considered high because of the nature of the equipment and the possible severity of injury. These risks can be greatly reduced by the implementation of controls and arrangements. The risks associated with the cleaning and maintenance of machines are particularly significant. These are addressed in detail in subsequent sections.

Managements and Controls

All machinery used conforms to appropriate legislation and machinery safety standard such as: BS 5304 Code of practice for safety of machinery.

Machinery purchasing policy will reflect such specifications for machine safety. In addition to safeguarding, the machines must be laid out such that employees working nearby are not



put at risk. Safety training for machine operators were possible will form part of an integral program covering all aspects of the work to be undertaken.

General measures to control risk include:

- Proper guarding of all machinery, conforming to appropriate legislation and machinery safety standards;
- The establishment of safe working procedures for operation, cleaning and maintenance of machinery;
- Only authorised personnel will be permitted to switch out interlocks on any machinery or remove fixed guards;
- Operators will be properly trained in the operation and use of machines as per the operating instructions;
- Boilers and air receivers will be examined and certified by a competent person at regular intervals;
- All machinery safety equipment will be put on a maintenance schedule, and records kept on file;
- Fixed guards on all machines must be bolted in place.
- Areas around machines will be kept clear at all times.

Maintenance of Guards & Other Safeguards

All guards and other protective barriers provided shall be of substantial construction and constantly maintained which means maintained in an efficient state, in efficient working order and in good repair.

To help achieve this objective, the procedures outlined below should be instituted.

Normal operations

The guards etc. should be checked as part of normal maintenance. These should be carried out by the appropriate personnel such as competent technicians. Any defects found must be reported immediately and corrective action taken.

Planned Maintenance

- Regular inspection of guards in a preventative maintenance system will help ensure that damaged mesh guards, mechanical locks, worn bearings, hinges, loose bolts and screws, missing split pins, defective wiring, etc. are rectified before trouble occurs. One of the criteria for determining the frequency of such inspections will be how much machine maintenance of guards, etc. has been necessary on particular types of machines.
- Emergency stop buttons, trip wires and switches, tilt switches, broken wire switches, rotation sensing devices, etc. must be checked to ensure that they function correctly.
- Permitted openings in guards must be checked to ensure that they have not been enlarged that they no longer comply with BS 5304.



- Exhaust ventilation must be tested to ensure that the design parameters of volume and velocity have not significantly changed.
- Filters must be checked and changed as necessary so that they continue to carry out correct filtration.
- It is essential that, after any repair and maintenance work has been carried out, all the safeguarding arrangements are restored to their proper working conditions. The inspections, checking, testing, repairs, etc. should be carried out by competent persons.
- Temporary additional safeguards may be required to protect the maintenance engineers whilst they are carrying out functional checks.
- Records should be kept of:
 - i. Inspections;
 - ii. any faults found;
 - iii. any remedial action required.
- A simple reporting system for the rectification of damaged guards, exhaust ventilation, etc. their fixing or replacement, should be provided. Appropriate levels of management should also regularly check the reporting system and the items reported. These measures will be supplemented by any additional requirements shown to be necessary in the light of local knowledge.

Maintenance – General

Failure of equipment may occur in two ways:

- Gradual decline;
- Sudden failure;

Either of these may cause accidental injury or physical agents.

Maintenance activity can be classified as:

- Reactive;
- Proactive.

Where possible pro-active maintenance is the desirable norm, in some cases, reactive maintenance is unavoidable. Maintenance activities are where possible, planned and safe systems of work such as permits to work, lockout procedures, etc. are implemented when necessary. Contractors are subject to the same scrutiny and systems as are internal maintenance programs.

Lockout Procedures

When performing any type of equipment maintenance, e.g. changing rollers, working on compressors or chillers, etc. the equipment must be isolated from the power source and locked out to prevent accidental start up. In some cases, such as most office machinery, this will simply entail unplugging the machine, in others it may entail isolation of mains, tagging



and even locking out with physical locks the power supply. Adequate lockout procedures ensure that:

- The equipment is de-energised;
- All lockouts are properly tagged;
- All fuses are properly pulled.

Before restarting the machines it must be ensured that:

- All guards are in place;
- All blocks have been removed;
- All tags and blocks are removed by authorised persons only.

3.4.2 Hand Tool Safety

Hazards

Hand tools are used mainly for maintenance activities. The main hazards associated with the use of hand tools are ejection of material being worked on, sharp edges & blades and accidents caused by defective tools.

Risk Factor - Low

The risk associated with injury from hand tools is considered low.

Arrangements and Controls

The risks to users from the use of hand tools are reduced by the adoption of safe working practices. The four golden rules are:

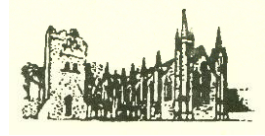
1. Use the correct tool for each type of job;
2. Use only tools which are in good condition;
3. Stow all tools safely, particularly at heights;
4. Wear eye protection when indicated.

The correct type, size and weight of tool should be selected for the job and attention should be paid to any manufacturer's instructions.

Defective or unsuitable tools can cause accidents and as such proper maintenance is critical. Grease and dirt should be regularly cleaned off. The cutting edges of tools should be kept sharp and protected when not in use. Handles of equipment should be smooth finished and maintained in good condition.

When work with a hand tool is completed the tool should be stored in the appropriate tool box or other designated storage area so as not to present a falling or tripping hazard.

All employees involved in the use of hand tools must have a knowledge and understanding of the hazards involved and the necessary precautions to be taken to reduce the risks.



Only authorised staff should have access to and the use of hand tools.

3.5 General Workplace Standards (Office & Administrative Areas)

Introduction

It is the objective of the School, to achieve and maintain the best possible safety health & welfare standards within our facilities.

The School will assess and evaluate the workplace in accordance with the principles set down in this section to ensure that the working environment is maintained to the standard required by the 2005 Safety Health & Welfare at Work Act and the subsequent SHWW (General Application) Regulations 2007.

The objectives are as follows:

- Carry out risk assessments of the environment and interface with operations.
- Take action to reduce risk where appropriate.
- Comply with the Workplace Regulations

Employees are reminded of their specific responsibilities under the *Safety, Health and Welfare at Work Act, 2005 and Safety, Health and Welfare at Work Regulations, 2007*. These responsibilities must be met for the management of the risk to be effective.

Hazards

The main hazards from working in the school include slips, trips and falls, collisions with furniture and equipment, moving furniture or equipment, injuries from hand tools such as pencils, staplers, paper cutters and office equipment, fire, musculoskeletal disorders.

Office equipment includes photocopying machines, printers, shredders, knives and letter openers. The hazards associated with this type of equipment include electrocution, burns, and lacerations, entanglement of loose clothing or long hair and fire. All such equipment in use is modern and fitted with a range of safety features.

Filing cabinets are used in office areas. The hazards include being trapped beneath a falling cabinet, or having fingers trapped between a drawer and the cabinet, tipping over or hitting against open drawers.

Risk Assessment

The risks are considered low and can be substantially reduced if due attention is paid to legislation and good practice.

Arrangements and Controls

Office, class rooms and laboratory fittings (including floor coverings, electrical, heating, lighting and ventilation systems) and office equipment (desks, chairs, drawers and filing cabinets) have to be selected with due regard for the task and the person for which they are



intended. Careful selection will reduce the risk that unsuitable fittings or equipment will be brought into use on the premises.

Risks are minimized by observation of the arrangements and controls set out below:

Installation of Machines

Machines should be positioned in a well ventilated area away from doorways. The main isolating switch should be accessible at all times. The manufacturer's manual is available for each machine, on request.

Minor Repairs

Minor repairs, such as removing blockages from the photocopier may be carried out by staff where clear instructions exist and the action presents no hazard. While machines are fitted with interlocking systems to prevent electrocution they should still be switched off and unplugged before gaining access to the interior.

Under no circumstances should staff or students use screw drivers or any other article to tamper with the inside of machines.

Major Faults

Major faults including any electrical faults, frayed wires etc. must be reported to the Principal or vice Principal. No attempt should be made by staff or students to repair electrical faults. In such cases the machine should be isolated until repaired by a qualified electrician.

Light Intensity

Photocopiers are provided with strong light covers, the intensities of which are such that there should be no hazards to health. However, staff should ensure that covers are in place when copies are made.

Filing Cabinets

Risks are minimised by purchasing only filing cabinets which allow opening of one drawer at a time. Employees using filing cabinets should observe the following safe practices:

- Store heavier items in bottom drawer;
- Start with bottom drawer when setting up files or after moving cabinet;
- Use drawer handles when opening cabinet;
- Always close file drawers after use.

Maintenance

Maintenance of fittings and equipment is critical to their safe operation and the following checks are carried out:



- Electrical equipment such as photocopiers, printers is inspected regularly and repairs are made only by a qualified technician. More specialised equipment should be serviced and repaired by outside contractors only;
- Desks and chairs are inspected for their stability, state of repair and that they are at the correct height for their users;
- Any chemicals used are inspected to ensure that they are labelled correctly, stored correctly and used correctly;
- Office storage facilities are inspected to ensure shelves are secure and not overloaded, heavy objects are properly secured and filing cabinets are secure and in a safe state of repair;
- Light fittings, diffusers and shades are inspected regularly and tubes replaced at the end of their recommended life to reduce glare and flicker effects.

Layout of Offices, Classrooms and Laboratories

The layout of the offices, classrooms and laboratories area is critical for its safe use:

- All fixtures and fittings are located where possible so as to avoid risks of falls or collisions when in use;
- All power cables are positioned where possible so as to avoid risks of trips or falls. All phone lines, cables and extensions are taped or fastened under the desk or along the baseboards. A cable cover is fitted where it is absolutely necessary that cables run across the aisle;
- Adequate means of access to and exit from the workplace is to be provided including adequate means of escape in the case of fire (which is clearly marked).

The removal of hazards to safety and health depends greatly on the maintenance of appropriate standards of housekeeping. All staff are given basic training or instruction, as appropriate, in the skills and knowledge required for their job in order to minimise the risk of accident or injury. Training or instruction will include:

- Adjustment of furniture for comfort, lighting etc.
- Safe manual handling techniques (where necessary);
- IS 291 1986, Good housekeeping practices;
- Fire safety and evacuation procedures.

3.6 Personal Protective Equipment (PPE)

Personal Protective Equipment is to be used, where appropriate, by all staff and students working in the laboratories and workshops.

PPE includes personal overalls, goggles / face shields and gloves.

Teachers are to ensure that PPE is worn by all students while working in laboratories.



Recommended PPE will be detailed to the students at the beginning of each school year for the subjects they are taking. Students will not be permitted to participate in class until they possess the required PPE.

It is noted that PPE is not provided by The School to sub contractors. Each sub contractor must provide their own PPE.

3.7 Manual Handling

Hazard

Staff will be involved in some form of manual lifting and handling as part of their daily routine. This can pose a hazard in certain circumstances. The hazards include strains or sprains of the arm, back or legs due to over-exertion as well as foot injuries from falling loads.

Risk Assessment

The risk is high in some cases due to the frequency which staff are involved in manual handling and the seriousness of injuries resulting from manual handling accidents.

Arrangements and Controls

No members of staff will be expected to lift a load that would be likely to cause injury. The risk of injury will be minimised by meeting the requirements of S.I. 299, 2007, Part IV Manual handling of loads;

General measures employed to control manual handling hazards are:

1. Attention to careful selection of personnel;
2. Provision of appropriate training in safe lifting;
3. Design or redesign of tasks to ensure that loads can be safely lifted;
4. Storing heavier objects at waist or chest level;
5. Use of mechanical lifting equipment, fork lifts, pallet trucks, bogey cars and hoists.
6. Task specific safety footwear may be required for certain activities speak to your Principal to discuss.

Training will be given to staff involved in regular lifting in appropriate manual handling techniques by a suitably qualified person at regular intervals. Such instruction has three aims:

- To minimise the risks;
- To reduce the effort;
- To show how it can be done more effectively.

It will include:

- Hazards and risks for manual handling;
- Review of the effect of manual handling on the body;
- Work place and personal factors involved in manual handling injuries;
- Control strategies with primary emphasis on work organisation, job and task design.



Where safe movement of a load, requires two or more staff or students, this should be identified. Where a situation arises where employees are in doubt, their immediate supervisor should be consulted. The risks of injury from manual handling can further be reduced by having each employee ensure that the working environment is maintained in a safe condition. This includes gangways and floors kept in a good condition and free from obstruction.

Responsibilities

Teachers are responsible for ensuring that personnel engaged in lifting utilise safe manual handling techniques and that lifting equipment is utilised where provided.

3.8 VDU and Ergonomics Regulations

3.8.1 VDU's

Hazards and Risks of Visual Display Units

There is not sufficient medical evidence to suggest that the use of a VDU will result in either short or long term effects on an operator's health. The radiation emitted by VDUs is very much less than that from natural environmental sources such as the sun and is well below the levels considered harmful by responsible bodies such as the National Radiological Protection Board. However, a number of ergonomic problems back strain, upper limb pains or visual fatigue have occurred when appropriate codes of practice and criteria have not been observed.

Arrangements and Controls

When purchasing VDUs systems tilt swivel facilities on the screen shall be provided to allow the operator to find a comfortable position avoiding fatigue in the arms or hands in accordance with SI 299 V of 2007;

VDUs are to be serviced if an operator reports drifting or flickering of images.

The importance of equipment layout is important in reducing risks. The following factors have been considered.

- i.) The work desks or surfaces has sufficiently large, low reflective surface.
- ii.) The areas in front of the keyboards are sufficient to provide support for the hands of the operators.
- iii.) Document holders, where appropriate are arranged to minimise frequent head and eye movement.
- iv.) If required, foot rests are provided.
- v.) All power cables are positioned as far as is reasonably practicable so as to avoid the risk of trips or falls.
- vi.) Desks and screens are arranged so that any bright lights are not reflected in the screen.



- vii.) Screens are not directly located at windows or bright lights so as to cause glare from reflections.
- viii.) Easy to operate curtains/ blinds are provided to cut out all unwanted light/glare
- ix.) A suitable background lighting level is required.
- x.) Local illumination is provided where required.
- xi.) An adequate level of heating, ventilation and humidity is established and maintained where possible.
- xii.) All VDU work is carried out in well ventilated and draught free offices.
- xiii.) Selection of VDU operators will largely depend upon existing skills and capabilities.

Training in V.D.U. use shall include:

- General Principles of ergonomics including the optimum adjustment of furniture, screen, keyboard, lighting, etc.
- Instruction in good keyboard technique;
- Skill development and training to enable them to benefit from enhanced job design.
- Specific training will be provided if there are any changes in operating systems or equipment.

3.8.2 Ergonomics

In compliance with legislation, general and pregnancy related work station assessments are conducted, and action is taken to eliminate any health hazard posed by the workstations / poor posture, and workplace environmental conditions.

3.9 Electrical Safety

Hazards

Portable electric tools are used mainly by those involved in maintenance work. The main hazards associated with portable electric tools are electric shock or contact with the moving part of the tool.

Risk Assessment

The risk associated with this hazard is high due to the possible severity of an injury.

Arrangements and Controls

3.9.1 General

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:



-
- a.) Equipment is correctly wired and earthed.
 - b.) Plugs are correctly wired.
 - c.) Use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
 - d.) The mains supply is still capable of meeting the maximum demand.
 - e.) The distribution system (i.e. sockets, bench supplies etc) is suitable for the type of work being carried out.
 - f.) The isolating switches are marked, well-sited, accessible and known to staff.
 - g.) Residual current (earth leakage) circuit breakers are used where appropriate.

3.9.2 Lighting

Visually check that:

- a.) All the light fittings are working and are kept in a clean condition.
- b.) Light switches are not broken and appear to be in a safe condition.
- c.) The lighting is adequate for the type of work being undertaken.

3.9.3 Plugs/Sockets/Leads

Visual inspections should be performed to ensure that plugs are in good condition with no cracks or pieces missing;

- a.) Sockets are in good condition with no cracks or pieces missing.
- b.) Socket screws and mountings are secure.
- c.) Sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp.
- d.) Indicator lights on sockets function correctly.
- e.) Insulation on leads is not cracked or frayed.
- f.) Leads are without knots or joins and are reasonably free of 'kinks'.
- g.) Leads are the correct length for the equipment being used.
- h.) There are no trailing leads.
- i.) Multi-point adaptors are not being used.
- j.) Leads and flexible cable are securely fixed at both equipment and plug ends.

3.9.4 Equipment

Equipment is periodically inspected to ensure

- a.) fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;
- b.) copies of manufacturers' instructions/operating manuals are easily accessible;
- c.) equipment is only being used for purposes for which it was intended;
- d.) where appropriate, all electrical equipment is switched off and, unplugged when not in use;
- e.) mains isolating switches are easily accessible and known to staff;



-
- f.) on/off indicator lights function correctly;
 - g.) equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
 - h.) equipment containing liquid has a leakage detector;
 - i.) all items of electrical equipment are properly and regularly maintained and serviced.

3.10 First Aid

Trained first aiders are available at all times. Named First Aiders are noted in 2.6

Suitable first aid boxes are maintained in the following areas:

- a) General Office
- b) Science Rooms
- c) Engineering Rooms (RM 40 & RM 41)
- d) Wood Work Room (RM 43 & RM 44)
- e) Home Economics Rooms (RM 38 & RM 39)
- f) Sports Hall
- g) Kitchen
- h) Art rooms (46A & 46B)

3.11 Chemicals

Hazard

The consequences of contact with hazardous chemicals and toxic substances include irritation, and sensitisation of the skin, eyes and respiratory system, long term effects and reproductive disorders.

Risk Assessment

The risk involved depends on the toxicity and the dose of a chemical.

Arrangements and Controls

General measures employed to control chemical hazards are:

- Use of material safety data sheets
- Use of chemicals where possible which have a low hazard rating;
- Provision of adequate ventilation, including local extraction where required;
- High integrity design, i.e. enclosing all process equipment so that fumes and dusts do not escape;



-
- Provision of Personal Protective Equipment (PPE) including eye protection, hand protection and body protection;
 - Requiring all personnel present in designated areas to wear appropriate eye protection
 - Displaying notices at appropriate locations advising personnel of the requirement to wear appropriate eye protection;
 - Proper design and specification of process equipment;
 - Regular maintenance of process equipment including checking of equipment and piping for corrosion;
 - Training of operators in the safe handling of chemicals and the use of P.P.E.;
 - Careful adherence to manufacturer's instructions which take account of the hazardous properties of chemicals and which are set out in their safety data sheets.

All chemicals supplied to The School must be supplied with safety data sheets and/or hazard information. These safety data sheets and those from the associated equipment must be retained and be so stored as to be available for reference purposes at the appropriate site.

3.12 Lone Working / Out of Hours Working

Out of hours working is defined as follows;

- Any School, Laboratory or Experimental work undertaken by staff outside of 8.45am - 3.45pm Monday – Thursday, 8.45a.m. – 12.45p.m. Friday.
- Any other work undertaken outside of 8.00am-6.00pm Monday – Friday Saturday, Sunday & Bank Holidays.
- Any activities in the Gymnasium 4.00pm -10.00pm Monday – Friday and 9.00am – 5.00pm Saturday and Sunday.

The School strongly recommends that in the interest of health, safety and personal security, out of hours work should only be undertaken when absolutely necessary and no other alternatives are available. Where employees or students need to undertake work out of hours they must adhere strictly to the School Policy & Procedures for Lone/Out of Hours Work.

It is to be noted that the School is used for Adult Education from 6.00pm – 10.00pm on Tuesdays and Thursdays.

3.13 Welfare Arrangements

3.13.1 Circulation Areas

- a.) Ensure that Stairways (PE Hall)



- Are fitted with sound banisters or rails;
- Are adequately lit and have emergency lighting;
- Do not have steps that are worn or broken or slippery.

b.) Ensure that Passages are

- Floor surfaces are even and are not slippery;
- Passages are adequately lit;
- Litter or rubbish has not been allowed to accumulate;
- Mats, etc, are not positioned in such a way as to be tripping hazards;
- There are no areas of loose, flaking or damaged paint, plaster or plasterboard.

c.) Ensure that doors and windows are

- Doors are unobstructed;
- Doors with glass windows have toughened or laminated glass;
- Doors with a fire resistance requirement have wire reinforced glass;
- There are no doors with:
 - i.) Loose or broken hinges;
 - ii.) Damaged or sticking catches;
 - iii.) Broken wood panels or glass panels;
 - iv.) Loose or stiff handles;
- Doors are not allowed to swing freely without restraint;
- Windows are not broken or cracked;
- Windows open easily without undue force being applied;
- Windows do not jut out dangerously when open;
- Windows are cleaned regularly;
- Windows do not have broken fastenings or cords;
- Where necessary, a window pole is available.

3.13.2 General Purpose Classrooms

As above and also ensure that

- a.) Hazards are not arising from overcrowded classrooms;
- b.) All cupboards, fixed blackboards, display units are stable;
- c.) Classroom furniture is not damaged;
- d.) Wherever possible, there are no sharp edges or corners on the furniture;
- e.) Furniture is positioned safely;
- f.) All shelf mountings are secure.

3.13.3 Art Facilities

Ensure that



- a.) Safety rules are clearly displayed in all art rooms.
- b.) Chairs and stools are sound.
- c.) Floors are in good condition and are non-slip.
- d.) Guillotines are fitted with an approved safety guard which can be locked.
- e.) Floors are swept daily and studios washed down at least every term.
- f.) Throwing wheels are maintained properly.
- g.) All containers are labelled clearly.
- h.) All foam materials are stored away from heat sources.
- i.) Filters in fan assisted heating systems are cleaned weekly.
- j.) Materials and partly finished work are stored safely.

3.13.4 Home Economics Facilities

Ensure that

- a.) Safety rules are clearly displayed in all home economics rooms.
- b.) The layout of the rooms is such as to allow safe access/exit/ circulation, bearing in mind the numbers of pupils accommodated.
- c.) First aid boxes are available in all home economics rooms.
- d.) Floors are in good condition and are non-slip.
- e.) Working surfaces are in good condition and are impermeable.
- f.) Refrigerators and freezers are operating within safety temperature ranges and are only used for the storage of foods.
- g.) There is a wash basin with hot water, soap, nail brush and disposable towels for washing hands prior to handling foods.
- h.) All cleaning materials and other potentially dangerous substances are stored correctly, clearly labelled and the shelf life is known and kept in check.

3.13.5 Gymnasium

Ensure that

- a.) First aid boxes are easily accessible.
- b.) Floors are clean, even, non-slip and splinter proof.
- c.) All brackets securing ropes, wall bars etc are sound.
- d.) PE equipment is stacked securely and positioned so as not to cause a hazard.
- e.) There is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings.
- f.) Wooden beams, benches etc are free from splinters and generally sound.
- g.) Vaulting horses, beams and benches are stable and do not wobble when in use.
- h.) There are no broken tiles or sharp edges in showers.
- i.) Showers and foot baths are in working order and are kept clean and disinfected.
- j.) Changing rooms are kept clean, tidy and disinfected.
- k.) On the separate Landing:
 - Steps are not damaged.



- Steps have an adequate handrail.
- Lighting is properly wired and earthed, and stored correctly when not in use.

3.13.6 Non-Teaching Areas

- a.) Ensure that within offices substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/ duplicating machines are operated is adequately ventilated.
- b.) Kitchen areas
 - The kitchen area is restricted to kitchen staff and senior management.
 - The kitchen/dining area is kept clean.
 - The kitchen floors are sound and non-slip, especially when wet.
 - First aid boxes are available in the kitchen area.
 - Equipment is adequately guarded.
- c.) Boiler rooms
 - There is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags).
 - All safety devices in the boiler room are in proper working order.
 - The boiler is regularly maintained by a competent person.
 - All cleaning materials, particularly those which might be hazardous, are securely stored.
- d.) Staff facilities
 - The staffroom is clean, warm and well lit.
 - There are adequate cloakroom facilities and storage facilities for personal belongings, books etc.
 - The staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables or desks for working and with comfortable seating.
 - There is provision for tea and coffee to be made.
 - Staff sanitary facilities are suitable, sufficient and properly cleaned.

3.13.7 Hygiene

Ensure that the following are available:

- a) Soap
- b) Hand drying facilities
- c) Hot water
- d) Toilet paper
- e) Litter bin per classroom
- f) Provision for disposal of sanitary towels



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- g) Safe, suitable, sufficient and properly cleaned sanitary facilities.

Ensure that:

- a) There are no uneven/broken/cracked paving slabs.
- b) Outside steps are secure, with a firmly fixed handrail.
- c) Roofs, guttering, drain pipes etc. Are, as far as can be seen, sound and well maintained.
- d) All play areas are kept clean and free from glass.
- e) Outside play/PE appliances are securely anchored.
- f) Holes for goalposts, netball posts, and tennis posts are covered when posts are not in position.
- g) Outside lighting works and is sufficient.
- h) All parking facilities for cars and cycles are safe in regard to the presence of pedestrians.
- i) All builders' materials, caretakers' maintenance equipment etc, are kept securely.

3.14 Safety Signs

Extra signs have been added at various points through out the School buildings. There has also been safety signs and new road markings added to the roads on the grounds of the school and in the car park area.

3.15 Gas Safety

Hazards

Two distinct hazards exist in relation to the use of gases:

- Those of the gas itself by virtue of its chemical or physical properties;
- Those of a mechanical nature associated with the size, shape and weight of its associated cylinder.

Risks

The risks associated with these hazards include that of fire and explosion, release of toxic or noxious material into the work area or surrounding atmosphere, injuries to feet, fingers and back, and damage to nearby equipment or the building structure itself.

However, if the safe working practices outlined in this standard are adopted the likelihood of an accident occurring can be maintained at an acceptable level.

Arrangements and Control

The adoption of the following precautions will reduce the risks associated with the use of gas cylinders or any possible leakage in systems. It should be noted however that every gas and its safe storage should be individually assessed with particular attention being paid to any manufacturer's instructions provided.



The actual receipt of gas cylinders onto the premises is the first point at which safety can be ensured by correct identification of the gas involved, checking for damage to containers and maintenance of records of receipt. After that the correct transport, handling and storage techniques as outlined below will further reduce any risk of accidents;

- Correct lifting of heavy cylinders will avoid injuries to toes, feet and back.
- The handling of all gas cylinders is carried out using the correct protective equipment, gloves and safety shoes should be used, clothing should be dry and oil free, a face shield be used if splashing is likely, there should be no areas likely to harbour or trap liquid gas on clothing, such as pockets.
- Care should be taken when handling cylinders to avoid opening the main valve as this will lead to the rapid flow of gas from the cylinder. This may cause the cylinder effectively to become a missile causing damage to both personnel and equipment.
- Alternatively it may cause an increase in the concentration of the gas in the work area which will affect staff or could lead to fire or explosion depending on the gas involved.
- The transport of cylinders around the premises is by trolleys or cradles whereby the cylinder can be stored upright and can be securely fastened.
- The valve should always be shut before placing a cylinder on a trolley.
- Always use care as opposed to force when opening valves and the correct standard key.
- Cylinders are stored in an upright and secure position to avoid the danger of falling or tripping.
- Never roll a cylinder or use it as a roller for moving other material.
- Routine checks are carried out of the condition of cylinders and their attachments or fittings. Any repairs necessary will be carried out by a competent person.

The location of the storage area for compressed gas cylinders is of paramount importance in reducing the risk of accidents.

Ensure it is:

- Internal but well ventilated.
- Sited away from sources of heat or ignition.
- Readily identifiable by warning signs.
- Secure.
- Exclusive to the storage of cylinders.
- Separated into two areas, one for full containers and one for the empty containers which should be clearly marked as such.
- Easily accessible for the delivery and removal of cylinders with no obstructions.
- Equipped in such a manner as to allow for the correct upright and safe storage of the cylinders.



3.16 Accidents and Incidents

The basic philosophy of the School is that no member of staff, student or visitor should be subjected to any preventable injury, no matter how slight the consequences may be. Therefore it is essential that all accidents and dangerous occurrences with actual potential for injury are reported immediately and fully to the Safety Director

The necessity of this procedure is to:

- Ensure that any injury resulting from an accident is properly treated.
- Enable The School to prevent accidents by taking appropriate action in individual cases.
- Compile accident statistics so that action can be taken on the problems identified.
- Enable The School to comply with its legal duties to report relevant accidents to the authorities.
- Ensure The School complies with its insurance policies.

All near misses, incidents and accidents must be recorded in the national incident report form and submitted to the Principal. The Principal will forward them to the state claims agency.

While all staff members have an obligation to report all near misses, accidents and incidents, the decision whether to have a more in depth investigation will be taken by the Principal. All report forms should be returned to the Principal as soon as possible.

All staff and students are obliged to co-operate fully and immediately with any investigation and provide any information which may be useful in establishing the circumstances surrounding an accident or dangerous occurrence.

3.17 Training

The provision of appropriate training and instruction is an important element in the management of safety and the implementation of this safety statement. Such training is also a legal requirement in controlling many of the risks identified by Old Bawn Community School. Training and instruction also serve to improve safety awareness and attitudes that are essential for effective safety management.

In addition to our statutory duty to employees, the School also has a common law duty to all students to provide such training as is necessary to enable the students to undertake their studies in a manner which, in so far as it is reasonably practicable, is safe and does not give rise to risks to health or expose the individual student or other persons to unacceptable levels of risk. The provision and extent of any necessary training is dependent upon

1. The nature of the academic discipline being pursued,
2. The experience and disposition of the students involved,



3. Their familiarity with any equipment/substances to be utilised,
4. The environment/conditions where the activities may be discharged,
5. The extent to which supervision is necessary and available.

The Health and Safety Officer is responsible for providing the following specific Health and Safety Training on an ongoing basis;

1. Manual Handling Training
2. Fire Warden Training
3. First Aid Training
4. Emergency Response Plan Training
5. Risk Assessment & Control Training
6. Office Ergonomics Training
7. Other central training where risk assessment identifies specific campus need

3.18.1 Noise

The Safety, Health and Welfare at Work (General Application) Regs 2007 states an employer should make available preventative audio testing. Noise is a problem when it exceeds 80db. Where noise ranges between 80db and 85db ear protection must be available. Where noise exceeds 85db it is necessary to supervise the wearing of ear protection. Noise levels should be kept to a minimum and noisy machines switched off when not in use and not allowed to idle.

3.18.2 Chemicals agent code of practice (Air quality)

The chemical agents code of practice contains a set of EU occupation exposure limit values (OELV) these limits are monitored and when exceeded, remedial action to be taken to restore air quality inline with the OELVs.

3.19 Pregnancy

Under the terms of the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work (General Application) Regs 2007 an employer should consider an employee pregnant when the employee notifies the employer that she is pregnant. However, the employer's responsibilities and obligations still apply if the employee chooses not to inform the employer, but it is apparent that she is pregnant.

It should be noted that pregnancy is not an illness. However, precautions must be taken by management to protect the Safety, Health and Welfare of pregnant employees and the developing child, as they may be at greater risk during pregnancy when doing the same work as colleagues.



There is an increased risk of

- Slips, trips and falls from uneven surfaces, training wires, loose boxes, wet or slippery surfaces.
- Exposure to chemical/biological agents that may be harmful to the unborn child.
- Fatigue.

While in general the Group's activities are low risk, tasks which may have been routine before pregnancy may become more hazardous. Therefore a separate Hazard Identification and Risk Assessment of the pregnant employee's working processes and environment should take place. This assessment is intended to identify any hazard which may present a risk to the pregnant employee or unborn child. If the assessment reveals a potential risk it will be necessary to temporarily adjust the employees working conditions. The Risk Assessment will be completed in the following circumstances:

- When advised by an employee,
- On becoming aware that an employee is pregnant.
- When an employee has given birth, i.e. within the first 14 weeks after birth,
- When breastfeeding, i.e. within the first 26 weeks after birth.

A copy Risk Assessment will be held in Section 5.2.1 of the Safety Statement. Allied to this, an ergonomic assessment should be carried out (to ensure that footrests are issued, and rest breaks provided, etc.).

3.20 Accessibility

Access and egress routes must be kept clear at all times.

Persons with specific needs must inform the school management of their requirements.

The school has implementing a traffic management system within the grounds.

- a.) There is a policy in place that no student can park within the grounds unless they have a full licence, an insurance policy in their own name and produce the necessary documentation.
- b.) There is a speed limit within the grounds of 8kmph which must be obeyed at all times.
- c.) There is supervision in place to insure that parents who are dropping off students do so in a safe manner and use the round about correctly. This is from 08.00 to 08.45 in the morning, 11:45 to 12:45 at lunch time and after 15:45 in the afternoon.
- d.) Buses and parents may use the top half of the lower carpark within the school grounds for set down, at times of high congestions.
- e.) There is a designated cycle track in place on the grounds for students who come to school on bicycle.



3.21 Bully & Harassment

The School is committed to a workplace free from bullying and harassment of any kind. Bullying, sexual harassment and harassment by staff members or non-staff members (such as students, contractors and other contacts) will not be tolerated and may lead to the termination/non-renewal of employment/services, exclusion from the premises or the imposition of other appropriate sanctions taking into consideration all facts and reports of the particular case.

The members of staff should make themselves familiar with the contents of the Department of Education bullying & Stress policy.

The school's Anti-Bullying Policy for students, states that bullying breaks the school's rules, because if you hurt, threaten or frighten someone you are not treating them with respect. The policy is available from the Principal's Office, on the Admission and Enrolment form and in the school Diary which every student receives on an annual basis.

Bullying is not acceptable and will not be tolerated.

You must not:

- hit, kick or push other students
- jeer them or their families
- steal or damage their property
- threaten them in any way
- target individuals through social media to cause harm or distress

This applies in class, on the corridors, in the grounds through social media, texting and on the way to and from school.

We want Old Bawn Community School to be a place where:

1. Students, staff and parents treat each other fairly and with respect.
2. Bullying behaviour is not tolerated, this includes: name calling, physical, racist or sexist abuse.
3. Students, staff and parents feel safe and are able to report bullying without being afraid.
4. People support each other and problems are resolved.

Our full anti-bullying policy is available on www.oldbawncs.ie.

3.22 Alcohol and Drugs

The School has a duty under legislation to ensure the health and safety of staff and students, and others at work. Our alcohol and drug policy is not intended to intrude upon the privacy of individuals, particularly in health matters, where their condition does not affect their conduct or performance at work. The School however, is concerned where health or



behaviour impairs the conduct, safety or work performance of its staff and it recognises that the misuse of alcohol or substance abuse may be a cause of such impairment.

Our policy aims to take positive action to prevent drink and/or substance-related problems affecting staff and to help those affected, as far as is reasonably practicable.

Students and parents should make themselves familiar with the contents of the School's Code of Behaviour. The code is available from the Principal's Office and in the school journal which every student receives on an annual basis.

3.23 Stress

The School recognises that from time to time staff may experience work related stress. It is our aim to be proactive in the reduction / management of sources of stress. Staff members who are subject to occupational stressors are encouraged to seek assistance from the school management.

3.24 After School Activities

The school policy is to ensure that the students can partake in after school activities in a safe and productive manner. The activities are all managed by assigned teachers with the support and knowledge of the school management.

Local sports clubs, parents, community groups may be involved in the after school activities, it is the requirement of the school management to ensure the individuals involved are suitable for the task and are familiar with the school policies, procedures and reporting mechanism.

The following activities are provided:

- Homework clubs
- Hurling & Football
- Basketball
- Camogie
- Soccer
- Boxing
- Stage Crew
- Rugby
- Gaisce
- Badminton
- Drama
- Chess clubs
- Debating
- Music/Choir

The teachers assigned to the management of the individual activity must ensure the safe access and egress to the activity and ensure emergency procedures are in place.



Part 4

Risk Assessment Methodology

4.1 Hazard Identification / Risk Assessment Methodology

Risk Assessment



Risk Assessments are completed for all hazards related to the school. All teachers and other staff must make themselves familiar with the specific risks assessments applicable to their role within the school. To safeguard the health and safety of all employees and students each area is examined to identify hazards and adequate arrangements made to eliminate or minimise risk. All hazards, reasonably foreseeable, are identified, eliminated where practicable and adequate arrangements formulated to safeguard against them before any operations commence. Best practice is the removal of risk where practicable and the use of all reasonable precautions thereafter. The hazards identification, assessment of their risks and precautions to be taken as set out in the branch risk assessment are the minimum requirements accepted by the School for its direct employees and Sub-Contractor.

Risk Rating System

Risk Assessment will be co-coordinated by School Management in consultation with the teaching staff members and those affected. Each Risk Assessment must have a reference number e.g., RA 01. All task, work equipment, work areas and building facilities should be systematically examined to identify the hazards associated with each. The risks can then be assessed to get the risk level, using the risk matrix below. Where the risk level is found to be medium or high, control measures must be decided upon to reduce the risk level to Low.

In order to simplify the task of rating the level of risk as either being High, Medium or Low, the following system will apply:

(Likelihood or Probability Rating 1-5)

- 1- Very unlikely to occur
- 2- Unlikely to occur
- 3- Even chance of occurring
- 4- Very likely to occur
- 5- Almost certain to occur

(Consequence Rating 1-5)

- 1- No injury or damage likely
- 2- Minor injury/minor damage possible
- 3- Lost time injury likely – some property damage likely
- 4- Serious physical harm/likely substantial property damage likely
- 5- Fatality/Extensive property damage likely



(Highest possible Rating 25)

1 – 8	Low Risk	
9 - 14	Medium Risk	
15 - 25	High Risk	

		Consequence				
		5	4	3	2	1
Likelihood	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

Risk Assessment Summary

1. Identify and record hazards using appropriate form.
2. Rate the level of risk involved with each hazard
3. Specify control measures required to eliminate hazard or reduce risk to Low
4. Implement the controls (responsible person)
5. Monitor and Review
6. Provide information, training, instruction and supervision as required. Record these events as appropriate

4.2 Methodology for Introducing Control Measures

1. Old Bawn Community School will define policy for assessment of risk

This is a corporate commitment to identify hazards to health and safety for staff, visitors and others, and to evaluate the risks created by those hazards so as to decide upon effective controls.

2. Old Bawn Community School will set up a group or team to achieve this policy

The School will appoint persons, through their job descriptions or directly, to take responsibility for carrying out the hazard identification and risk assessment process. This can be done by supported managers, teams of staff, external consultants or others.



The School will ensure that the people concerned are either competent in the health and safety legal sense and / or have access to competent persons for assistance in their work.

3. Old Bawn Community School will record the findings and use the records as part of the review process

The School will document and record the findings and use our intranet to communicate the findings. Persons can respond to any of the concluded findings.

4. Old Bawn Community School will monitor the measures

This can take the form of annual audits (a suggested minimum for all risks), quarterly and monthly reviews. Extra controls can also involve training staff, raising their awareness about the hazards.



Part 5

Appendices



Appendix 1

Material Safety Data Sheets (MSDS) (Now called SDS)

It is the requirement of the School that all MSDS risks and control measures are brought to the immediate attention of our Principal and the head of the faculty.

Copies of all MSDS are to be kept in the storage location of the associated hazardous substance and to be clearly identifiable.

In cases of risks which may affect persons outside those competent to deal with those said risks the school require a detailed route plan to avoid such risks and also a cause and effect analysis should such an event occur.

It is noted that material safety data sheets for materials used by sub contractors are to be controlled by the contractor themselves.



Appendix 2 **O&M Manuals**

Manuals for the physical environment are to be retained in the safety file which is stored digitally.



Appendix 3 Safety File

The Old Bawn Community School Safety file is stored digitally. Access to information required by contractors will be facilitated.



Appendix 4

Method Statements

Method statements for non standard operations are retained digitally by the school's administration department.

It is noted that method statements for subcontractors and contracted out functions are to form part of each contractor's safety management system.

Copies are retained by the administration department.



Appendix 5

Fire Safety Management Procedures

Note: The fire safety register will form a separate document, recording all necessary information.

1. Arrangements and Controls

Fire Safety depends on full consideration of the fire risk involved in all items of the workplace, be it equipment, furniture, fittings, coverings, paints, paper, layout, structure etc. Such items require careful selection whereby the risk of fire may be reduced and also on-going maintenance to ensure their continued fire safety. General measures for the control of fire hazard include:

- Training of Staff Members in fire safety.
- Training of designated staff in fire fighting procedures.
- Provision of adequate fire extinguishers and fire fighting equipment, and regular servicing of this equipment.
- Effective housekeeping, storage of materials.
- Routine inspection and checking of fire fighting equipment.
- Provision of automatic fire detection equipment.
- Segregation of flammable substances from ignition sources and oxidising agents.
- Controlled use of naked flames.
- Proper design, specification and maintenance of all electrical equipment.
- Proper design of buildings to minimise the spread of fire.
- Installation of electrical equipment by trained and qualified persons.
- Prohibition of smoking in all areas (except designated external areas).
- Electrical bonding and earthing to minimise static electricity hazard.



2. Maintenance

The fire alarm and detection system is installed and a certificate of installation and commissioning is obtained and kept on the premises for inspection in accordance with the requirements of IS 3218, Code of practice for fire detection and alarm systems for buildings.

All fire extinguishers should be installed to the requirements of IS 291 1986, *the use sitting and maintenance of portable fire extinguishers*.

The building should be inspected to ensure that:

- On a daily basis all exits are unlocked and available or capable of being opened in the event of fire.
- All escapes routes are clear of any obstructions; fire safety signs and call points are not obscured.
- All parts of the premises are checked with particular attention being paid to those parts not normally visited by staff storerooms, cloakrooms, etc.
- A daily final inspection is carried out in vacated areas to ensure that the premises are left in a safe condition.
- Heaters of all types should be checked so that clear areas are maintained around them.
- Electrical wiring is well insulated and not subject to overload.
- Suitable facilities for the disposal of lighted smoking materials are maintained where smoking is permitted. This consists of suitable receptacle for extinguishment and also metal bins with lids in which the 'quenched' materials are disposed of at the end of the day.
- The layout, constructional materials, and contents of a building play an important part in determining the rate and extent of fire spread. Consideration is therefore given to:
 1. Structural precautions,
 2. Subdividing the building into the smallest practicable compartments of fire resisting construction to contain a fire within it and ensure structural stability.
 3. All appropriate staff be provided with information, instruction, training and supervision:
 - i. To recognise fire risks and act accordingly.
 - ii. To learn about the specific fire hazards in the job they do.
 - iii. Systems such as gas detection and fire alarms panels are maintained as per manufacturer's guidelines, any alarms should be thoroughly investigated.

An appropriate degree of supervisory control must be exercised to ensure that a safe working environment, a safe system of work and safe plant and equipment are acquired and maintained to ensure fire safety.



3. Organisation and Responsibilities

The Principal or his/her fire wardens are responsible for ensuring that:

- The fire management program is observed and fire safety records are kept on the premises;
- All members of staff & students understand and accept their responsibilities;
- All members of staff are trained in fire awareness and evacuation procedures;
- All new equipment conform to recognised fire safety & CE standards;
- Fire drills are carried out at least twice annually;
- The fire management program is continually monitored with procedures and fire warden registers are updated as necessary.
- The "No Smoking" rule is observed:
- Signs prohibiting smoking are prominently displayed.
- All portable fire fighting equipment is available for use and not obstructed;
- All fire doors are not impeded and kept closed outside of normal working hours;
- Items are not allowed accumulate at fire points, on escape routes, corridors etc.
- Fire Wardens together with managers and supervisors are responsible for ensuring that:
 - i. All staff is evacuated in the event of fire;
 - ii. Fire wardens will sign in to the evacuation controller at the assembly point after evacuation.
- The Facility Manager is responsible for ensuring that:-
 - i. Fire protection installations including fixed fire fighting installations, fire alarm system, gas detection systems & emergency lighting and PA system are maintained on a regular basis and all relevant details recorded.
 - ii. Fire protection equipment and emergency exits are properly identified;

Routine plant maintenance program is in place for the electrical installation, boilers and plant rooms etc.

4. Training and Instruction

Staff

Selected staff will receive training in fire safety management. This will include

- Housekeeping;
- Use of flammable liquids;
- Electrical installations;
- Smoking rules.

They will be instructed on:

- What to do on hearing the fire alarm;
- What to do on discovering a fire.



Fire Wardens

Fire Wardens will receive the following training:

- Use of fire fighting equipment (extinguishers and hose reels);
- Identification of fire hazards and how these are to be controlled;
- Their responsibilities within the fire management program.

5. Notices

Fire instruction notices will be provided in each functional area. These will detail, in concise terms, the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm.

6. Monitoring Fire hazards

Once the fire prevention system has been established it is necessary that routine inspections are carried out to ensure that it is permanently maintained. It is proposed that checklists are used. These will operate periodically as part of the Fire Safety Management's Inspection Program.

7. Fire protection installations

The following inspection and maintenance programs are in place. Records for each inspection are logged in accordance with the appropriate standard. These records are kept in the fire safety register and include the checks on associated items (e.g. electromagnetic catches) as specified by the safety file.

8. Fire Alarm

Bell test be carried out when the principal deems necessary.

Quarterly maintenance of the fire alarm (ADT)

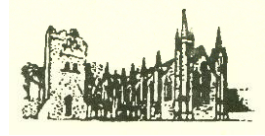
Half yearly (evacuation drill)

Annually Statutory inspection to IS 3218

9. Emergency Lighting

Quarterly by nominated contractor (ADT)

Annually Inspection by approved contractor to IS 3217



10. Extinguishers

Bi-Annually Inspections to IS 291 by approved contractor (Cara Fire).

11. Excavation Procedures

As part of the Fire Safety Management Programme Old Bawn Community School has prepared detailed evacuation procedures. Please familiarise yourselves with these procedures which can be accessed from the Fire register.



Appendix 6

List of Contents of First Aid Kits

First Aid Kits

Contents of First Aid Kit

3 No.	Wallet of felt type plasters
2 No.	Sterile Eye Pads
2 No.	Individually Wrapped Triangular Bandages
12 No.	Safety Pins
6 No.	Medium individually wrapped Sterile Un-medicated wound Dressings
2 No.	Large Individually Wrapped Sterile Un-medicated Wound Dressings
8 No.	Individually Wrapped Wipes
1 No.	Paramedic Scissors
2 No.	Polyvinyl Gloves
1 No.	Sterile Eye Wash
1 No.	3” roller bandage
1 No.	Roll White Lint
1 No.	Tweezers.
1 No.	Burneze

The Caretakers, with the agreed contractor renews first aid supplies

Generally, first aid supplies are renewed annually but an additional supply of first aid equipment is kept in the general office if needed.



Appendix 7

The Pregnant Worker

1. Introduction

- 1.1 The Council Directive 92/85/EEC of October 1992, introduces measures to encourage Improvements in the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding.
- 1.2 New legislation required to implement the European Directive on pregnant workers was introduced into the Management of Health and Safety at Work Regulations 1992 by the Management of Health and Safety at Work Regulations 1994 with effect from 1st December 1994. Subsequently by the Management of Health and Safety at Work Regulations 1999.
- 1.3 Article 15 of Council Directive 89/391/EEC of 12th June 1989 on the introduction of measures to encourage improvements in the health and safety of workers at work provides that particularly sensitive risk groups be protected against the dangers which specifically affect them. Pregnant workers, workers who have recently given birth or who are breastfeeding, must be considered a specific risk group in many respects and measures must be taken with regard to their safety and health.
- 1.4 A new or expectant mother is defined as:
 - ‘ A worker who is pregnant, who has given birth within the previous six months or who is breastfeeding’.Given birth is defined as:
 - A worker who has delivered a living child, on or after 24 weeks of pregnancy, a still born child’.
- 1.5 Employees have a responsibility to make their employer aware of their pregnancy or that they are new mothers or breastfeeding.

2. General Policy Statement

The School attaches great importance to the health and safety of staff members. The School recognises that high standards of health and safety can contribute to the success of the organisation by preserving and developing human and physical resources and by reducing unnecessary costs and liabilities. It is the Policy of the School to establish and maintain, as far as reasonably practicable, non-hazardous working conditions for all aspects of health and safety at work including the commitment to allocate appropriate resources. This policy is part of the School’s commitment to comply with Health and Safety Legislation. The School is committed to ensuring that new and expectant mothers



are not exposed to any significant risk. Risks include those to the unborn child or child of a mother, who is breastfeeding, not just risks to the mother herself.

3. Scope

This policy applies to all workplaces and individuals employed by the School.

4. Legal Requirements

The legislation implementing the European Directive on Pregnant Workers has a number of requirements; these include the following:

4.1 Employers Duties

- 4.1.1 The employer must take particular account of risks to new and expectant mothers when assessing risk in work activity.
- 4.1.2 If the employer has identified a significant risk to the health and safety of a new or expectant mother, the employer must decide what action to take. The employer should in all cases consider removing the hazard or seek to prevent exposure to the risk. Where this is not feasible the risk should be controlled.
- 4.1.3 If there is still a significant risk at work to the safety or health of a new or expectant mother, which goes beyond the level of risk to be expected outside the workplace, the following steps should be taken to remove the employee from the risk:
 - ii) temporarily adjust the working conditions and/or hours of work; or if it is not reasonable to do so, or would not avoid the risk,
 - iii) offer suitable alternative work; or if that is not feasible,
 - iv) Give the employee paid leave for as long as necessary to protect her safety or health or that of her child.

These actions are only necessary where as a result of risk assessment there is genuine concern. If there is any doubt, the employer should seek professional advice (e.g. occupational health) on what the risks are and whether they arise from work before offering alternative employment or paid leave. The regulations provide that the employer must take action as set out above when informed in writing that an employee is pregnant.



-
- 4.1.4 The employer must keep the risk under review as although the hazard may remain constant, the possibility of damage to the worker or her foetus as a result of a hazard may vary at different stages of pregnancy.
 - 4.1.5 The employer must provide suitable facilities for workers who are pregnant or breastfeeding, to rest.
 - 4.1.6 The regulations require that if an employee who is a new or expectant mother works at night, and has a medical certificate stating that night work could affect her health or safety, the employer must undertake the following steps.
 - i) Offer suitable alternative daytime work, or if that is not possible,
 - ii) Give paid leave for as long as is necessary to protect the employee's health or safety.

4.2 Employees' Duties/Rights

- 4.2.1 Employees if requested by the employer must provide a certificate from a Registered Medical Practitioner or a Registered Midwife, confirming the pregnancy.
- 4.2.2 Employees have a responsibility to make their employers aware of their pregnancy, or that they are a new mother or breastfeeding.
- 4.2.3 Employees have a responsibility to protect their own health at work and must take the appropriate measures to protect themselves.
- 4.2.4 Employees have a responsibility to inform their employers of any medical or midwifery advice they have received which would affect the risk assessment process.
- 4.2.5 Employees have a responsibility to inform their employer when they cease to breastfeed.

5. Maternity Leave

Members of staff are entitled to maternity leave within the School as detailed by the Department of education and Science.

6. Ante-Natal Appointments

The employee is entitled to reasonable time off to attend antenatal appointments. The employee may be asked by the employer to provide verification of appointments.



7. Responsibilities

- 7.1 The Principal has overall responsibility for the effective operation of this policy throughout the School.
- 7.2 It will be ensured that a risk assessment is undertaken immediately they are notified that an employee is a new or expectant mother or is breastfeeding. The risk assessment should be undertaken in accordance with the guidance and checklist as attached to this policy (Below).
- 7.3 The Principal will ensure that follow up risk assessments are completed at 18 weeks, 28 weeks and on return to work of the employee. The risk assessments should continue for a period of six months following the employee's return to work or continue for employees who are breastfeeding until they inform the employer that they have ceased to breastfeed. The risk assessments are completed to ensure that no changes have occurred which will affect the health and safety of the unborn child, child of a mother who is breastfeeding or the mother herself.

8. Employees Responsibility

Employees have a responsibility for their own safety by:-

- Notifying the employer as early as possible, in the event of pregnancy, or if they are breastfeeding. Enabling the employer to reassess any risks and take necessary action.
- Immunisation and regular health checks are recommended.
- If there has been a delay in notifying the employer of the pregnancy, and the assessment shows an increased risk, then the employee should seek further advice.
- The employee should always inform their GP and midwife of the type of occupation they are in.

9. Manual Handling

Most pregnant women are capable of lifting normally during the first few months of a normal pregnancy. After twenty weeks, lifting becomes more difficult. Women



recovering from childbirth by caesarean section need particular restrictions from lifting heavy weights for three months after birth.

10. Legislation and Guidance

10.1 Legislation

Council Directive 92/85/EEC - Pregnant Workers Directive;
Management of Health and Safety at Work Regulations 1992;
Management of Health and Safety at Work (amendment) Regulations 1994;
Management of Health and Safety at Work Regulations 1999;
Manual Handling Operations Regulations 1992;
Ionising Radiation Regulations 1985 and support Approved Codes of Practice;
Control of Substances Hazardous to Health (COSHH) Regulations;
Chemicals (Hazard Information and Packaging) Regulations 1993;
Management of Health and Safety and Welfare Regulations;
Chemical agents code of practice 2020



ASSESSMENT CHECKLIST

Employee Name: _____ Department: _____

Is the employee likely to be at risk from:

	Yes	No
1.Shocks, Vibration or Movement		
2.Manual Handling Activities		
3.Ionizing Radiation		
4.Movement or Posture		
5.Mental and Physical Fatigue		
6.Chemical Agents or Substances i.e. Drugs		
7.Biological Agents i.e. Smoking		
8.Other including Violence and Aggression		

To reduce/eliminate the risks identified above the following action has been discussed and agreed with the employee.

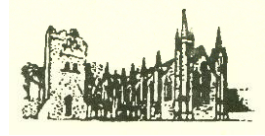
The location of the quiet room is: _____

ACTION REQUIRED	BY WHOM	WHEN
_____	_____	_____

Review Dates Agreed

Signed: _____ Date: _____

(Principal)



**RISK ASSESSMENT under the COMPANY POLICY for NEW and
EXPECTANT MOTHERS at WORK**

Employee Name: _____

Department: _____

Assessment Undertaken by: _____

Stage of the Pregnancy: _____

EMPLOYEE TRAINING

Before conducting the assessment check the following:

- 1 Is the employee likely to be exposed to any hazardous substances?

2. It is in the employee’s best interest for the employer to be made aware of any other health factors that could be relevant to the assessment. _____
3. When was the employee last trained and is she competent in the following?

	Date Trained	Competent	Extra Training Required
Manual Handling			
Safe Practices on VDU’s			
Control & Restraint Practices			
Infection Control			

5. If the employee is in a high risk area, is there likely to be an opportunity for her to transfer to a lower risk area, if so where?

6. The location of a “quiet room” for the employee to rest, breastfeed or express breast milk is: _____



RISK ASSESSMENT

Name:	Location	Position
-------	----------	----------

First Assessment Date	By:
18 Weeks Date	By:
28 Weeks Date	By:
Return to Work Date	By:

Comments:

ACTION PLAN

To reduce/eliminate the risks identified above the following action has been discussed and agreed.

No	Action Required	Who is responsible	Time scale

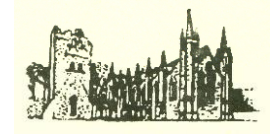


A review date was agreed for the _____ at _____ when _____ will be approximately _____ weeks pregnant.

Signature: _____ Date: _____
(Assessor)

Appendix 8 Permit to work

Area of Works:		Permit No:	
Date/s of Work:		Time From:	To:
Company Name:		No of personnel (including supervisor)	
Name of supervisor:		Mobile No:	
Emergency/24 Hours Contact Name:		Contact Number:	
Operatives Names:	1.	2.	
3.	4.	5.	
6.	7.	8.	
9.	10.	11.	
Work to be carried out:			
Permit List:		ONLY relevant permits to be filled out and attached to this cover permit.	
		Permit Required? Please Circle	



Is mall access required? E.g. materials delivery	Yes / No
Are services works being undertaken? E.g. connection of new services, maintenance repair of existing services (fire alarm, A/C)	Yes / No
Are hot works being undertaken? E.g. Hot torch, grinding, cutting work	Yes / No
Is out of demise line work required? E.g. shop front work	Yes / No
Are Sprinkler maintenance/repair works being undertaken?	Yes / No
Will works generate dust? E.g. grinding works, sweeping etc...	Yes / No (As per Work Method Statement)
Relevant Insurance details included	Mandatory
Permit Approval – This permit is issued under the following conditions:	
NOTE: The WORK METHOD STATEMENT MUST be filled in and attached.	
Any damage caused to the Landlord finishes or services during works carried out are to be reported.	
All works in public areas must be carried out, outside of Building Trading Hours between 8.00am – 6.00pm. This also applies to works creating a public nuisance (e.g. access, noise, dust).	
Name of person approving permit:	
Signature of person approving permit:	
Date of approval of permit:	Time of approval of permit am/pm



Appendix 9

Definitions

Definitions:

THE SCHOOL	Old Bawn Community School
FM	Facilities Manager
SHWAWA	Safety Health & Welfare at Work Act
SWP	Safe Work procedure
LOTO	Lock out Tag Out
DBA	Decibels
PTW	Permit to Work
HAS	Health & Safety Authority

Hazard

A Hazard is any substance, article, material or practice within a workplace, which has the potential to cause harm to employees at work or visitors to that workplace. Hazards are categorised as Physical, Chemical, Biological, Organisational, Environmental or Human.

Risk

Is the potential of the hazard to become realised.



The provisions and requirements of this Permit are acknowledged and accepted by:

Foreman: _____

The Company Name: _____

Contact Number: _____

Date ____/____/____ Time _____

Signed:_____.

This Permit is issued and authorised by:

The Principal of Old Bawn Community School

Name _____

Contact No _____

Date ____/____/____ Time _____

Signed _____



Appendix 10

Risk Assessment Register.

The Risk Assessment Register is saved digitally as a standalone document; it is attached in this section in the hard copy version.

Document Title:	Safety Statement & Risk Assessment Register		
Originated by:	Holland Ltd.		
Revised by:	Old Bawn CS. H&S committee		
Last Revision Number and Date:	Rev 14. 17th May 2023		
Current Revision Number and Date:	Rev 14. 17th May 2023		

