SAFETY STATEMENT

ST. BRIGID'S G.N.S. PALMERSTOWN, TURRET RD, PLAMERSTOWN, DUBLIN 20, D20AC82.

St. Brigid's G.N.S. Palmerstown.

St Brigid's, Girls National School, Palmerstown, Co Dublin.

Site Specific Safety Statement

(Health and Safety Policy and Procedure)

1st October 2026.

St Brigid's G.N.S. Turret Rd, Palmerstown, Dublin 20, D20AC82.

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Emergency Contact Numbers

ESB Emergency	Board Gáis	Eircom
1850 372 999	1850 20 50 50	1850 671 444

Health & Safety Authority (After Hours Contact Dublin and leave a Voicemail)						
Dublin	Cork	Limerick	Galway	Waterford	Drogheda	Athlone
0161470000	0214251212	061419900	091563985	051875892	0419838536	0906492608

Poisons Information Centre (Beaumont)	(01)8379964 / (01)8092568
Environmental Protection Agency	1890 335599
Department of Environmental, Heritage & Local Government	1890 – 202 – 021
National Parks and Wildlife Services	01 – 888 - 2000

Emergency Contact Numbers	
Local Garda Station	Ballyfermot Garda Station, Rossmore Ave, Drumfinn, Dublin 10. (01) 666 7200 or 112/999
Local Fire Station	Dolphin's Barn Fire Station, Parnell Rd, Dolphin's Barn, Harold's Cross, Dublin 12, D12 C520. 01 222 400 or 112/999
Chairperson	Cathy Burke – Chairperson, Board of Management
Department of Education	Cornamaddy, Athlone, Co. Westmeath, N37 TP65 (090) 648 3600
Contractors: Electrical	
Contractors: Lifts	Doyle Lifts Services Limited, Unit 6, Broomhill Business Park, Broomhill Rd, Tallaght, Dublin 24, D24 WK68. (01) 235 2932
Contractors: Fire Safety	Chubb Fire & Security, Unit 2 Stillorgan Industrial Park Blackrock, Co. Dublin. 01 846 5157 Apex Fire Limited, Moynehall, Cavan, H12 F9T0. (049) 437 1482
Principal	Aideen O'Shea – Principal. 01 – 626 5431.
Safety Officer Safety Representative	Anthony Notaro - Board of Management
Local Hospital	Connolly Children's Hospital, Connolly Hospital, Mill Rd, Blanchardstown, Dublin 15 – 01 510 6100.
Location of First Aid Kits & AED: School Reception.	

1. INTRODUCTION

The purpose of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations, 2007 is to ensure the safety, health and welfare of all staff in the workplace.

These apply to contractors, employers, and employees in all types of work and embrace the activities of this establishment. The Safety, Health and Welfare Act 2005 requires the employer to prepare a written Safety Statement describing the employer's commitment to safety and appropriate arrangements to ensure employee awareness, training and obligations to safety.

This Safety Statement includes site-specific Risk Assessments which are used for managing health and safety in the workplace. It is based on the identification of hazards and the continuous assessments of risk specific to each site in order to improve the working environment. Following the identification of these hazards we then compile and introduce controls which help mitigate any adverse effects.

Each area within the establishment will have a site-specific Risk Assessment carried out annually or when necessary, by the Safety Officer.

STATEMENT OF INTENT TO EACH EMPLOYEE, VISITOR AND CONTRACTOR:

This document sets out the Safety Policy of St. Brigid's G.N.S. and specifies the means provided to achieve that policy.

The Safety, Health and Welfare at Work Act, 2005 requires employers and employees alike to consider health and safety as a joint responsibility. We must all strive to work together and co-operate as a team to ensure that safe working becomes an integral part of our organisational culture.

It is our mission to provide a safe and healthy work environment for all our staff and to meet our duties of care, as far as is reasonably practicable, to contractors and members of the public who may be affected by our operations. This School strives to have zero accidents in the workplace. All staff will be fully trained in Health and Safety issues, commensurate with their job.

We will endeavour to achieve these objectives by providing adequate resources committed to safety and health, and through a pro-active plan of accident prevention in co-operation with all staff. This will be communicated through regular Safety Committee meetings and ongoing formal and informal training sessions.

It is also our policy to consult with all staff on matters of health and safety. Staff shall comply with their duties under the Safety, Health and Welfare at Work Act, 2005 to notify management of identified hazards in the workplace. All staff shall be trained in and follow school procedures and standards outlined in Induction and in Job Specific training.

Safe working is a condition of employment. All personnel will assume responsibility for working safely. The success of the policy will depend on your co-operation. It is, therefore, important that you read the Safety Statement carefully and understand your role and the overall arrangements for health and safety at St. Brigid's G.N.S.

We shall review this Safety Statement in the light of experience and developments. Employees are encouraged to put forward suggestions for improvement to the statement. This Safety Statement shall be reviewed at least annually or more often if a change in work practices demands it.

Signed: *Cathy Burke* **Date:** *1st October 2026*

Ms. Cathy Burke **1st October 2026**
Chairperson.

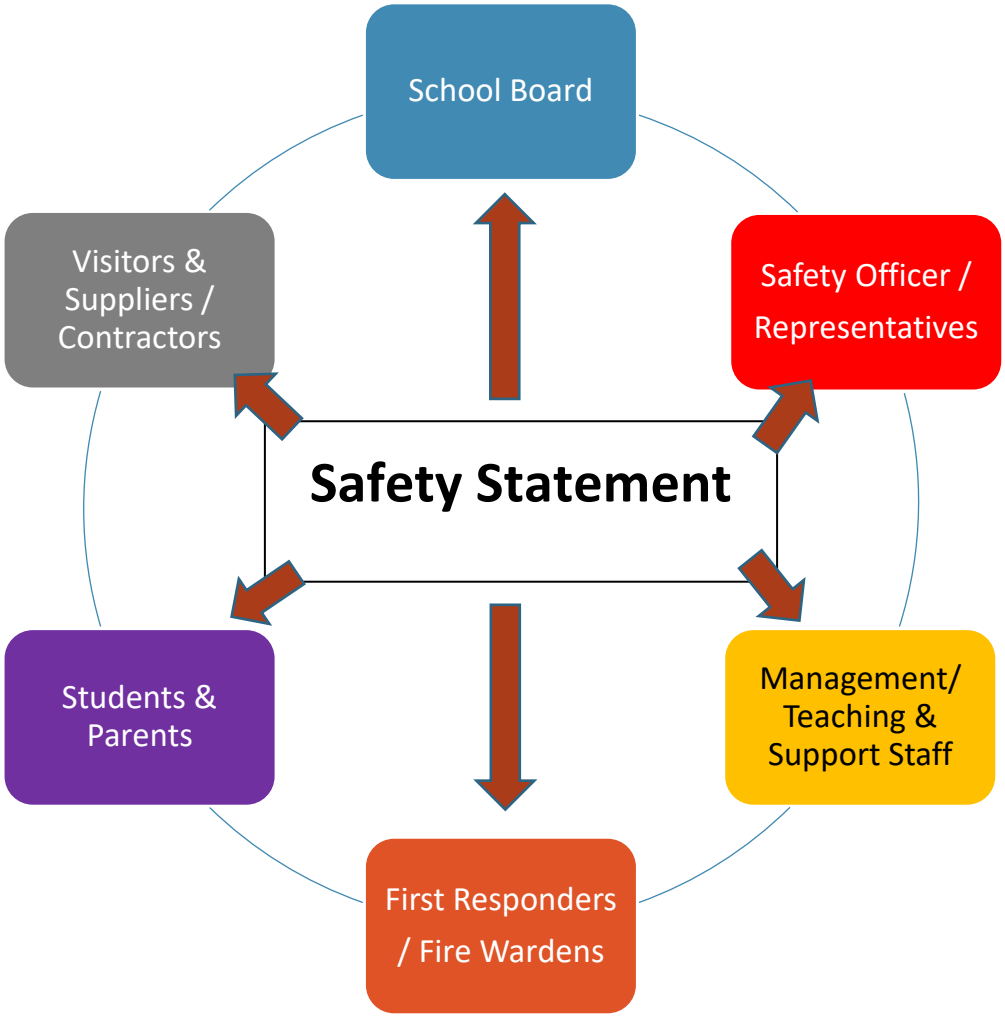
2. GENERAL POLICY STATEMENT

It is our policy to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all our staff, students and visitors on site. *The matters to which this policy extends include:*

- St. Brigid's G.N.S. shall comply with all duties as outlined in the Safety, Health and Welfare at Work Act, 2005 and General Application Regulations 2007.
- Providing a management structure with financial resources that will value the safety, health and welfare of all staff and others affected by our School.
- Provide a safe means of access and egress to and from any part of the school's buildings.
- Provide safe plant, equipment and machinery, if needed.
- Provide and maintain a safe and healthy working environment, in accordance with statutory requirements, ensuring employee cooperation at all times.
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe.
- The provision of such information, instruction, training and supervision as is necessary to enable employees to perform their work safely and effectively and without risk to their health or others as set out in the Safety, Health and Welfare at Work Act, 2005.
- To ensure the provision and maintenance of safety devices and personal protective equipment to ensure safety at work where it is not reasonably practicable to control or eliminate hazards or in prescribed circumstances.
- The preparation and revision, as necessary, of plans to be followed in emergencies.
- To ensure the safety and prevention of risk to health at work in connection with the use of any article or substance.
- The provision and maintenance of welfare facilities.
- The obtaining, where necessary, of the service of a competent person for the purpose of ensuring safety at work, namely the Safety Officer. This person shall have the necessary knowledge, certification and experience.
- The prevention of risk to health from any article or substance.
- The regular review of this Safety Statement to ensure that it reflects current work practices and in light of any developments in legislation at an Irish and European legislation.

Signed: *Cathy Burke* **Date:** *1st October 2026*

Ms. Cathy Burke. **1st October 2026**
Chairperson.


School Board
Safety Officer / Representatives
Management/ Teaching & Support Staff
First Responders / Fire Wardens
Students & Parents
Visitors & Suppliers / Contractors
Safety Statement

3. SCHOOL PROFILE

St Brigid's Girls' National School (Scoil Bhríde): Mission Statement.

St. Brigid's Girls' National School (Scoil Bhríde) is a large all-girl primary school in Dublin West with a current enrolment of approximately 304 pupils and a staff of 20 teachers. The school was originally a mixed national school and had its premises in what is now the Parish Centre. It moved to our present location in 1950 and was split into St. Philomena's Boys' School and St. Philomena's Girls' School. The boys occupied the Senior Corridor and the girls the Junior Corridor.

Due to increasing numbers, a new boys' school was built and was named St. Lorcan's Boys' National School. In 1966 the girls' school was renamed St. Brigid's and has been serving the daughters of Palmerstown and its environs ever since.

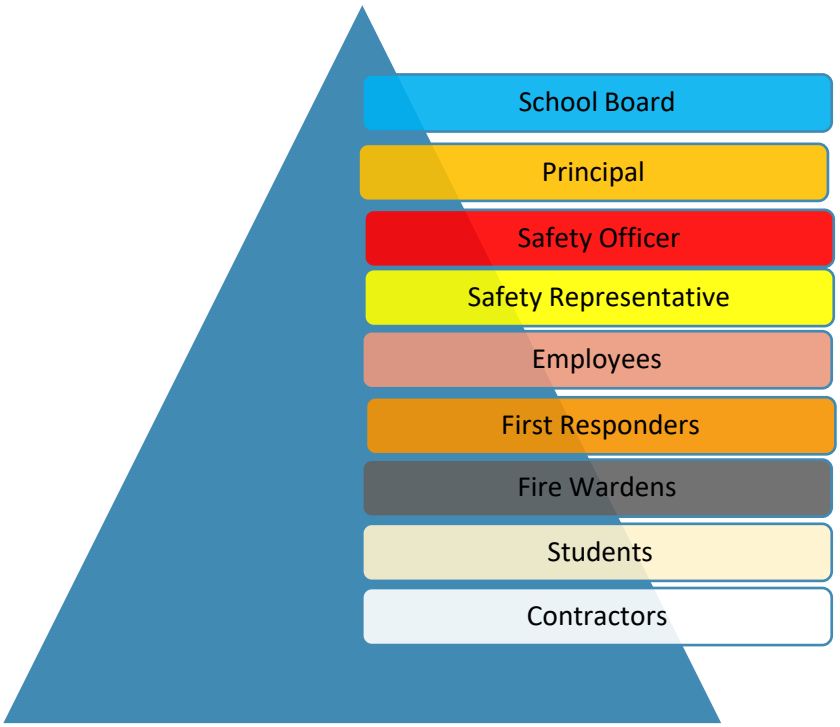
St. Brigid's is situated at the corner of Turret Road and shares a campus with St. Lorcan's. Currently it has 14 mainstream classes ranging from Junior Infants to Sixth Class and one AS class "The Orchard" which was opened in September 2022. The school also has four full time SET teachers & one part time SET teacher. We have seven Special Needs Assistants.

Our school boasts a modern well-equipped computer room with its own hall and employs a very efficient secretary and caretaker. Our school has undergone major refurbishment and extension, and the class of September 2010 were the first junior infants in the newly modernised building.

The school is a focal point in the community not only for our school-going population but also for parents, relations and friends. St. Brigid's has been given excellent support from its school community down through the years - long may it continue!

Our mission at St. Brigid's is to facilitate your child's right of access to a full and varied education. Each child is educated in our school according to her ability and we endeavour to cherish all our children equally. Your daughter will spend most of her compulsory schooling at St. Brigid's. It is our duty to offer her the best possible education we can.

4. ROLES AND RESPONSIBILITIES



BOARD OF MANAGEMENT

Under the 2005 Act responsibility for safety and health is placed directly on those in charge in the workplace. In other words, the Board and Principal who control the work being done must take on this responsibility.

The liabilities of the Board of Management appointees and officers, of undertakings under the 2005 Act, depend on the role that both the Board and the Principal play in the undertaking. The Board is responsible for good corporate governance and performs this task by setting objectives and targets and taking strategic decisions on all school issues, including safety and health management.

The regular day-to-day management, control and direction of the undertaking are the responsibility of the Principal and their team.

The Principal and their team must follow the broad strategic directions on safety and health management set by the Board. They must determine how the management of workplace safety and health should happen at the workplace interface and are responsible for ensuring that good practices are followed.

All Board of Management appointees who authorise, or direct, any work activities must understand their legal responsibilities and their roles in governing safety and health, upholding core safety and health values and setting good safety and health standards for the school.

The Board's Chairperson must ensure that all board members have a clear understanding of the key safety and health issues for the school and are continually appraised of the risks likely to arise.

The Board of Management's duties include the following:

- Ensure good communications are developed and then maintained by the Principal, employees, students and parents.

- Review the ongoing safety and health performance of the Principal and Employees and provide additional coaching/support and positive reinforcement regarding their Health and Safety responsibilities, where applicable.

- Ensure that the Principal and all Employees have received appropriate safety training in a timely basis and such that training is documented.

- Ensure that safety activities are co-ordinated by the Principal and specific responsibilities are assigned.

- Ensure that new or revised processes conducted are reviewed for Health and Safety concerns and that any identified concerns are resolved in a timely manner.

- Work with the Principal and Employees to identify goals for reduction in Health and Safety impacts of existing and planned processes.

- Participate as a member of the investigation team in the event of an incident involving lost time injury or illness, property damage in excess of €1,000 or reportable safety concerns. This sum is a recommended amount, to help avoid the Board from being involved in the investigations of relatively minor events.

- Provide to the Principal and the management team, an annual statement of expectations regarding Health and Safety performance and an explanation of the safety policy to all parties.

- As per the Safety, Health and Welfare at Work Act 2005, (Section 20) review and approve annually, with employees the identified:

    - Significant Health and Safety impacts of operations,

    - Selected goals and targets,

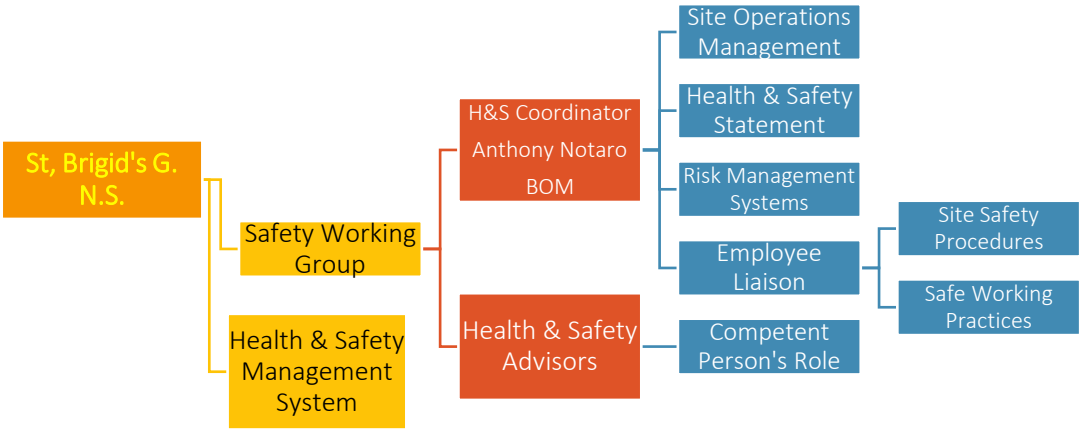
    - Action plans to achieve goals and targets.

- Ensure that the identified objectives and targets are appropriate and in accordance with Health and Safety Policies and operational business plans.

- Develop and approve budget plans and projections necessary to support approved Health and Safety goals, targets and action plans.

- Work with the Principal to ensure that all the required tools and personal protective equipment needed to conduct staff members' work is available, where relevant.

- Formally review the status of performance to Health and Safety goals and targets.



PRINCIPAL/DEPUTY PRINCIPAL

Notwithstanding any of the provisions of Sections 8 to 12 of the Safety, Health and Welfare at Work Act 2005, the Principal (and the Deputy) is responsible for ensuring in so far as is reasonably practicable the following:

- Being fully familiar with the school's Safety Statement, Safety Rules, and subsequent revisions.
- All employees, students, contractors, and visitors under their immediate control are made aware of and fully adhere to the school's Health and Safety policy.
- All processes and activities under their control are completed safely and without risk to health.
- The Safety Statement and other safety guidance, e.g. Safety Rules, are communicated and implemented.
- Continually developing safe practices in the school to ensure, as far as is reasonably practicable, the safety of all employees under their control.
- Maintaining safe working conditions and practices by being alert to and immediately correcting unsafe conditions.
- Only specifically trained personnel are authorised to operate and adjust machines and equipment.
- All employees and visitors to wear the correct personal protective equipment, where required.
- All staff under their control receive appropriate training in occupational health and safety and are trained in safe methods of working, appropriate to their tasks.
- Ensuring that all accidents, dangerous occurrences and "near misses" are reported without undue delay and thoroughly and promptly investigated, the cause established, and remedial measures put in place to prevent recurrence.
- All chemicals used within employees' area of control are correctly labelled, safely stored, dispensed, and used in correct procedures.
- That health and safety information is available and is adhered to, ensuring that good housekeeping standards are maintained, and that access routes and fire exit routes are kept clear and that fire points are not obstructed.
- All employees under their control are held accountable for their performance in relation to occupational health and safety.
- Providing effective supervision, particularly where an employee is undergoing training.
- Ensuring that all contractors working in the school or under their supervision adopt safe systems of work and that the safety of employees is not endangered by the activities of contractors.
- All employees under their immediate control are aware of action to be taken in case of emergency.
- That properly maintained fire-fighting equipment is available within the shared workplace.
- Consider any representation about health and safety from employees and helping employees to complete Accident/Incident report forms.

SAFETY OFFICER

Under the Safety, Health, and Welfare at Work Act, 2005, the principal has appointed a person to co-ordinate the management of health and safety for the school, referred to in law as a competent person, who will be known as the Safety Officer.

The Safety Officer is: **ANTHONY NOTARO - Board of Management**

- The Safety Officer is responsible for ensuring that the employees under their immediate control and others, including visitors, are made aware of and comply with the Safety Statement by:
    - Being fully familiar with the school's safety statement and any subsequent provisions.
    - Identify significant workplace hazards and assess the risks associated with these hazards.
    - Determine and implement appropriate preventative and protective measures.
    - Ensure the provision of adequate emergency plans, procedures, and measures.
    - Ensure all incidents/accidents are reported and adequately investigated in line with the school Incident/Accident /Near Miss policy.
    - Ensure there is a robust communication and consultation process for the dissemination of the information necessary to ensure the safety health and wellbeing of employees, customers and others affected by its activities.
    - Showing through personal behaviour, that only the highest standards of safety are acceptable.
    - Ensuring that all employees receive adequate safety training and instruction appropriate to their work.
    - Ensuring that all employees under their immediate control are aware of the actions to be taken in the case of an emergency and in particular that fire exit routes are kept clear and that fire points are not obstructed.
    - Ensuring that thorough and prompt investigations are carried out into all reported incidents/accidents/near misses and that a completed Accident Report Form is submitted to the Principal.
    - Consider submissions about health and safety from employees under their control.
    - Organise for safety audits to be carried out by an external health and safety consultant every three years at a minimum and more frequently if deemed necessary.
    - Ensuring that reasonable safety considerations are observed by any contractors working within the workplace and that they are aware that any work carried out must be in accordance with current health and safety regulations and any codes of safe practice governing the work being done.

DESIGNATED LIASON PERSON

As per the Child protection Policy, the Designated Liaison Person is the resource person for any staff member or volunteer who has child protection concerns and will liaise with outside agencies responsible for ensuring that reporting procedures within St. Brigid's G.N.S. are followed, so that child welfare and protection concerns are

referred promptly to Tusla. The name and contact details of the Designated Liaison Person should be made available to all staff and volunteers working within St. Brigid's G.N.S. A Deputy Designated Liaison Person has been appointed who will assume responsibility when the Designated Liaison Person is not available or on leave.

The Designated Liaison Person is **MS AIDEEN O'SHEA, Principal.**

The Deputy Designated Liaison Person is **MR KIERAN KILLEEN, Deputy Principal.**

EMPLOYEES

The co-operation of all employees is vital to the implementation of safety within the school.

Individual responsibilities of employees of the school include:

- To take reasonable care of one's own safety, health and welfare and that may be affected by one's acts or omissions while working.
- Co-operate with the school in complying with relevant statutory provisions.
- Use in such manner so far as to provide the protection intended any suitable appliance, protective clothing, convenience, equipment or other means or items so provided (whether for use alone or for use in common with others) for securing one's safety, health and welfare while working.
- Report to the Principal/Deputy Principal or Safety Officer without reasonable delay:
  - Any work being carried out in a manner that may endanger the safety, health or welfare at work of the employee or that of any other person.
  - Any defect in the place of work, systems of work, any article or substance that might endanger the safety, health or welfare at work of the employee or that of any other person.
  - Any contravention of the relevant statutory provisions that may endanger the safety, health and welfare at work of the employee or that of any other person, of which they are aware.
  - Not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment, or other means or item provided in pursuance of any of the relevant Statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
  - Make suggestions or raise concerns on health and safety matters.
  - To develop a personal concern for safety for themselves and for others.
  - To avoid any action, which would be a source of danger to oneself and/others and ensure that one does not engage in any acts of personal injury/recklessness.
  - Not carrying out any tasks, which the employee feels they are not competent to carry out, or which involves unreasonably high risks.
  - Notifying the Principal/Safety Officer, if under medical supervision or on prescribed medication and have been certified fit for work, of any known side effects or temporary disabilities which could hinder work performance, and which may be a danger to oneself or fellow employees.
  - On entering a contract of employment, not misrepresent themselves to an employer with regard to their level of training.
  - Ensuring that they are not under the influence of illicit or illegal drugs or alcohol when at work, to the extent that they may endanger their own safety, health, and welfare or that of another person.
  - Submitting to any appropriate, legal, reasonable, and proportionate tests for intoxicants by, or under the supervision of, a competent registered medical practitioner if reasonably required by the employer.
  - Not engaging in improper conduct or other behaviour that is likely to endanger their own safety, health, and welfare at work or that of any person.
  - Attend any such training and as appropriate, undergo such assessments as may reasonably be required for their safety, health, and welfare.
  - Comply with the school Incident, Accident and Near Miss policy.

FIRST AID RESPONDERS

First Aid refers to the help that a sick or injured person receives until full medical treatment is available. All companies and places of work must have a first aider, although the number of first aiders required depends on the number of employees.

St John's Ambulance outline seven responsibilities of a first aider:

1. Assess the situation quickly and calmly.
2. Comfort, reassure, stay calm and take charge.
3. Protect yourself and the casualty from any danger.
4. Prevent infection between you and them.
5. Assess the casualty.
6. Give first aid treatment.
7. Arrange for the right kind of help - Call 999 for an ambulance if it's serious, or take/send them to a hospital if it's serious but unlikely to get any worse.

FIRE WARDENS

The roles of the Fire Warden involve ensuring that all occupants of the building where work is being conducted are evacuated safely in the event of an emergency.

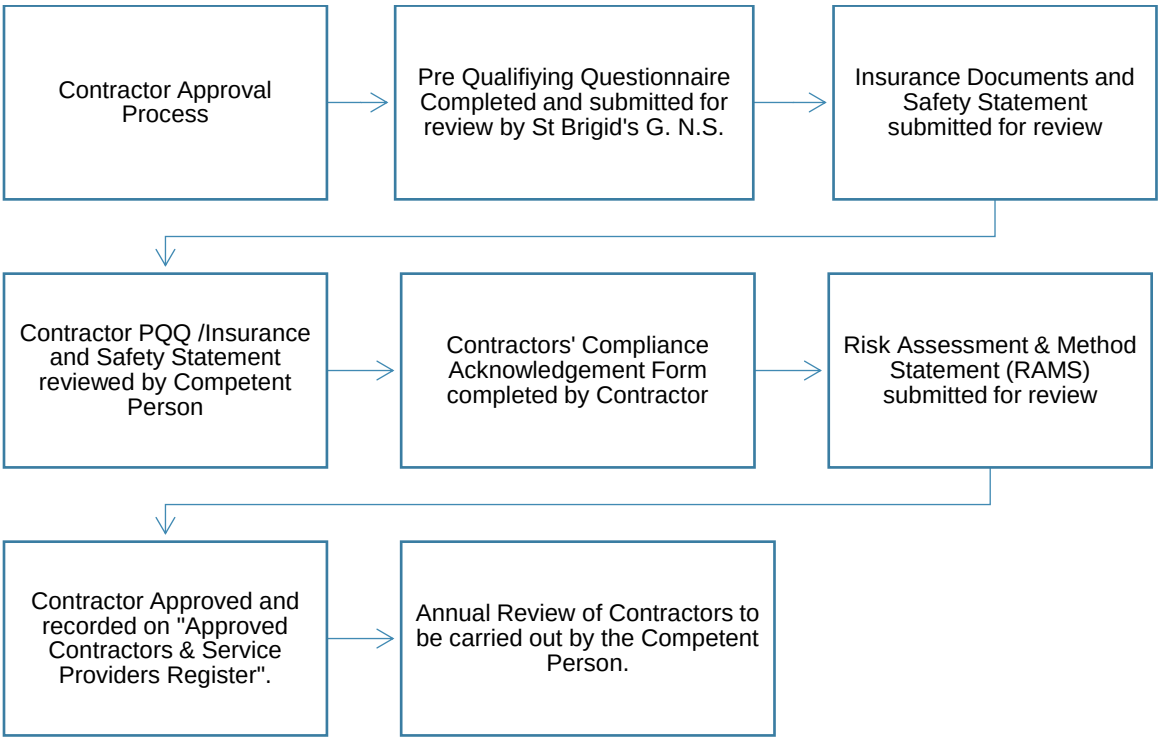
CONTRACTORS /AGENTS ARRANGEMENTS

The Principal, assisted by the Deputy Principal and the School Caretaker has the full responsibility for contractors who are engaged to carry out work related activities in the school and to ensure that the contractor is fully competent and trained for the work activities for which they are engaged to carry out.
The Principal is the link person for external contractors engaged to carry out work related activities in the school and:

- Will seek evidence from the contractor that any of the work activities being carried out by their employees are appropriately assessed and managed to ensure as far as reasonably practicable the safety of all those on site.
- Will bring to the attention of the contractor the safety statement and associated risk assessments and any additional health and safety information necessary for them to undertake their work in a safe and efficient manner.
- Request from contractors prior to commencing work evidence of appropriate public liability insurance cover before they commence work.
- Request from the contractor details pertaining to all equipment (ladders, scaffolds etc.) and materials (e.g., paints, chemicals, etc.) they bring into the school to ensure their activities pose no risk to the employees. This may necessitate the contractors cordoning off their work area using barriers, cones or ropes so that employees and students are kept away from hazards.
- Ensure that contractors completely tidy up their work site at the end of each working day and to comprehensively tidy up on the completion of their contract.
- Ensure that no equipment will be loaned by the school to the contractors.
- Ensure any incident/accident that occurs is appropriately investigated.

For large construction works, the school may appoint a Project Supervisor where:

- There is more than one contractor involved.
- The work is scheduled to last 30 days.
- There is a significant risk involved If the construction works are scheduled to last more than 30 days, there is an obligation to notify the Health and Safety Authority via an AF1 form.



VISITORS

It is the policy of the school to provide a safe and secure environment for our students and staff. All visitors, students, parents, and volunteers have a duty to comply with school regulations and instructions relating to safety, health and welfare whilst on the premises.

Regulations, policies, and procedures.

The school's Visitor's Policy can be found at Reception or online.

In brief, when visiting our School, the following rules must be observed:

- The school principal shall have the authority to determine which visits are permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising this discretion, the principal shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the staff and students.

- All visitors shall report to the school office/reception when arriving or leaving the school premises. Notices are displayed at point of entry indicating that all visitors are required to register with the school office/reception and obtain authorisation to remain on the school premises.

- Whenever possible, visitors should make an appointment or obtain authorisation from the principal/relevant staff member in advance. At the discretion of the principal, such prior authorisation may be required.

- The staff member receiving the visitor is responsible for ensuring the visitor is aware of the fire and evacuation procedure for the premises should the alarm sound during the visit. The visitor should be made aware of their nearest emergency exit and assembly point.

- Visits may be prohibited at certain busy times if preparation for school events or staff meetings are being conducted.

- All school visitors must always comply with school policies, administrative rules, and school regulations.

- The principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the activities of staff or students. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

- Garda Clearance may be required for those visiting the school such as Guest Speakers, non-staff (visiting) Coaches/Instructors, Volunteers, and Contractors.

- Visitors will use the utmost caution when driving near or on the premises. Regard should be always given for staff and student safety in the external walkways of the premises, and for those using the carpark facilities, where present.

PARENTS' ASSOCIATION

The Parents' Association works with the principal, staff and the Board of Management to build effective partnership between home and school.

STUDENTS

All students are to always follow the school's Code of Conduct which can be found on the school's website in addition to the following (non-exhaustive) Safety Rules:

- Learn the school's emergency procedures.
- Know travel routes to and from the school.
- Know and follow school security and safety measures.
- Inform school staff about health and emotional concerns (you or a classmate).
- Playing or experimenting with fire, chemicals, gas etc is not allowed.
- Never go anywhere with a stranger.
- If I am uncomfortable, I will not do it.
- Walk, do not run in the hall or stairways.
- Don't push or trip people while walking.
- Use each step going up and down steps (and hold the handrail).
- Keep classroom aisles clear and don't keep your feet sticking out in the aisles.
- Put away materials not in use e.g., practical classrooms.
- Do not use equipment without authorisation.
- Do not go to unauthorised places.

- Wear safety equipment when required e.g., practical classes/sport etc.
- Report damaged or dangerous equipment to your teacher.
- Use Emergency Exits in an emergency.
- Abide by the school rules of proper conduct.

OCCUPATIONAL HEALTH SERVICES

The school uses Medmark an Occupational Health Service Department. In the event of any employees requiring occupational health services, the Safety Officer will facilitate and advise the worker on the location of such a service and how to access same.

In addition, in the event of any worker requiring counselling services due to personal or work-related difficulties, the Safety Officer will facilitate and advise the worker about the location and the accessing of such a service.

Employee Assistance Program services are provided by Spectrum Health.

5. EMERGENCY PROCEDURES

FIRE SAFETY

Fire prevention is key to St. Brigid's G.N.S's fire safety strategy and all employees are reminded of their responsibility to ensure that they do all they can to prevent a fire starting.

In St. Brigid's G.N.S. the Principal is the designated Fire Safety Officer, and, in their absence, responsibility lies with the next most senior person – the Deputy Principal. The Fire Safety Officer will be provided with appropriate training and given instructions about fire safety.

The Fire Safety Officer will assist management in the development and implementation of the Fire and Evacuation Emergency Plan for the building to include consideration for any persons within the building with mobility issues, disabilities or visual impairment (referring to the guidance given by the N.D.A).

All employees are briefed about fire prevention/detection, emergency lighting systems, their periodic testing and response arrangements in the School. Management shall carry out evacuation drills in St. Brigid's G.N.S. at least twice a year and ideally once a term.

All employees working in must be familiar with the fire procedures in their area of work. Also, all employees will make sure that all Fire Escape Doors (where present) must have clear access and open easily.

FIRE SAFETY REGISTER

As per the Fire Services Act, 1981 and the Safety, Health and Welfare at Work Act 2005, the school will appoint somebody to be responsible for fire safety. It is the responsibility of this person (Fire Safety Officer) to maintain a Fire Safety Register to record fire safety management records.

FIRE WARDENS

Duties of the Fire Wardens:

1. In consultation with Management, the scheduling and conducting of Fire Drills which will occur at least 2 - 4 times per year (or once a term). One drill to be unannounced to ascertain the responsiveness of staff and customers in an emergency situation, and the adequacy of the designated Assembly Points.
2. Ensuring records are kept of the Fire Drill in the General Fire Register.
3. Day to day Fire Safety awareness around the building, ensuring any noticeable fire hazards, obstructions to Fire doors, fire-fighting or detection equipment and general defects are reported to School Management for immediate attention.

In an emergency, one of the Fire Wardens will:

- Check to see if the emergency services have been called and follow the Fire and Evacuation Plan for the building. If a fire is significantly small enough, they may, having been trained in the use of Fire Extinguishers, attempt to extinguish a fire if they feel confident to do so. It is important that the correct type of extinguisher is used.
- Alert occupants that an evacuation is taking place and clear their designated areas ensuring that all persons are safely guided out of the building to their assembly point. The teacher, when finished clearing their area, if it is safe to do so will close all doors behind them on exit, noting the areas that they have cleared.
- Fire Wardens should ensure that the evacuees remain at their designated assembly point (if safe to do so), without causing obstructions. If the assembly poses a risk, the Fire Wardens will raise this, and any other concerns with the emergency services.
- The Fire Wardens will assist Management in conducting a roll call, alerting the emergency services to any missing persons thought to be still inside or missing.
- One Fire Warden will ensure the immediate entrance to the building is kept clear of people and obstructions in order for the safe and unrestricted entrance of emergency personnel and/or vehicles. A fire warden will brief the emergency services with details of areas cleared, chemicals contained within the building, and the possibility of any missing persons.

FIRE WARDENS

As per the SHAWW Act 2005, Section 11.1.c there will be designated people to implement the plans and procedures to be followed in the case of an emergency or serious and imminent danger, and as per Section 8 management shall provide the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety health and welfare at work of employees.

FIRE PREVENTION IN THE SCHOOL

- Smoking by employees, customers, contractors and visitors is prohibited internally within the workplace.
- Electrical wiring on the premises is to be well maintained and will be checked every 5 years by a competent person. Electrical circuits will not be overloaded or interfered with.
- Damaged cables will be identified and replaced.
- Any flammable liquids or chemicals will be stored in their original containers and in line with manufacturer's instructions and in a fire-resistant cabinet.

FIRE SAFETY CHECKS

All employees should carry out proactive basic visual Fire Safety checks with regard to fire safety to include:

- Any basic kitchen equipment is not faulty in the canteen.
- There are no visible wiring or overloaded sockets.
- All cleaning materials to include bleach, cleaning agents and flammables are stored safely and in their original containers/dedicated waste containers.
- All flammable solvents and chemicals are stored safely in a closed, (ideally fire-resistant) cabinet.

- The hallways, stairs and landings are clear of any clutter or fire hazards.
- The workplace is adequately ventilated.
- All windows and fire escape doors are easily accessible in the event of a fire.
- There is an easily accessible (working) fire extinguisher and/or fire blanket to hand.
- The smoke detectors are fitted, working, uncovered and are serviced periodically.
- There is a fire escape plan easily available.

FIRE DETECTION

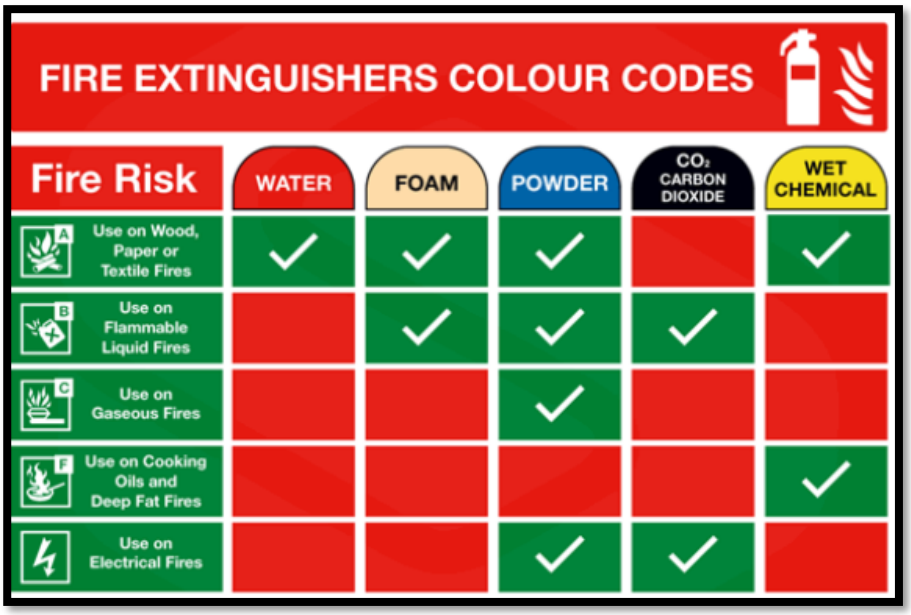
In the School, the Fire Safety Officer shall ensure that the fire alarm is serviced periodically by an external contractor as per IS 3218. Dust Caps shall not be left on fire or smoke detector heads to ensure that they function correctly in the event of a fire.

EMERGENCY LIGHTING

Where present, emergency lighting should last for a minimum of 3 hours. In large buildings, signage of Running Green Man exit signs are in place above all major doors to indicate evacuation routes. These should be continuously lit.

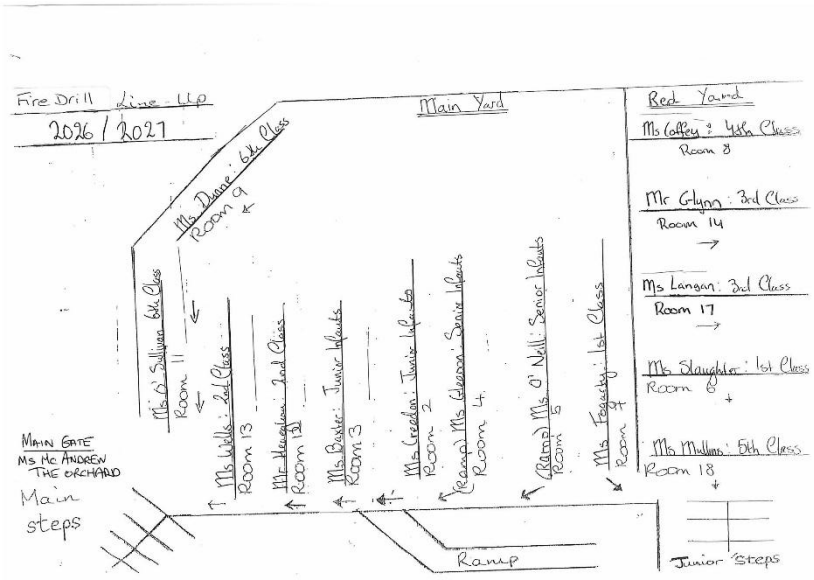
FIRE FIGHTING EQUIPMENT

The purpose of portable firefighting equipment is to extinguish incipient fires. The extinguishers are only to be used if it safe to do so. (**Please note**: Foam Fire Extinguishers: The use of Aqueous Film-Forming Foam (AFFF) containing PFAS (Per- and polyfluoroalkyl substances) is being phased out due to environmental and health concerns, with a complete prohibition on the use of PFOA-containing AFFF set for July 4, 2025, in Ireland).



FIRE ASSEMBLY POINT (OR PLACE OF SAFETY)

This is located, for St. Brigid's G.N.S. at Various locations in the school front yard. All occupants of the building, in the event of a fire, need to go to the Assembly point (or place of safety) and await further instruction from the fire brigade.



Junior Corridor
Fire Drill: School Year 2026/2027

All pupils leave the building in an orderly fashion, as quickly as possible through the exits as indicated by their teacher. The teacher brings their yellow class sheet and calls the roll when at designated assembly point to make sure all pupils are present and correct. No belongings should be taken from the building by staff or children. No staff member or child is to re-enter the building without confirmation from the Principal that it is safe to do so.

Room	Class / Class Teacher	Exit
Principal's Office Secretary's Office Caretaker's Office Staff Room	Ms O'Shea Ms Flanagan Mr Garland	Main Front Door
Room 2	Ms Creedon Junior Infants	Main door. Line up as per Fire Drill map
Room 3	Ms Baxter Junior Infants	Main door. Line up as per Fire Drill map
Room 4	Ms Gleeson Senior Infants	Main door. Line up as per Fire Drill map
Room 5	Ms O'Neill Senior Infants	Fire exit beside Junior toilets. Stay LEFT on steps at Junior door Line up as per Fire Drill map
Room 6	Ms Slaughter 1st Class	Fire exit beside Junior toilets. Stay RIGHT on steps at Junior door Line up as per Fire Drill map
Room 7	Ms Fogarty 1st Class	Fire exit beside Junior toilets. Stay RIGHT on steps at Junior door Line up as per Fire Drill map
New Library – Junior Corridor		Fire exit beside Junior toilets. Down bottom ramp. Line up as per Fire Drill map
P.E Hall		Exit from hall through Fire Doors Full class by Kitchen or Back of Hall as appropriate
The Orchard	Ms McAndrew	Exit through Orchard Emergency exit door, through Orchard yard and school gates.
Meeting Room		Main Front Door
Upstairs Room 19 Room 20	Ms Russell/ Ms McCarthy Mr Killeen SET	Fire Exit beside Junior toilets. Pupils remain with SET to yard then line up with own class.

Senior Corridor
Fire Drill: School Year 2026-2027

All pupils leave the building in an orderly fashion, as quickly as possible through the exits as indicated by their teacher. The teacher brings their yellow class sheet and calls the roll when at designated assembly point to make sure all pupils are present and correct. No belongings should be taken from the building by staff or children. No staff member or child is to re-enter the building without confirmation from the Principal that it is safe to do so.

Room	Class / Class Teacher	Exit
Room 21 & Archive Room	Ms Ellis SET	Fire Door beside recycling area. Remain on pathway around school. Pupils remain with SET teacher to yard then line up with own class.
Sensory Room		Fire Door beside recycling area. Remain on pathway around school. Pupils remain with SET teacher to yard then line up with own class.
Room 9	Ms Dunne 6th Class	Fire Door beside recycling area. Remain on pathway around school. Line up as per Fire Drill map
Room 10	Computer Room	Fire Door beside recycling area. Remain on pathway around school. Line up by class
Room 11	Ms O'Sullivan 6th Class	Fire Door beside recycling area. Remain on pathway around school. Line up as per Fire Drill map
Room 12	Mr Heneghan 2nd Class	Fire Door beside recycling area. Remain on pathway around school. Line up as per Fire Drill map
Room 13	Ms Wells 2nd Class	Fire door to senior playground. Line up as per Fire Drill map.
Room 8	Ms Coffey 4th Class	Steel Fire Door at end of senior corridor. Line up as per Fire Drill map.
Room 14	Mr Glynn 3rd Class	Steel Fire Door at end of senior corridor. Line up as per Fire Drill map.
Room 15	Ms Feeney/Mr Burns SET	Steel Fire Door at end of senior corridor. Line up as per Fire Drill map. Pupils remain with SET teacher to yard then line up with own class.
Room 16	Mr McAuley SET	Fire door to senior playground. Pupils remain with SET teacher to yard then line up with own class.
Room 17	Ms Langan 3rd Class	Fire door to senior playground. Line up as per Fire Drill map.
Room 18	Ms Mullins 5th Class	Fire exit beside Junior toilets. Stay RIGHT on steps at Junior Door Line up as per Fire Drill map.

Evacutation Duties and Assembly Points.

FIRE/EVACUATION EMERGENCY PROCEDURES

As per the SHAWW Act 2005, Section 11.1.c designated people (fire wardens) shall implement the emergency plans and procedures in the case of an emergency or serious and imminent danger.

Action of an employee in the event of a fire:

In the event of a fire, the employee who discovers the fire shall:

- Raise the alarm by alerting those nearest to them (e.g. activating one of the Manual Call Points located in key areas in the building).
- Ensure the fire brigade is called by dialling 999 or 112.
- Alert and assist any other persons in their area to leave the building and direct them to the Assembly Point (or place of safety) and remain at this safe place until the Fire Brigade emergency services arrive.
- No worker must take personal risks.
- NB Employees are only to fight a fire if it is a small fire, if they have been trained and they are not undertaking any personal risk, or putting students at risk, in doing so, and to always relinquish responsibility for firefighting to the fire brigade when they arrive.

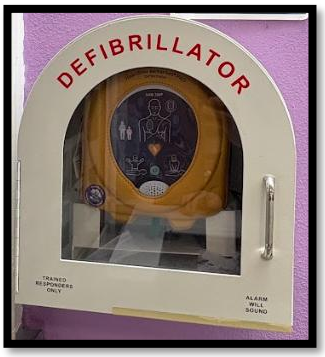
Please note it is advisable to have a clear fire evacuation plan PEEP (Personal Emergency Evacuation Plan (available at www.nda.ie) in place for any employees / students that have a disability, are immobile, dependent, or incapacitated. Specific fire evacuation equipment may need to be considered to support the safety of these people in the event of a fire. The plan must be drawn up in consultation with the individual/parent or guardian.

UNDER NO CIRCUMSTANCES MUST ANYONE TAKE PERSONAL RISKS IN THE EVENT OF A FIRE.

FIRST AID RESPONDERS

As per the SHAWW Act 2005, Section 11.1.c there will be designated people to implement the plans and procedures to be followed in the case of an emergency or serious and imminent danger, and as per Section 8 management shall provide the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety health and welfare at work of employees.

Please see HSA website for suggested contents of First Aid Boxes**.**



Automated External Defibrillator (A.E.D):

The A.E.D is located at the **School Reception** at the entrance. The universal sign for AEDs is a green sign with an image of a white heart in it.

Trained Defibrillator Users:

Name	Name	Name
AIDEEN O' SHEA	**KIERAN KILLEEN**	**AMY GLESSON**
MARY CREEDON	**GERARD HENEGAN**	**KAREN RYAN**
CARA MCCABE		

The school's A.E.D will be serviced as required by the AED supplier service company and interim checks will be made by them to ensure battery life is sufficient and working, pads and accessories are in place as necessary. Furthermore, the AED unit will be maintained and serviced according to manufacturer's instructions.

Copies of maintenance records and staff A.E.D certification records will be held on file by school. A.E.D training will be updated every 2 years.

LONE WORKERS/LONE WORKING POLICY

Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone, including contractors, self-employed people and employees, is classed as a lone worker.

At St. Brigid's G.N.S. we are committed to taking all reasonable precautions to secure the health and safety of those carrying out work activities and will ensure, so far as reasonably practicable, that employees, contractors and anyone else required to work alone or unsupervised for any period of time are protected from risks to their health and safety.

The St. Brigid's G.N.S. Lone Working Procedures is as follows.

- All automatic alarms/safety devices on the workplace premises are in good working order and serviced on a regular basis, where the lone working is occurring, to notify colleagues/management of a serious emergency on site.
- Additionally, there must be an effective communication system in operation to ensure that all workers, irrespective of sensory capabilities, can detect an alarm occurring (e.g. Strobe lighting etc.).
- All workers to be supplied with awareness training on the potential risks of lone working and risk assessment for lone working to be compiled.
- Although they are not being monitored/supervised in person, it is imperative that workers on site still follow any relevant PPE guidelines and rules in the School.

- Where relevant, workers who are required to work alone must follow any necessary health surveillance from their school, to ensure that workers are not engaging in any activities which could be of any risk to health.
- The locations of all First Responders' Kits in the workplace should be communicated to all employees, especially those of who will be carrying out lone working, and all First Responder Kits are fully stocked.
- The school's own Procedures for lone working are to be followed at all times – (e.g. – SOP for locking up the School after work, etc.).
- Communication is key; there should be periodic check-ups from management on the lone worker (via phone calls, etc). This should include check-ins with the lone worker when they have arrived to the workplace and after completion of the workers shift/activity.

6. GENERAL WORKPLACE SAFETY

The following are some general points to ensure workplace safety for all employees

- While school-based work may not be considered as a high-risk activity, unsafe work systems and layout may result in injury or illness.
- During working hours, the temperature in rooms shall be adequate, with a minimum temperature of 17.5°C attained within one hour of the commencement of work. A temperature of 23°C will not normally be exceeded.
- Adequate lighting is to be provided.
- All furniture and fittings are to be arranged so that employees and customers can move about without collision with corners of tables, etc.
- The Safety, Health and Welfare at Work (General Applications) Regulations, 2007 (DSE Regs, Part 2, Chp 5) requires all hazards associated with the use of display equipment be identified and any risk to the health and/safety of the employee assessed.
- As per (General Applications) Regulations, 2007 (DSE Regs, Part 2, Chp 5) a written risk assessment should be completed for every workstation with Display Screen Equipment when an employee regularly uses a PC for at least one hour a day. The assessment will review the following: Seating, Monitor, Personal Interaction, and Desktop.
- Any damaged floor coverings, furniture and equipment shall be reported to the Safety Officer.

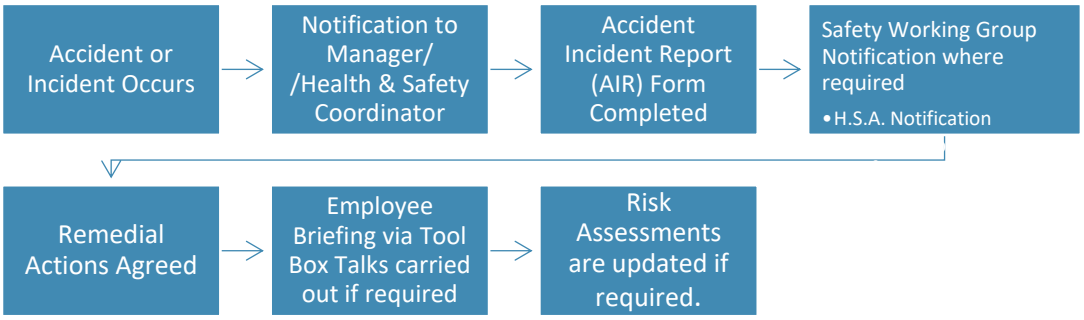
INCIDENT/ACCIDENT / NEAR MISS REPORTING AND INVESTIGATION.

Within the workplace, all Incidents/Accidents are reported in accordance with the Safety, Health and Welfare at Work Act (2005) and the School Incident/Accident policy.

All Incidents/Accidents are logged on an Accident Form as per workplace policy. This is kept in a folder in the Safety Officer's office/Principal's office The log contains a list of all Incidents/Accidents for the current year. Each year a new log/register is commenced with the log /register from the previous year filed away. Any Incident/Accident not closed off in any given year remains on current file (irrespective of year of origin) until such time as it is fully closed out.

The Safety Officer ensures:

- There is a robust incident management system in place that will contribute to employees' health, safety and welfare.
- All incidents/accidents are properly reported, recorded, risk assessed, effectively managed and disclosed to external agencies as required. In addition, periodic aggregate reviews of such incidents/accidents are conducted to identify trends, gaps and areas that require attention.
- Incident/accident reviews take place to determine key causal factors, root causes and process failures.
- Recommendations resulting from incident/accident reviews will be considered and those that are agreed will be implemented.
- All incidents/accidents are seen as opportunities for learning, reducing risk and improving safety of work and are reported as required.
- Incident/accident Report forms are made available locally for this purpose and should be completed as soon as possible following the incident/accident.



PROCEDURE TO BE IMMEDIATELY FOLLOWED BY AN EMPLOYEE IN THE EVENT OF A SERIOUS ACCIDENT.

Action in event of an Accident:

- Staff are not to put themselves in harm's way when helping the injured person.
- Observe incident/accident location, status of injured person and make note of the time.
- Call emergency services and medical assistance immediately providing exact location of the incident /accident and maintain the immediate safe environment for the employee, customer and oneself.
- Inform the Principal/Deputy Principal who will inform the Board of Management.
- If you are trained, try to administer First Aid while awaiting emergency services/medical assistance and ensure the comfort, dignity and safety of the person as far as is reasonably practicable.
- If there is a substantial risk of further injury to the person, it may be necessary to move the person to safety.
- Inform a family member/significant other of the worker/Principal of the accident, if possible.
- Arrange for somebody to travel with the patient in the ambulance if possible and if permitted.

- Ensure that the scene of the accident is not disturbed.
- Gather all relevant information about the accident.
- Complete the School Accident/Near Miss report form and forward to the Principal.

The Safety Officer will undertake the initial investigation of all incidents/accidents that occur within their area of responsibility and will ensure that the appropriate action is taken, and that the Principal is kept informed of progress, where appropriate.

If it is deemed necessary for a more in-depth investigation to take place, the Safety Officer may establish an investigation team with expertise, if necessary, sought from relevant specialists in the area.

INFORMING THE HSA OF A REPORTABLE EVENT

The Safety Officer will notify the Health and Safety Authority (HSA) in accordance with The Safety, Health and Welfare at Work (General Application) Regulations 2007 using an **IR1 Incident Report Form** – or online in the event of:

- A workplace incident causes the death of an employee.
- Employees are injured at a place of work and cannot perform their normal work for more than **3 consecutive days**, not including the day of the accident.
- Employees are injured while driving or in a vehicle in the course of work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident.
- Any person in a place of work, or as a result of a work activity, requires treatment from a medical practitioner.
- In addition, an IR3 form will be submitted to the HSA in the following circumstances.
- Any dangerous occurrence described in Part X of Safety Health and Welfare at Work (General Application) Regulations 1993/2007.

RESOURCES

Within the school, the Principal identifies through the risk assessment process the resource requirements to maintain Safety, Health and Welfare within employee's place or work.

Where controls are identified through the risk assessment process that cannot be implemented locally, the level of risk and the required resources are escalated to the Board of Management.

The Board of Management will:

- Include Health and Safety considerations in all annual estimates for the running of the workplace.
- Ensure that adequate numbers of suitably trained employees are available to undertake all work activities carried out by the School.
- Provide resources for upgrading, maintenance, replacement and repair of facilities and equipment, in so far as is reasonably required to maintain a safe working environment.
- Provide resources for the ongoing monitoring of Health and Safety in the organisation and for the provision of information and training of all employees in Health and Safety.

AWAY TRIPS

When it comes to health and safety legal requirements for educational trips, the fundamental principle is simple: the school owes the same duty of care to their students as a reasonably careful parent. Duty of care exists to ensure trips are enjoyed safely and should not be seen as a reason to avoid them altogether. (In the school environment - statistically, more people are injured on school grounds partaking in school activities than on school educational trips).

As per the SHAWW Act 2005, S.19, a risk assessment should be carried out in advance of each trip, where potential hazards are identified and the controls that will be put in place.

See Appendix for more information on a Template Emergency Plan document for trips.

WORKING WITH CHEMICALS

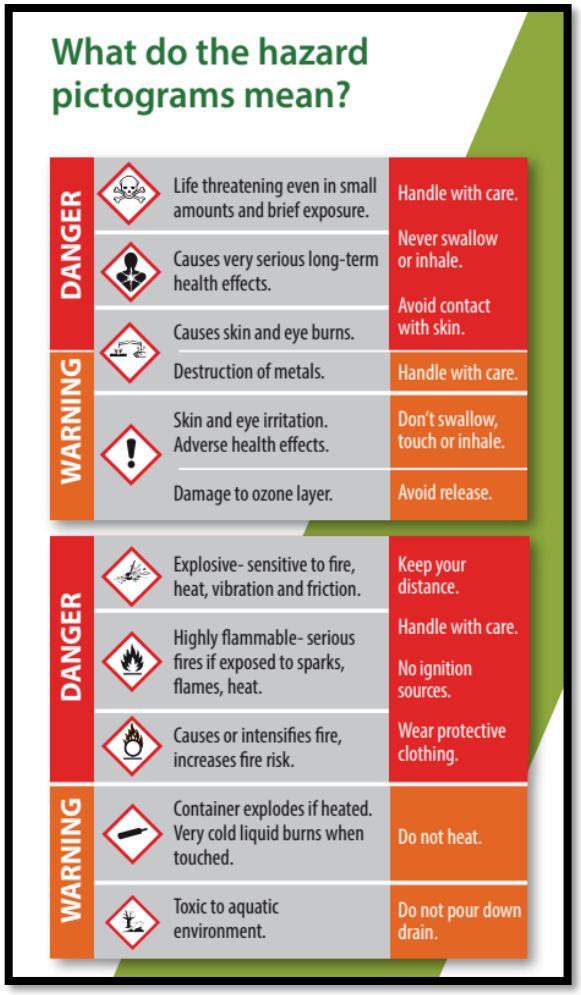
Chemical exposure can result in health effects such as cancer, birth defects, burns, skin rashes, and lung, liver or kidney disease. When using chemicals in the School, it is important to know how dangerous they are. It is also important to ensure that you have the necessary controls in place to keep you, your family and the environment safe.

Dos and Don'ts when using chemicals

Dos	Don'ts
• Do study the label and the safety data sheet (SDS). • Do read and follow the instructions before use. • Do use any protective clothing recommended. • Do keep chemicals locked away and out of reach of children. • Do dispose of empty containers safely. • Do risk assess chemicals before using them. • Do request an SDS from the supplier. • Do read and follow the manufacturer's instructions before use. • Do swap hazardous chemicals with less hazardous chemicals. • Do use any recommended PPE (Personal Protective Equipment) (e.g., gloves, respirator, safety glasses). • Do source and maintain appropriate controls from a skilled person (e.g., local exhaust ventilation and fume cupboards). • Do keep chemicals locked away and out of reach of unauthorised personnel. • Do store the minimum amount of the chemical required. • Do dispose of chemical waste using a licenced waste provider. • Do train users in the safe use of chemicals. • Do follow emergency procedures if an accident or incident occurs. •	• Don't leave students unsupervised when chemicals are in use. • Don't transfer chemicals into unmarked containers. • Don't use flammable chemicals near sources of ignition. • Don't mix chemicals unless you are sure they don't react. • Don't store chemicals alphabetically or unsuitable chemicals together (e.g., acids and bases). • Don't eat, drink, smoke or vape in areas where chemicals are present. • Don't transfer chemicals into unmarked containers. • Don't use -flammable chemicals near sources of ignition. • Don't mix chemicals, unless you are sure they don't react.

Important information!
In case of emergency, contact the National Poisons Information Centre:
www.poisons.ie
01 8092166 (8:00am - 10:00pm, 7 days a week)

HSA
Use chemicals safely - Read the label
How do I know if a chemical is dangerous?
The label on the container should give information about any dangerous properties of the chemical.
SCAN FOR MORE INFO
What do the hazard pictograms mean?
TACTILE WARNING
PRODUCT IDENTIFIER
HAZARD STATEMENTS
PRECAUTIONARY STATEMENTS
UNIQUE FORMULA IDENTIFIER (UFI)
GreatStuff™
DANGER
Causes severe skin burns and eye damage
Wear protective gloves....
IF SWALLOWED: Rinse mouth. Do NOT....
Rinse skin with water....
CONTENTS
Hydrochloric acid ..%
Name, Address & Telephone No. of Manufacturer
200ml
CHILD RESISTANT FASTENING
HAZARD PICTOGRAMS
SIGNAL WORD
SUPPLIER DETAILS
NOMINAL QUANTITY
Pictograms accompanied by the appropriate hazard statement
DANGER
WARNING
Life threatening even in small amounts and brief exposure
Causes very serious long-term health effects
Causes skin and eye burns
Destruction of metals
Skin and eye irritation
Adverse Health effects
Damage to ozone layer
Handle with care
Never swallow or inhale
Avoid contact with skin
Handle with care
Don't swallow, touch or inhale
Avoid release
Explosive - sensitive to fire, heat, vibration and friction
Highly flammable - serious fires if exposed to sparks, flames, heat
Causes or intensifies fire, increases fire risk
Container explodes if heated. Very cold liquid burns when touched.
Toxic to aquatic environment
Keep your distance
Handle with care
No ignition sources
Wear protective clothing
Do not heat
Do not pour down drain


What do the hazard pictograms mean?
DANGER
WARNING
Life threatening even in small amounts and brief exposure.
Causes very serious long-term health effects.
Causes skin and eye burns.
Destruction of metals.
Skin and eye irritation. Adverse health effects.
Damage to ozone layer.
Handle with care.
Never swallow or inhale.
Avoid contact with skin.
Handle with care.
Don't swallow, touch or inhale.
Avoid release.
DANGER
WARNING
Explosive- sensitive to fire, heat, vibration and friction.
Highly flammable- serious fires if exposed to sparks, flames, heat.
Causes or intensifies fire, increases fire risk.
Container explodes if heated. Very cold liquid burns when touched.
Toxic to aquatic environment.
Keep your distance.
Handle with care.
No ignition sources.
Wear protective clothing.
Do not heat.
Do not pour down drain.

INDOOR AIR QUALITY

The requirement to provide sufficient fresh air and maintain ventilation systems remains in the post-pandemic era and is set out in the Safety Health and Welfare at Work (General Application) Regulations 2007, SI 299 of 2007, as amended by SI 255 of 2023.

The HSA's Code of Practice (COP) for Indoor Air Quality (IAQ) provides practical guidance for all employers on completing indoor air quality assessments and an action plan to address any air quality issues.

This code outlines how to complete a risk assessment in the workplace, depending on its complexity. It also recommends that to start the process, a visual inspection, consultation and gathering of information is completed. During this assessment, examples of what to look for are given, including rooms where there is no natural or mechanical ventilation. Data on measurements are also needed, including temperature and relative humidity.

It advises that for most people an acceptable temperature for School lies between 18–23°C and a minimum of 4.65 square metres of floor space should be allowed for every person in the room. It also refers to the use of carbon dioxide (CO2) monitors, which provide a useful visual aid, and states that CO2 levels consistently higher than 1,400ppm in an occupied room indicates poor ventilation. Maintaining CO2 levels below 1,000ppm would likely indicate that an indoor space is adequately ventilated.

After the assessment has been completed, a written indoor air quality action plan should be completed, identifying further actions and control measures, and examples of these are shown in the code. The code also contains relevant guidance on ventilation systems and components, carbon dioxide monitors and air cleaning and filtration systems

Classrooms

Consult the Department of Education for further advice: "Practical Steps for the Deployment of Good Ventilation Practices in Schools V3 May 2021"

PSCYHOSOCIAL HAZARDS AND REMOTE WORKING

Psychosocial hazards are factors in the design or management of work that have the potential to cause harm to a person's psychological wellbeing. Harm to psychological wellbeing means harm to mental health and changes in subsequent behaviour. Psychosocial hazards increase the risk of work-related stress (WRS) and can have other psychological or physical consequences.

In the standard 'on-site workplace', examples of psychosocial hazards include conflict, bullying, high demands, low control, role confusion, low support, and improper communication (e.g., shouting, not communicating at all, or mumbling). Exposure to one or more of these hazards on an on-going basis can cause harm. This is why early intervention and communication of issues is crucial.

There are specific and non-specific factors which aggravate occupational safety and health (OSH) psychosocial risks in remote work settings. These can differ in many ways to those which apply to 'on-site working'.

More information related to the OSH psychosocial risks associated with 'on-site working' can be found on the www.hsa.ie website (Psychosocial Hazards Information Sheet).

The HSA offer some practical areas to help with possible psychosocial hazards, e.g.:

1. Bullying and Harassment policy in place,
2. Regular meetings to ensure effective communications with minutes kept,
3. Support for staff dealing with demanding people and situations.
4. Communicating changes at work to people - new buildings, new systems, new rules etc.
5. Support – If possible, it is good to have access to an independent 3rd party to allow workers to seek support e.g. an Employee Assistance Program.

MENTAL HEALTH AND WELLBEING AT WORK.

The school recognises that our employees are our most valuable asset and that their health and safety include both physical and psychological wellbeing. We are committed to fostering a supportive and positive work environment where mental health is treated with the same importance as physical safety.

To achieve this, the school will:

- Promote a Positive Work Culture: We will actively work to create a work environment founded on respect, dignity, and open communication. Bullying, harassment, or any form of inappropriate behaviour will not be tolerated.
- Manage Work-Related Stress: Through good work organisation, clear role definitions, manageable workloads, and open dialogue, we will identify and control workplace stressors.
- Provide Resources and Support: All employees will have access to confidential support. If in place, this will be through our Employee Assistance Programme (EAP), which offers free, professional counselling and advice. Details on accessing this service are available from the Principal.
- Encourage Early Communication: Employees are encouraged to speak with their manager or a member of management if they are experiencing work-related stress or mental health challenges. All conversations will be treated with confidentiality and sensitivity.
- Respect Work-Life Balance: The school supports initiatives that promote a healthy work-life balance.

Responsibilities of Employees

The success of this policy relies on the active cooperation of all employees. To support your own wellbeing and that of your colleagues, you are expected to:

- Take Reasonable Care: Take reasonable care of your own mental health and wellbeing, just as you would your physical safety.
- Engage Proactively: Engage openly with school initiatives designed to support wellbeing, such as training, EAP services, and one-to-one meetings.
- Communicate Early: If you are experiencing work-related stress or other mental health challenges, you have a responsibility to communicate this at an early stage to your principal, a Mental Health First Aider, or the Principal so that supportive measures can be explored.
- Treat Others with Respect: Contribute to a positive and inclusive atmosphere by treating colleagues and managers with respect, dignity, and courtesy.
- Support Colleagues: Be supportive of colleagues who may be experiencing difficulty and encourage them to use the available supports, while respecting confidentiality.

By working together in this shared responsibility, we can maintain a workplace that not only protects mental health but actively promotes the wellbeing of every member of our team.

OFFICE ERGONOMICS.

Ergonomics is about designing or planning work tasks in such a way as to improve human health, comfort and performance.

Ergonomics in practice involves a study of work activities and the work environment in order to understand how people carry out the work activities. Human performance is affected by:

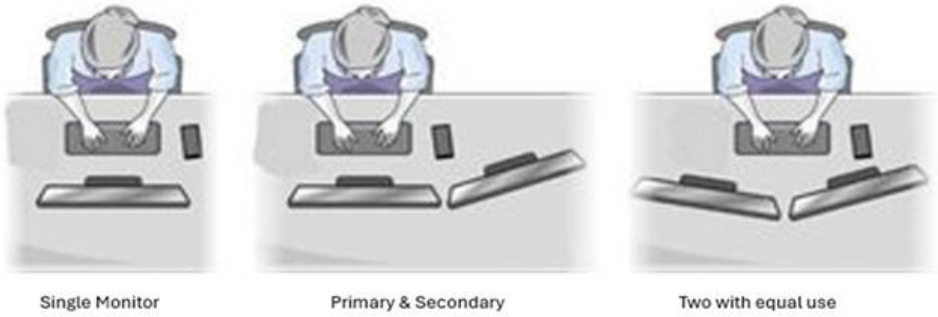
• Physical ergonomics: the physical requirements of an activity

• Cognitive ergonomics: the way information in relation to the task is presented to the person

• Organisational ergonomics: how work is organised, for example shift patterns

Working safely with display screen equipment

You should take a break from your screen and keyboard at least every hour. No posture is ideal if it is maintained for long periods. This does not have to be a work break. You can, for example, stand up while on the phone, do filing or photocopying.



Tips on reducing discomfort.

Use your chair properly.

- Adjust your chair so your feet are flat on the floor or use a footrest if required.
- Ensure your lower back is fully supported by the lumbar support in your chair.

Position your screen correctly

- To reduce eyestrain, position your screen at least 20-30 inches from your face (at arm's length).
- To reduce neck strain, your screen should be tilted and centred directly in front of you at eye height.

Position and adjust your keyboard correctly

- Awkward wrist, arm, and shoulder position may lead to discomfort or injury.
- The keyboard should be placed directly in front of the screen.
- Adjust the height and angle of the keyboard. Your forearms should be parallel with the floor.

Avoid glare

- Having blinds on windows can help in reducing glare.
- Adjustable lighting helps to minimise glare, reduce eyestrain and headaches. To avoid glare on the screen, position the desktop light to the side of the monitor, instead of behind or in front of it.

Give your eyes a break using the 20-20-20 rule

- Every 20 minutes, for 20 seconds, focus on an object 20 feet away. This allows your eye muscles to rest.
- You should also blink more. People blink 12 to 15 times a minute under normal conditions. Those reading on a screen blink only 7 times a minute.

Vary your position between sitting and standing

- Standing even occasionally during your workday is good for your health. Make small changes by standing during phone calls and varying your activities.

Get up and move.

- Take a short walk during your lunch break. Send your print jobs to a location that requires you to get up and walk a short distance. Change your posture often to minimise fatigue.

Laptops and hot desking

- Laptops should not be used for long periods. Your workstation should be assessed to ensure users have a comfortable working position.

Dual screens - Tips for using dual screens

- While dual screens may make work easier, incorrect use can cause musculoskeletal risks.
- Position the top of each screen at your eye height to help maintain a good head, neck, and upper back posture.
- Keep both screens close together, side by side, and swivel in your chair when looking between the screens, rather than twisting.
- If you use both screens equally, sit central to them both. Tilt the screens so the outside edge of each screen is angled toward you (a slight V shape). This will help minimise head and neck twisting when looking between them.
- If you use one (primary) screen more than the other (secondary), position the primary screen directly in front of you, with the secondary screen, positioned to the side, angled inwards slightly.
- Have both screens around an arm's length away. This is typically the most comfortable viewing distance for most people.

VULNERABLE WORKERS

Vulnerable workers are certain groups who may be more at risk from occupational accidents or ill-health than others or those that have special considerations that may need to be taken account of in a health and safety context'. We commit to ensuring the health, safety and wellbeing of all vulnerable workers in our school.

Our organisation is committed to ensuring the health, safety, and wellbeing of every worker. We recognise that some individuals or groups may be more susceptible to occupational risk due to a combination of personal circumstances, job characteristics, or workplace factors.

We define vulnerable workers as those who may be at greater risk of accident or ill-health, or who require special considerations in our health and safety management. This includes, but is not limited to young, pregnant, postnatal, or breastfeeding workers; older workers; new, inexperienced, or migrant workers; gig, agency, and temporary workers; those with disabilities or health conditions; lone workers; and individuals facing language or literacy barriers.

To protect all workers, we will proactively identify and manage risks arising from factors such as job insecurity, lack of experience, lone working, demanding work arrangements, stress, or any form of exploitation. Our approach will account for relevant personal factors (such as age, health, or language) and job factors (such as contract type, work hours, and organisational safety culture).

Through diligent risk assessments, tailored controls, inclusive communication, and a supportive safety culture, we will ensure our protection measures are effective and equitable for everyone.

7. INSTRUCTION, TRAINING & POLICIES

HEALTH AND SAFETY INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION.

At the workplace, Management ensures that suitable training is provided to meet statutory, mandatory and local requirements.

The objective is to ensure that all employees have the necessary proficiencies to undertake their duties in a safe manner, thus reducing the risk of injury or ill health to themselves or others.

Within the school, a training record for each individual employee is held on their personnel file. In addition, a log of each individual's training record is held in the Principal's Office with details of all training undertaken and any training which is required/outstanding.

Training is provided:

- On commencement of employment - Induction.
- In the event of the transfer of an employee or change of task assigned to an employee.
- On the introduction of new technology, new work processes.
- To maintain employee competency/proficiency.
- Following the analysis of Incident/Accident/Near Miss reports.

Please note within the school there is a reciprocal duty placed on employees to attend such training. Refusal to attend such training may warrant disciplinary action.

All instruction, training and supervision are given in a form and manner that is reasonably understood by employees. All training attendance is recorded.

Equipment and Electrical Safety

- All employees will be advised to visually check all equipment before they use it, any faulty or defective leads, plugs, switches, sockets of electrical equipment must be taken out of the service immediately and reported to the relevant Safety Representative/Principal.

- All employees must ensure that electrical leads and cables are distributed in such a manner as not to cause an electrical risk or other hazards.

Photocopier Safety:

- **Choose low-emission photocopiers:**
  Choose dry-process photocopiers, not wet-process ones. Also, choose photocopiers that do not run as hot so that they will not produce as much ozone. Some newer models use a different system to reduce the amount of ozone produced by the machine. The average ozone emitted is 40 µg/copy. At peak production, it is 131 µg/copy.

- **An ozone filter is a must:**
  Ensure that the photocopier is equipped with an ozone filter which rapidly decomposes the ozone gas in the machine's exhaust to convert it to ordinary oxygen. These filters should be replaced after a certain number of pages have been printed (approximately 50,000 sheets).

- **Keep your distance**:

  The photocopier should be placed such that exhaust emissions do not travel over workstations or personnel. The more often a photocopier is used or the more duplicating machines there are, the more important it is that they are placed in a separate room with local (and separate) mechanical exhaust ventilation.

- **Ventilate the room:**

  Make sure that the room in which the photocopier is placed is well-ventilated, whether it is by natural or mechanical means. If not, the levels of ozone could build up to dangerous levels. It would be even better if the photocopier is placed in a dedicated room of its own.

- **Maintain it well:**
  Have photocopiers maintained on a regular basis. For example, ozone emission from five copiers that the US Environmental Protection Agency (EPA) tested dropped from a range of 16 µg/copy to131 µg/copy before maintenance to 1 µg/copy to 4 µg/copy after maintenance.

- **Manage refills and spillages well:**

  Refilling techniques for the toner in dry (also known as xerographic) machines should be given special attention, avoiding spillage as far as possible. But if spillages happen, they should be cleaned up with care. Vacuum up the spillage instead of brushing it off. Then, wipe off the remainder dust using a damp cloth. Ideally, those with compromised respiratory systems should not be asked to do this.

  The substances expelled from the use of frequent photocopying by the toner inside can lead to contamination of the school due to toxic fumes. This can cause breathing problems for employees who use the machine along with aggravating skin conditions and other more serious side-effects like bronchitis. Make sure the machine is put in a large area with good ventilation.

  Constant use of a photocopier can lead to overheating which needs to be monitored as it can cause a lack of moisture in the air, which creates skin problems, and decreased functionality of the machine. Checking temperatures regularly will help to keep heat levels down but consider investing in an air conditioning system in the room where the copier is held.

Chemicals/Detergents

- Under the Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001/2015 it is the duty of the employer to identify hazards and assess the risks associated with the use of chemical agents in the workplace.

- In the St. Brigid's G.N.S. workplace, all chemicals/detergents are held in their own manufacturer's container, clearly labelled and stored safely.

- If chemicals/detergent are used in the workplace, guidance outlined in the Safety Data Sheets is followed with regard to their use. Employees are advised to ensure that after usage of chemicals/detergents that they are put safely and securely away.

- Gloves must always be worn, and hands washed and dried thoroughly prior to and after each use.

Slips Trips and Falls

- St. Brigid's G.N.S. will advise its employees to check their workplace, and that external areas are regularly inspected for slip, trip and fall hazards. All employees are relied on to inform the Principal or Deputy Principal of any hazards identified in the workplace. In particular the employee must immediately escalate any hazard which they cannot personally resolve.

- Employees are requested to ensure equipment is stored in its designated location and all walkways are kept free from obstruction and trailing cables.

- Employees are requested to promptly clean up any spillages resulting in a wet floor.

- Staff will ensure that floors are dried so far as is reasonably practicable when they are expected to use them and will also ensure that waste is removed regularly to ensure it does not accumulate and cause a trip hazard.

Eye Exposure Treatment

In the event of a chemical getting into somebody's eye, if possible, consult the Safety Data Sheet (SDS) and carry out the following actions if advised -

- Irrigate the affected eye with copious amounts of saline or potable water (before and after removal of contact lenses, if applicable).
- Ensure eye wash solution/potable running water is easily accessible to all employees in the event of eye contamination.

In the event of any of the above, St. Brigid's G.N.S. employees must:

- Report the incident/accident to their Principal, Deputy Principal or Safety Officer.
- Attend without delay Accident and Emergency Unit of Local Hospital who will manage the case.
- Document details of the incident on Accident Report Form.

Manual Handling

Manual Handling involves lifting, pushing, pulling or in any other way moving or holding any material or object. There are three hazards associated with manual handling tasks:

(1) Overexertion – where the load is beyond the capacity of the individual.
(2) Cumulative damage – repetitive lifting with poor lifting techniques or repetitive lifting in a constrained posture.
(3) Accidental injury - where the load moves during manual handling causing injury. This can result in physical injury or muscular damage.

- As per General Application Regulations, 2007 (Chp 4, Pt2), any employees, who are at risk of back injuries from work activities must have Manual Handling training certification which must be updated every three years at a minimum and form part of the individual employee training plan.
- All employees must be familiar with the requirements of safe moving and handling of loads.
- A competent person will risk assess and provide/source guidance for all employees with regard to use of any specialised equipment in the St. Brigid's G.N.S. setting, where required.
- Employees will be advised to inform the Principal, Deputy Principal, Safety Officer of any perceived difficulties before undertaking any tasks.

Smoking, Alcohol and Illicit Drugs

- It is the policy of St. Brigid's G.N.S. not to permit any worker to attend work and carry out duties under the influence of alcohol, illicit drugs or prescribed medication that may alter behaviour (e.g. makes the person drowsy/sleepy).
- Any breach of this policy may result in the implementation of the disciplinary procedure, up to and including dismissal.

- Employees who suspect a colleague may be under the influence of drugs or alcohol while at work must report this immediately to the Principal.

- St. Brigid's G.N.S. also prohibits the smoking of tobacco products in any areas of the workplace premises.

Procedure for Managing Drug and/or Alcohol Related Incidents Whilst at Work

- The Principal/Deputy Principal/Safety Officer who has a reasonable suspicion that an employee is under the influence of an intoxicant while at work, will request the employee to stop work for the day.

- The Principal/Deputy Principal will investigate the occurrence and will refer to the school's policy regarding disciplinary procedures.

Pregnant Employees

- The School's Pregnant Employee procedures apply when an employee informs their employer that they are pregnant, has recently given birth or is breastfeeding and provides an appropriate medical certificate.

- The pregnant employee must inform the Principal who will direct them to DEY circulars containing information regarding their entitlements and rights under the 2007 Regulations.

- A Risk Assessment shall be carried out on the pregnant employee's workplace as per the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees.

- A risk assessment of the pregnant employee will be completed as soon as is reasonably practicable after notification of the pregnancy to the Safety Officer at.

- As per statutory Instruments S.I. No 299 of 2007, St. Brigid's G.N.S. , where a risk assessment reveals a risk to an employee's safety or health, or any possible adverse effect on the pregnancy or breast feeding of an employee and it is not practicable to ensure the safety or health of such employee through protective or preventive measures, adjust temporarily the working conditions or the working hours, or both, of the employee concerned so that exposure to such risk is avoided. The Principal will refer the staff member to occupational health, Medmark at this stage.

- As per Maternity Protection (Amendment) Act 2004, in cases where the adjustment to the working conditions or working hours or both referred to above are not technically or objectively feasible or both, St. Brigid's G.N.S. will take the necessary measures to provide the employee concerned with other work which does not present a risk to the safety or health of, or any possible adverse effect on the pregnancy or breastfeeding by the employee. In order to support the employee, the Principal will refer the staff member to occupational health, Medmark at this stage.

Maternity Leave

- This practice at St. Brigid's G.N.S. will ensure all employees are given support and encouragement before, during, and on return to work from maternity leave.

- It aims to ensure that the employee's duties are adequately covered during maternity leave is arranged and that an effective dialogue is implemented at all stages so that employees feel fully informed about both their entitlements and the process. All employees taking maternity leave are covered by this policy, including those on part-time contracts.

At least two weeks must be taken before the expected date of birth, and at least four weeks after the birth. Please see Department of Education and Youth Circulars for full details on Maternity Leave.

Parental leave

This policy sets out the School's stance on providing Parental Leave to facilitate parents who require periods of short-term unpaid leave to take care of a child in the specific circumstances as set out below. Please see Department of Education and Youth Circulars for full details on Parental Leave.

Paternity leave

This policy sets out the school's stance on providing paternity leave to parents in accordance with the Paternity Leave and Benefit Act 2016. Please see Department of Education and Youth Circulars for full details on Parental Leave.

Occupational Stress

St. Brigid's G.N.S. recognises that stress at work can be a problem and the workplace and takes its responsibility in this regard seriously. It strives to minimise occupational stress through employees training, monitoring workloads, the allocation of work, time deadlines, etc.

It is important that employees report to the Principal/Safety Representative if they are suffering on-going stress, which they believe is caused by work. This will enable management to work with the employee to remedy the situation and to provide them with appropriate assistance and support.

The Safety, Health and Welfare at Work Act 2005 (SHAW Act) mandates that employers manage and conduct work activities to ensure the safety, health, and welfare of employees, including the prevention of work-related stress. Employers must assess stress as a psychosocial hazard, include it in their risk assessments, and take practical measures to prevent foreseeable mental injuries. In order to support the employee, the Principal will refer the staff member to occupational health, Medmark at this stage.

Adult Anti Bullying Policy

St. Brigid's G.N.S. recognises the right of all employees to be treated with dignity and respect and is committed to ensuring that all employees are provided with a safe working environment which is free from all forms of bullying and sexual harassment. St. Brigid's G.N.S. has an "Adult Anti Bullying Policy" in place. All employees will be informed of this policy at commencement of employment and will have access to a copy of same.

St. Brigid's G.N.S. acknowledges that central to the delivery of the highest possible quality care is a working environment where employees feel valued, recognised and safe. The promotion and maintenance of the dignity of all employees plays a key role in ensuring this environment.

The policy provides clear definitions of bullying and harassment and clearly outlines the procedure to be followed by an employee in the event that they are the subject of such behaviours. All staff members are informed of the policy and the policy is accessible to all staff members through the Shared Drive for Organisational Policies.

CHILD PROTECTION

As per the legislation – Children First Act 2015 St. Brigid's G.N.S. has a Child Safeguarding Statement in place. The aim of this policy is that children are safely cared for within the school. Any concerns coming to the attention of the organisation which relate to the safety and welfare of those children, either within or outside the organisation, are responded to in accordance with Children First: National Guidelines for the Protection and Welfare of Children and the Children First Act 2015. St Brigid's G.N.S. policies can be found on the school website.

The school acknowledges the existence of the Child Safeguarding Statement as the primary framework for protecting students from "harm" as defined by the Children First Act (assault, ill-treatment, neglect, or sexual abuse).

Objectives:

- All adults working in the school, and/or those who have access to children attending the School, have been appropriately vetted in accordance with Regulation 8.
- A written Child Protection Policy is in place, and all adults working and looking after children in the School have received induction training on the policy and are familiar with it.
- The written Child Protection Policy reflects the requirements of *"Children First: National Guidelines for the Protection and Welfare of Children"* and clearly outlines arrangements for contact with the local Health Services Executive Child Protection Team (including contact names and telephone numbers).
- The policy and procedures clearly set out staff responsibilities for the reporting of suspected child abuse or neglect.
- A designated senior member of staff together with a deputy has received "Keeping Safe" training in child protection and is responsible for liaising with the relevant agencies in any child protection situation.
- All staff are aware of:
  - ✓ the vigilance required to remain alert to child protection and welfare needs.
  - ✓ the symptoms of children at risk of abuse.
  - ✓ their responsibility to report any concerns without delay.
  - ✓ their responsibility to report to the designated senior member of staff (or deputy) any other staff member behaving inappropriately towards a child.
  - ✓ the requirement for confidentiality in all such cases.

CODE OF BEHAVIOUR

The aim of this policy is for children to receive positive guidance and encouragement towards acceptable behaviour, and to support them in finding positive solutions to problems.

Objectives:

- The school has a Code of Behaviour that sets out the methods used to support children in managing their own behaviour. The policy is ratified by the Board of Management, and is fully understood and implemented by all staff. St Brigid's G.N.S. . Policies can be found on the school website.
- Parents or guardians are informed of the School's Code of Behaviour before the child is enrolled in the school.
- In dealing with behaviour issues, staff are consistent and respect the maturity and level of understanding of the individual child as per the School's Code of Behaviour.
- A record is kept of any on-going behaviour issues displayed by a child. In cases where a particular child is involved in on-going or frequent incidents, the child's behaviour is reviewed with staff and with the child's parents or guardians, as per the School's Code of Behaviour.

SICKNESS & INJURY AT SCHOOL POLICY

Aims

The aims of this policy are that the health care needs of each child are identified and addressed as appropriate.

Objectives:

Information regarding each child's health care needs is sought from parents or guardians when the child is enrolled in the school, and written permission is obtained in relation to the seeking of any necessary emergency medical advice or the administration of emergency treatment.

- If the school has any concerns in relation to infectious and/or notifiable diseases, they should contact their General Practitioner or local HSE Department of Public Health.
- The school has clear procedures are in place, in relation to the administration of medication.
- Every effort is made to contact the parents, guardians or other designated adults if the child becomes ill while attending the school.
- Medicines requiring a prescription are not administered to a child unless a doctor has prescribed them for that child and a medical indemnification has been agreed and signed by the parents / guardians and school management.
- If the administration of prescribed medicines requires technical or other specialist knowledge, individual training, specific to the individual child concerned, is provided for staff.
- All medicines are stored out of the reach of children.
- All staff are informed and aware of the importance of good hygiene practice in order to prevent the spread of infection. Staff are informed of and kept up to date with hygiene procedures.
- Staff promote and model good hand-washing practice at key times and throughout the day.

- Parents or guardians are informed of any outbreaks of infectious disease in the school.
- Students are encouraged to learn about personal hygiene through the daily routine.
- There is a fully equipped first-aid box on the premises, the contents of which are frequently checked and replaced, as necessary, by the school secretary. The first-aid box is readily accessible to staff but stored out of the reach of children. More than one first-aid box should be available in large premises. An additional first-aid box is brought on all outings.
- There is always at least one member of staff on the premises who has up-to-date training in first-aid for children. At least one such person is present on all outings.

SPECIAL EDUCATIONAL NEEDS POLICY

Aims

The aims of this policy are that all children attending the school are treated with equal concern and respect and no differently from children who have no disabilities.

Objectives

- All health and safety standards apply to all children, including children with special needs.
- The school and the parents or guardians work in partnership to enhance the child's experience in the school.
- Staffing arrangements and routines are designed to meet the needs of individual children who have additional needs, and these arrangements and routines are regularly reviewed.
- The physical environment is, insofar as is reasonably practicable, suitable for children with disabilities.
- Children with additional needs who are attending the school have the same access as other children, where practical, to the facilities, activities and play opportunities provided, in order to promote their welfare and development.
- Parents or guardians are consulted in relation to the need for any interventions and/or equipment for the child.

INCLUSION POLICY

Aims

The aims of this policy are that all children attending the school are treated with equal concern and respect.

Objectives:

The school promotes positive attitudes to diversity and equality, and all instances of discrimination are appropriately addressed.

- Children are encouraged to value and respect one another as individuals.

- Regular reviews are carried out to ensure that the care programme, books, posters, toys and other materials positively and accurately reflect society and the children and families using the school.

- Any statements or behaviour that are racist or sexist, or that reinforce stereotypes, or that are in any other way derogatory to an individual, are challenged.

- Staff and parents or guardians work together to create an environment for children in which diversity is valued.

HEALTH AND HYGIENE PRACTICES

Good Childcare Health And Hygiene Practices

Young children in School have an increased rate of certain infectious disease and an increased risk of getting antibiotic-resistant organisms. Prevention of infectious disease in the School setting will help families improve their quality of life and save time, health care costs, and lost work.

What Is A Communicable Disease?

Illnesses caused by infection (invasion of the body) with specific germs such as viruses, bacteria, funguses, and parasites are called *infectious diseases*. ***Communicable diseases*** are those illnesses that can be spread from one person to another either directly or indirectly. Infectious diseases that commonly occur among children are often communicable and may spread very easily from person to person. Most illnesses are contagious before their signs and symptoms appear. Some people may pass the germs without having the symptoms or continue passing them even after recovering from the illness.

How Are Illnesses Spread?

Communicable diseases are spread from the source of infection to the exposed, vulnerable person (host). For this transmission to happen, three things are necessary.

1. Source of germs must be present.
2. Route or (ways) of transmission along which germs can be carried must be present.
3. A host or vulnerable person who is not immune to the germ must be present and come in contact with the germs.

Routes Of Transmission

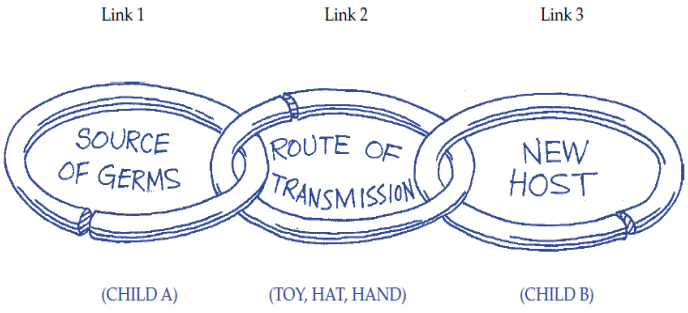
1. Through direct contact with the infected person's skin.

2. Through the air or "respiratory transmission" (passing from the lungs, throat or nose of one person to another person through the air).
3. Through Stool or "Faecal-Oral Transmission" (transfer of a germ from an infected person's stool into another person's mouth to infect them).
4. Through contact with blood and body fluids.

Reducing The Spread Of Illnesses Through Contact

1. ***Attack the source*** of infection or the "first link" by identification, treatment and, if necessary, isolation of the sick person. In the School setting this is accomplished by doing a morning health check/observation, and if necessary, excluding ill children, referring them for medical care, and notifying health authorities when required.

2. ***Attack the route of transmission*** or the "second link" by personal and general hygiene, healthy practices, proper disinfection and environmental improvement. This means disinfecting toys and surfaces, using proper techniques for hand washing, ventilation, etc.
3. ***Protect the vulnerable person*** or the "third link" through immunization, balanced nutrition, and healthy practices such as proper hand washing, etc.



Condition to Exclude from School Setting

Like children, adults are also capable of transmitting communicable diseases. A staff member should be temporarily excluded from providing care to children if they have one or more of the following conditions:

- **Covid-19**

If the child has symptoms of COVID-19 and feel unwell - *if* a runny nose or sneezing is their only symptom, it's OK to send them (if School policy permits it), but they must stay away if they have a high temperature (38 degrees Celsius or higher), have got a positive COVID-19 test result or have diarrhoea and are aged 12 or younger.

- **Chickenpox**

Until six days after the start of rash or when sores have dried/ crusted.

- **Shingles**

Exclude only if sores cannot be covered by clothing or a dressing; if not, exclude until sores have crusted and are dry. A person with active shingles should not care for immune-suppressed children, or work with immune-suppressed staff or parents.

- **Rash with fever or joint pain**

Exclude until diagnosed not to be measles or rubella – Exclude child.

- **Measles and Rubella**

Exclude until six days after rash starts.

- **Vomiting**

Exclude if two or more episodes of vomiting during the previous 48 hours, or if accompanied by a fever, until vomiting resolves or is determined to be due to such non-infectious conditions as pregnancy or a digestive disorder.

- **Pertussis (whooping cough)**

Exclude until after five days of prescribed antibiotic therapy.

- **Mumps**

Exclude until nine days after glands begin to swell.

- **Diarrheal illness**

Exclude if three or more episodes of loose stools during previous 48 hours, or if diarrhoea is accompanied by fever, until diarrhoea resolves.

- **Hepatitis A**

Exclude for one week after jaundice appears or as directed by health department, especially when no symptoms are present.

- **Impetigo (a skin infection)**

Exclude until 24 hours after prescribed antibiotic treatment begins and lesions are not draining.

- **Active Tuberculosis (TB**)

Exclude until the local health department approves return to the setting. [Not a positive skin test only]

- **Strep throat**

Exclude until 24 hours after initial antibiotic treatment, and fever has ended. (or other streptococcal infection)

- **Scabies/head lice/etc.**

Exclude until after the first treatment; scabies until treatment has been completed.

- **Purulent Conjunctivitis**

Exclude until 24 hours after prescribed treatment has begun.

- **Haemophilus Influenza Type b (Hib**)

Exclude until the prescribed antibiotic treatment has begun.

- **Meningococcal Infection**

Exclude as specified in the specific disease section of this safety statement.

- **Respiratory Illness**

Exclude if the illness limits the staff member's ability to work and compromises the health and safety of children or other staff.

- **Herpes cold sores**

Should cover and not touch their lesions, carefully observe hand washing policies and must not kiss or nuzzle infants and children, especially those with dermatitis.

Other conditions mandated by public health law, exclude as required by law (consult your local health department).

Health Risks For Pregnant Staff Member.

Knowing your health history is especially important if you are pregnant or could become pregnant and are providing childcare. Several childhood diseases can harm the unborn child, or foetus, of a pregnant woman exposed to these diseases for the first time. These diseases are:

1. **Chickenpox (Varicella Virus):** First-time exposure to this virus during pregnancy may cause miscarriage, multiple birth defects or severe disease in newborns. Chickenpox can be a serious illness in adults. Most people (90 to 95 percent of adults) were exposed to chickenpox as children and are immune. For employees who do not know if they had chickenpox as a child, a blood test can verify their immune status.
2. **Cytomegalovirus (CMV):** First-time exposure to CMV during pregnancy may cause hearing loss, seizures, mental retardation, deafness and/or blindness in the newborn. CMV is a common infection passed from mother to child at birth. Providers who care for children under two years of age are at increased risk of exposure to CMV. Most people (and 40 to 70 percent of employees of childbearing age) have been exposed to CMV and are immune.
3. **Fifth Disease (Slapped Cheek):** First-time exposure to fifth disease during pregnancy may increase the risk of foetal damage or death. Most people (and 30 to 60 percent of employees of childbearing age) have been exposed to the virus and are immune.
4. **Rubella (German or Three-Day Measles):** First-time exposure to rubella during the first three months of pregnancy may cause foetal deafness, cataracts, heart damage, mental retardation, miscarriage or stillbirth. Rubella can also be a severe illness in adults.

Staff Members can be considered immune only if:

a) they have had a blood test for rubella antibodies and the laboratory report shows antibodies, or
b) they have been vaccinated against rubella on or after their first birthday. Providers who are not immune should be vaccinated. After vaccination, a woman should avoid getting pregnant for three months.

How To Keep The Children And Yourself Healthy

Break the chain of transmission by breaking at least one of the three links, although it is best to organize more than one method of control in order to reduce the transmission of infectious disease.

How To Reduce The Spread Of Respiratory Illnesses

Hand washing and cleanliness in the program are essential. You should:

(a) Ensure that staff and children wash their hands after wiping or blowing noses; after contact with any fluids from nose, throat, or eye; and before preparing or eating food.
(b) Not allow food or eating utensils to be shared.
(c) Wash and disinfect any mouthed toys and frequently used surfaces (such as tables) at least once daily.
(d) Wash eating utensils carefully in hot, soapy water; then disinfect and air dry. Use a dishwasher whenever possible.
(e) Use disposable cups whenever possible; when reusable cups must be used, wash them in hot, soapy water after each use.
(f) Air out the place daily, even in winter, and encourage outdoor play.
(g) Teach children and staff to cough or sneeze into their elbow. If they sneeze or cough into a hand or tissue, they must properly dispose of the tissue and wash their hands.
(h) Wipe runny noses and eyes promptly and wash hands afterwards.
(i) Use disposable towels/tissues.

(j) Dispose of towels/tissues contaminated with fluids from nose, throat or eye in a covered container with a plastic liner. Keep them away from food and materials used in childcare.
(k) Not kiss on the lips; instead give big hugs or kisses on the forehead.

Infection Control Practices

The infection control practices listed below should be followed:

- Proper hand washing
- Proper use of gloves
- Proper disposal of waste and contaminated materials such as gloves, paper towels and bandages
- Proper disinfection and cleaning with bleach solution
- Proper care of soiled clothing
- Teaching all children not to touch any blood except their own.

8. COMMUNICATIONS AND CONSULTATION

THE SAFETY REPRESENTATIVE

The school recognises as per Section 25 of the Safety, Health and Welfare at Work Act 2005, that employees are entitled to elect a fellow employee as a safety representative. The elected staff member will represent fellow employees on safety, health and welfare issues within the workplace.

The Safety Representative is:

The Roles of the Safety Representative include:

- Investigating employees' complaints in relation to Health, Safety and Welfare.
- Making representations to the Health and Safety Authority Inspectors on site visits if requested. The Safety Representative may also be asked to represent the business's stance to the H.S.A. Inspector when carrying out an investigation following an accident on site. (This is at the discretion of the inspector).
- Communicating with the management team on any Health, Safety or Welfare matters within the business.
- Further information on the role of the Safety Representative may be found in the Safety Representative Resource Book and Guidelines on Safety Representatives which are available on www.hsa.ie

(Or if no current safety representative is in place management will support and make relevant communications with the safety representative, should the employees of St. Brigid's G.N.S. choose to elect one).

SAFETY COMMITTEE

Additionally, as with the Safety Representative, Management welcomes the formation of a (if not already in place) or engagement with the (if already in place) Safety Committee from St. Brigid's G.N.S., to assist with the identification and management of health and safety issues in the building on a quarterly basis.

Members of a safety committee may include representatives from Management, the Safety Rep, any employees who wish to volunteer. Further information on Safety Committees can be found on www.hsa.ie

Items such as the following may be discussed, considered and reviewed by the Committee:

- Any representations made to the School on any matters relating to safety, health and welfare.

- The review of safety and health audit reports (including feedback from a Health and Safety Authority Inspector where applicable).
- Seek solutions to safety and health issues which arise.
- Review information relating to incidents, dangerous occurrences and instances of occupational ill-health at the place of work.
- Assist in the development and implementation of safe systems of work.
- Receive progress reports on the implementation of risk assessments and the Site-Specific Safety Statement.
- Promote activities on safety, health and welfare at work and employee wellbeing programmes.
- Review health and safety training reports.
- Recommend actions that will improve the effectiveness of the Safety Management Programme.

All meetings to be recorded with Minutes kept and employees informed through the Safety Officer/Safety Representative. This is achieved through meetings formal and informal. All minutes of meetings will be held and made available in the Safety Officer's office/Principal's office.

NURTURING A SAFETY CULTURE

Employee safety should be a top priority in any school. Therefore, it is important that employers effectively communicate safety standards to every employee.

Suggested examples would include:

1. **Send an Email or Newsletter** – Make sure that everyone gets an email outlining safety standard at least once a month. Another way is mailing a newsletter to the address of every employee.
2. **Post Signage Throughout the Workplace** – Place a sign where employees enter, in break rooms, around equipment and any other high frequent areas. Be creative and use video, themed days and other media to help reinforce standards.
3. **Take Pictures of Safe Actions** – A picture is worth a thousand words. Make it perfectly clear what the expectations are by taking pictures of employees demonstrating proper practices. Include these in your newsletters and emails.
4. **Hold Meetings (Toolbox Talks)**- To ensure that everyone is getting the message, hold small-group meetings that are mandatory for all employees. Make Toolbox Talks a part of the daily routine to review and discuss safety standards.
5. **Require Appropriate Training**- If you are not supplying adequate safety training to your employees, you are communicating that safety doesn't matter. People learn more from the workplace culture than from the signs that are posted. Create a culture of safety in the workplace by properly training your employees.
6. **Safety Comment Cards**- Encourage employees to hold each other accountable and spot unexpected hazards by providing safety comment cards. You could also include a form on your school's Intranet, if present, to make it easier for people to access.

7. **Invest in Proper Safety Gear**- Communicate priority in your safety budget. If you are buying the cheapest gloves, shoes, etc. it's not a wonder why people don't want to wear them! Put an emphasis on safety through buying comfortable, quality gear that your employees will want to wear.

8. **Routine Safety Checks**- The Board and Principal should walk around the premises on a regular basis to do safety checks. This will make it more likely to spot unprotected hazards that need to be secured while looking out for employees to make sure, they're implementing best practices. If you see unsafe behaviour, it needs to be corrected at that very moment. It can't afford to wait.

9. **Share Case Studies or Incident Reports**- Put the reality behind the need for safety by sharing events about real people who have been affected by insufficient safety measures.

DISSEMINATION OF SAFETY STATEMENT

The Board of Management has the overall responsibility to ensure that this safety statement is made available to all employees and any others who may require access to it e.g., external agents/contractors.

A copy of the safety statement is held by the Principal in their office, and soft copies are made available to new employees during their induction training, or any time upon request.

Any amendments to the statement will be made known to all employees by the Principal and an updated version will be made available to all employees through the normal communication channels i.e., meetings formal and informal etc.

The Board of Management is also responsible for ensuring that the Safety Statement is brought to the attention of non-employees who may be exposed to specific risks in the workplace (e.g. contractors/other agents).

This Safety Statement will be reviewed annually or when circumstances require i.e. where significant changes take place or when risk assessments are carried out and improvements are made that have an impact on safety and health.

CONSULTATION AND COMMUNICATION

The School is committed to a policy of co-operation and consultation between management and employees and will take account of any representations/submissions made by employees.

Health and Safety information is provided regularly and consultation on safety and health issues takes place informally on a regular basis e.g. via Staff Meetings and Board of Management meetings.

9. RADON

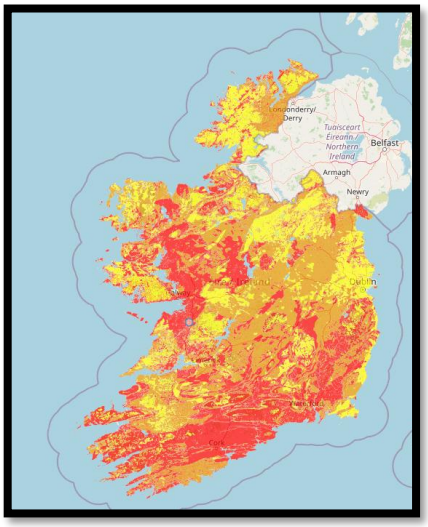
Radon is a naturally occurring radioactive gas. It is invisible, odourless and tasteless, and can only be detected using special equipment. Radon comes from the radioactive decay of uranium, which is present in small quantities in all rocks and soils. Because it is a gas, it can move freely through the ground enabling it to enter the atmosphere or seep into buildings. It is a carcinogen, in the same group as tobacco smoke and asbestos and long-term exposure to high levels of radon can irradiate lung tissue and increase the risk of lung cancer.

The risk of contracting lung cancer depends on how much radon one has been exposed to, the length of the exposure and whether or not one is a smoker, it is important to note that Radon is not linked to other forms of cancer or other respiratory illnesses.

Radon comes from the ground and gets into buildings mainly through cracks in floors or gaps around pipes or cables. As the pressure inside a building is slightly lower than the pressure outdoors, radon will be drawn from the ground into the building. This phenomenon is known as pressure-driven flow. All workplaces can be at risk from radon. Workplaces at higher risk tend to be those located in High Radon Areas. Underground workplaces such as mines and show caves are also at higher risk of increased radon levels, wherever their location might be.

The RPII recommends remediating all workplaces which have a radon measurement above the national Reference Level of 300 Bq/m3 and **200 becquerel per cubic metre (Bq/m3)** in schools,

The school is located in a '**Low Radon Area'**. (See Radon Map).



https://gis.epa.ie

St Brigid's G.N.S. Palmerstown location is in a Low Radon area.

10. MONITORING, REVIEW AND UPDATE

REVISION OF THE SAFETY STATEMENT

The Board of Management will review this Safety Statement annually with assistance from the Principal and Safety Officer (where applicable). This review will be based on amendments to risk assessments and changes in the organisational structure (as listed below) and will also be reviewed to monitor and assess performance. Expert help will be sought as required.

The Safety Statement may require revision between annual reviews arising from changes in legislation, work practices or the request of the Health and Safety Authority; and the appropriate responsible person or competent external personnel will make such changes.

Arrangement for revision will take into account any changes in the following areas:

1. Names of responsible persons
2. Changes in risks

3. New equipment or machinery
4. New personal protective equipment
5. New legislation or standards

The current workplace will be audited prior to the review of this Statement. This will ensure that appropriateness of existing work practices, control measures etc. In addition, risk assessments are reviewed to identify and confirm that any remedial action has been implemented.

The management team will review all relevant safety procedures following all accidents/incidents or near misses.

REVIEWING THE SCHOOL

Important points to consider:

(a) All of those holding safety responsibilities shall be asked to report on any problems in carrying them out.
(b) It may be that some responsibilities will need to be reassigned to a different employee's level (Principal is dealing with trivial matters, or employees monitoring things which they have no authority to correct).
(c) Do those with monitoring responsibilities have the skills to carry out their functions?
(d) Should those in management have the safety performance tasks for which they are responsible included in their appraisal?
(e) Are the lines of communication effective - for example, have any matters of concern for the safety committee not been attended to because they have not reached the right management level?

Specific training and personal protective equipment needs will be reviewed regularly.

The Board of Management shall endeavour to review changes in the Safety Statement annually and include Safety Topics, as they pertain to the school operation, in any end of year reports etc.

Areas to be covered in the Annual Report include information on changes and amendments to the Safety Statement, report on training completed during the year, progress report on the activities of the Safety Committee, breakdown on accident and incident statistics and an overview of planned safety programmes.

11. HAZARD ANALYSIS AND RISK ASSESSMENTS.

All employees of the School must ensure that they are familiar with the current arrangements in place to control risks within their work area.

In conjunction with this section, all employees in the school must reference the Safety Statement with regard to the Hazard Identification and Risk Assessment Process.

The Safety Statement provides a very detailed section on Hazard Identification and Risk Assessment Process.

Given the above, the following is a brief overview with regard to Hazard Identification and Risk Assessment Process at St. Brigid's G.N.S.

RISK ASSESSMENT PROCESS

The Safety Officer or the nominated competent person in the School will, in compliance with Section 19 of the Safety Health and Welfare at Work Act 2005:

- Identify the hazards in the workplace under their control.
- Assess the risks presented by these Hazards.
- Review the risk assessment and amend as appropriate when necessary.
- Identify current controls that are in place to manage the risk.
- Evaluate the risk using the Risk Matrix (outlined in the School Risk Assessment Policy) to assist in prioritising subsequent additional controls required.
- Identify what additional controls are required to eliminate the risk or reduce it to as low as is reasonably practicable
- Identify and assign a responsible person who has responsibility for ensuring these additional controls are implemented and agree a time frame for implementation.

The Safety Officer will include employees at the School in the above process as their personal knowledge and experience will provide valuable additional information.

HAZARD IDENTIFICATION

A Hazard refers to anything with the potential to cause harm in terms of injury or ill health to persons at work and others who are in the place of work.

It is the responsibility of the Principal who has overall responsibility for resources and employees to ensure hazards arising in the workplace that may give rise to risk for the safety, health and welfare of employees and those affected by the organisation's activities are identified, assessed, eliminated or managed to the lowest level possible.

Risk Level	**Category**	**Tolerability**	**Comments**
1- 2	VERY LOW	Acceptable	No further action is necessary other than to ensure that the controls are maintained, or remedial actions implemented at very low cost (in terms of time, money and effort).
3-4	MODERATE	Tolerable	Consideration should be given as to whether the risks can be lowered to a tolerable and acceptable level with the costs considered and implemented within a defined time period.
6-9	HIGH / VERY HIGH	Unacceptable	Significant efforts should be made to reduce the risk so that risk is reduced to a tolerable or acceptable level. Risk reduction measures should be implemented urgently within a defined time period, and it might be necessary to consider suspending or restricting the activity, or to apply interim risk control measures, until this has been completed. Considerable resources might have to be allocated to additional control measures.

There is general recognition of many common hazards, which can be grouped according to source:

- Human/behavioural
- Physical
- Chemical
- Biological

RISK CONTROL, MONITORING AND ESCALATION

Within the School, all existing controls that are in place to manage the identified hazardous event will be recorded and reviewed.

It is important to note that following the review of existing controls, it may be necessary for additional controls to be introduced.

Where additional controls require resources outside the remit of the risk owner the assessment will be escalated to the Principal for review.

All risks requiring additional controls to be implemented including escalation will be included in the Risk Register. These risks will be controlled to the best of the Principal/Safety Officer's ability whilst improvements take place.

12. APPENDICES

EMERGENCY PLAN TEMPLATE FOR SCHOOL EXCURSIONS:

Any School that organises off-site visits should have an Emergency Plan, which should be tested using scenario training.

The plan should be readily available for the school's Emergency Contact and any manager or other member of staff who might be called upon to lead the response to an emergency on an off-site visit.

CRITICAL INCIDENT POLICY

VISIT DETAILS

For all visits, details of the visit and a list of all staff (with their mobile phone numbers) and participants must be placed [*state where*].

During school hours, details of all staff and participants (including medical details, contact details of parents/next-of-kin records of parental consent (if applicable) are kept [*state where*].

Out of school hours, details of the visit and copies of the group list, staff mobile phone numbers and staff/participant details must also be held by the Emergency Contact(s) and by the visit leadership team (unless they are close to the school site and are able to access the records at any time, even when the site is closed).

EMERGENCY CONTACT

Emergency Contact phone numbers:

Teachers will have the phone numbers of the senior management team (out of school hours - mobile phone(s) to be carried by the Emergency Contact(s).

During school hours, the Emergency Contact will be confirmed before departure and deputised by an appointed person e.g. Year Head or member of the Admin team. The Emergency Contact must remain on site until the group returns.

Out of school hours, there must be a named Emergency Contact at all times that a visit is taking place.

Any staff who might by chance take a call from a group must use the First Contact form, which is kept by every school phone, to take details of an incident and then alert the Emergency Contact.

ON RECEIVING A CALL

In the event of being alerted to an emergency on an off-site visit:

1. **STAY CALM;**
2. **ASK** for details of the incident using the First Contact form;
3. **THINK** about the actions you need to take and the people you need to contact to help you (see Possible Actions below);
4. **DECIDE** what immediate help you need and contact those people.
5. **TAKE CHARGE** of the incident until you clearly hand over to someone else - it is essential that one person is clearly designated as controller of the emergency response at any one time, and that it is clear to all who this is;
6. **CONTACT** the group in difficulty to reassure them, get up to date information and keep them informed of your actions.
7. **RECORD** all information you receive and actions you take.
8. **DELEGATE TASKS** as and when possible and appropriate to allow you to manage the situation and allow for concurrent activity.

POSSIBLE ACTIONS

Depending on the circumstances and the support required you may need to do some or all of the following (perhaps in liaison with the school):

1. Inform school principal.
2. Establish an Emergency Response Team, which may need to include the following roles (combine if insufficient staff are available):

    a. Incident Controller.
    b. Coordinator/contact with group (consider keeping the same person to always speak to the visit leader);
    c. Communications (a number of people dealing with different aspects?).
    d. Logistics – arranging transport, accommodation etc. for group and any travelling team.
    e. Resources – e.g., school space, reception for any visitors (parents, media etc), refreshments/food.
    f. Expert advice – e.g., Educational Visits Co-ordinator (EVC) or an experienced visit leader.
    g. Record/log keeper.

3. Inform [*your employer*] if you need their support, if the media might be involved, or if the incident is serious:

    a. If necessary, [*your employer*] will implement their Critical Incident Plan – if so, agree whether the role of Incident Controller lies with you or them;
    b. Agree the protocol for keeping communications open;

4. Inform the School Board;
5. Keep a log of all actions, communications and decisions, including people involved and times;
6. Arrange alternate and additional phone lines so that incoming calls do not swamp communications;
7. Consider other means of communication such as WhatsApp, email and text, but remember that some are more reliable and/or secure than others, and do not assume that a message has been received until it has been acknowledged.
8. Liaise with emergency services, media, tour operators, insurance companies etc.;
9. Carry out any actions necessary to support the visit leadership team;
10. If necessary, organise a Travelling Team to provide support at the scene;
11. Ensure the security of the school site and ensure the access gates are staffed to control access (elements of the media/press sometimes seek to gain access wherever they can);
12. Make arrangements for relatives etc. to be catered for [*state where*] while they wait for news;
13. Arrange for the return or onwards travel of the party, and/or arrange transport for parents to the scene/hospital;
14. Control communications and the flow of information to the affected group, parents and other school pupils and staff (beware of pupils and staff inadvertently starting rumours circulating);
15. Control information to the media – direct all media enquiries to [*state who, e.g., your employer's media/communications officer*];
16. Make arrangements for meeting the group back from the visit and reuniting children with parents;
17. Consider the possible need for immediate and/or future practical and emotional support for anyone involved (don't forget other staff, young people and the Emergency Response Team as well as parents and those directly involved) – if necessary, arrange for a liaison person or counsellor to be allocated to specific people.

PRACTICAL ARRANGEMENTS

[*Insert here details such as:*

1. *which office/phones to use during an emergency*
2. *out-of-hours information (e.g., locks, alarms, heating)*
3. *location of equipment (e.g., mobile phones, laptop, printer, minibus keys)*
4. *how to access relevant information*
5. *how to use existing communication systems (e.g., send group messages to parents, update the school website)*
6. *how to access cash or credit card for emergency use*
7. *how to obtain refreshments/catering*]

Windows Version of OEA Template can be found: Here

EMERGENCY NUMBERS

In addition to this list, all numbers relating to a specific visit (including for the visit leadership team and any providers or accommodation) are kept with the visit details (see above).

IMPORTANT CONTACT DETAILS

No	Point	Comment
1	**Company Name**	St. Brigid's G.N.S. Palmerstown
2	**Electrical Contractor**	
3	**Gas Service Engineer**	
4	**FDAS Contractor**	Chubb Fire & Security, Unit 2 Stillorgan Industrial Park Blackrock, Co. Dublin. 01 846 5157
5	**Fire Extinguisher Contractor**	Apex Fire Limited, Moynehall, Cavan, H12 F9T0. (049) 437 1482
6	**Maintenance Contractor**	Doyle Lifts Services Limited, Unit 6, Broomhill Business Park, Broomhill Rd, Tallaght, Dublin 24, D24 WK68. (01) 235 2932
7	**Boiler Engineer**	
8	**Plumber**	
9	**CCTV Contractor**	RE:SURE, 32 Lavery Ave, Cherry Orchard, Dublin, D12 A611 (01) 691 7100
10	**Waste Contractor**	Greyhound Recycling
11	**Nearest Hospital**	Connolly Hospital, Mill Rd, Blanchardstown, Dublin 15 Phone: (01) 510 6100
12	**Nearest Fire Station**	Dolphin's Barn Fire Station, Parnell Rd, Dolphin's Barn, Harold's Cross, Dublin 12, D12 C520
13	**Nearest Garda Station.**	Ballyfermot Garda Station, Rossmore Ave, Drumfinn, Dublin 10. (01) 666 7200
14	**Location of First Aid Boxes.**	School Reception
15	**First Aid Responders**	Numerous staff members trained
16	**Automated External Defibrillator (AED) Qualified Responders/Users**	Aideen O'Shea, Kieran Killeen, Amy Gleeson, Mary Creedon, Gerard Heneghan, Karen Ryan, Cara McCabe
17	**AED Locations**	School Reception
18	**Fire Wardens**	
19	**Safety Officer**	Anthony Notaro - Board of Management
20	**Safety Reps**	
21	**Accident / Incident Book**	Principal's Office
22	**Location of Assembly Points.**	School front yard
23	**Name of Occupational Health Services**	Medmark through the Department of Education and Youth
24	**Name of Employee Assistance Program**	Spectrum Health through Department of Education and Youth

	PERSONAL PROTECTIVE EQUIPMENT (PPE) Guidelines				
This PPE Register is for the following department:	**Maintenance (2026)**				
Register maintained by:	Principal				
Date of PPE issued:	01/02/2026				
General Information:	This document outlines the task which has been risk assessed and the required PPE that workers must wear, for their own safety.				
Task	**Eye / Face**	**Hand**	**Head**	**Hearing**	**Foot(Safety/Non-slip)**
Slips, Trips and Falls.					**√**
Any manual handling duties.		**√**			**√**
Working at Heights					**√**
Working with chemicals.	**√**	**√**			
Working in Waste Area (Refuse)					
Working outside in icy conditions.		**√**			**√**
Moving equipment, machinery etc.		**√**			**√**
Moving items with a trolley.		**√**			**√**
Electrical Cleaning equipment.		**√**			
Working with					**√**
Working with hot surfaces.					
Cleaning duties	**√**	**√**			**√**
Chemicals – cleaning etc.	**√**	**√**			**√**
Noisy electrical (cleaning) equipment.		**√**		**√**	**√**
Breakages and spillages.		**√**			**√**
Dealing with cuts (risk of blood borne viruses – doing OFA).		**√**			

	PERSONAL PROTECTIVE EQUIPMENT (PPE) Guidelines				
This PPE Register is for the following department:	**Office And Cleaning Tasks (2026)**				
Register maintained by:	Principal				
Date of PPE issued:	01/02 /2026				
General Information:	This document outlines the task which has been risk assessed and the required PPE that workers must wear, for their own safety.				
Task	**Eye / Face**	**Hand**	**Head**	**Hearing**	**Foot(Safety/Non-slip)**
Slips, Trips and Falls.					**√**
Any manual handling duties e.g. deliveries etc.					**√**
Working with chemicals.	**√ (Dependent on task)**	**√**			
Moving equipment, machinery etc.		**√**			**√**
Moving items with a trolley.		**√**			**√**
Electrical Cleaning equipment.		**√**		**√**	**√**
Cleaning duties	**√**	**√**			**√**
Using strong & hazardous cleaning chemicals	**√ (Respirator and face protection)**	**√**			
Breakages and spillages.		**√**			**√**
Noisy electrical (cleaning/maintenance) equipment.		**√**		**√**	**√**
Dealing with cuts (risk of blood borne viruses – doing OFA).		**√**			
Working with hot liquids.		**√**			

PPE REGISTER

St. Brigid's G.N.S

Site Address: Turret Road, Palmerstown, Dublin 20

All personnel employed by the school are provided with standard PPE, which must be worn at all times while at work. This register keeps a record of PPE issued, in addition to additional items of PPE provided. By signing this, employees agree to wear the PPE issued and to notify the manager as soon as possible if the PPE becomes worn, damaged, lost or needs replacing.

Name of Recipient	Date of Issue / Replacement	Item supplied	Signature of recipient: I have received the listed PPE with appropriate training/instruction in its correct use.

SAFETY STATEMENT TRAINING RECORD SHEET

This is to confirm that I have had the principal points of the Safety Statement read and explained to me in a manner that I comprehend. I understand that a copy shall be freely available to me, and I realise that, under the Safety, Health and Welfare at Work Act 2005 that I must follow the procedures outlined in it.

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St. Brigid's G.N.S.

St. Brigid's G.N.S.
Palmerstown.

Risk Assessments

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Introduction to Risk Assessments.

Risk Assessments have been compiled, in this section of the safety statement, following an onsite survey where all key areas have been visited.

Following this visit, a site-specific Risk Survey report has been compiled in advance of the compilation of this Safety Statement.

The Risk Survey outlines the recommended Action Points to be taken by the client with regard to the hazards observed. A suggested timeframe is offered which will help prioritise which controls or recommended actions need to be taken and within in what timeframe.

It is important to note that the Risk Survey needs to be referred to, in tandem with the Risk Assessments.

What are Risk Assessments?

A health and safety risk assessment is a structured process to identify workplace hazards, evaluate associated risks, and implement control measures to reduce harm. It involves five key steps: identifying hazards, determining who might be harmed, evaluating risks to decide on precautions, recording findings, and reviewing controls.

Core Concepts

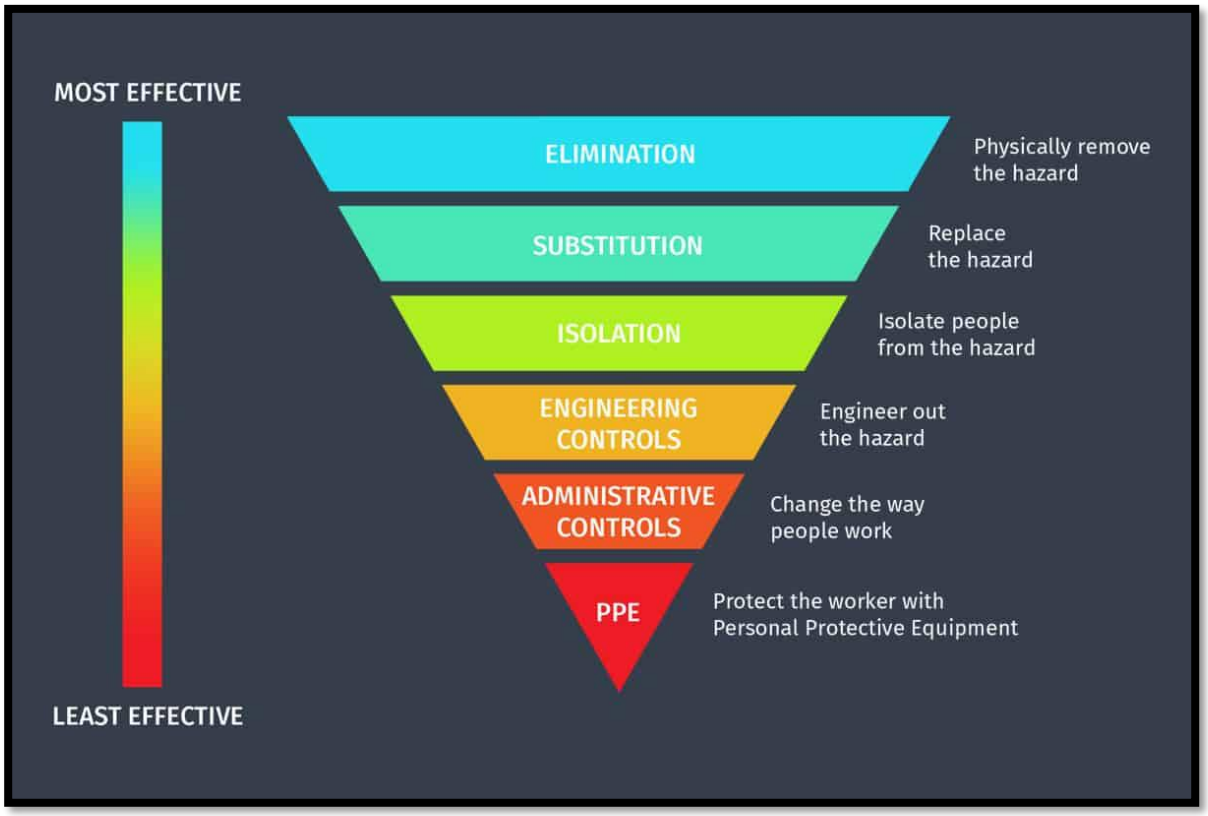
- **Hazard:** Anything with the potential to cause harm, including physical machinery, chemical substances, or work practices.
- **Risk:** The likelihood that a hazard will cause harm, combined with the severity of that potential harm.
- **Control Measures**: Precautions taken to eliminate hazards or reduce the risk of injury.

When compiling Risk Assessments, we follow the 5-Step Process.

The 5-Step Process

1) **Identify Hazards**: Inspect the workplace for ***potential*** sources of harm, such as electrical equipment, manual handling tasks, or hazardous chemicals.
2) **Assess Risks**: Evaluate how likely it is that harm will occur and how serious it might be, considering who (employees, contractors, public) could be affected.
3) **Implement Controls**: Put measures in place to eliminate hazards or mitigate risks to an acceptable level.
4) **Record Findings**: Document the risks identified, the measures taken to control them, and the persons responsible.
5) **Review and Update**: Regularly monitor and review control measures to ensure they remain effective and update the assessment if work processes change.

Hierarchy of Controls and Risk Assessments.



Risk Control Hierarchy

When selecting controls, prioritize them based on effectiveness:

- Elimination: Completely removing the hazard from the workplace.
- Substitution: Replacing hazardous materials or processes with safer alternatives.
- Engineering Controls: Using physical barriers or ventilation systems to isolate hazards.
- Administrative Controls: Implementing safer work procedures, training, and signage.
- Personal Protective Equipment (PPE): Providing clothing or equipment to protect workers as a last resort.

Elimination

The most effective control measure involves eliminating the hazard and its associated risk. The best way to eliminate a hazard is to not introduce the hazard in the first place.

1. Where possible eliminate the hazard and the risk it creates since this is the most effective control measure.
2. If possible, do not carry out works at height, but from lower and safer levels.
3. Remove the root cause of spillages e.g. sanitiser on the floor which will help prevent any slip hazards.
4. It may not be possible to eliminate a hazard if doing so means you are unable to make the end product or deliver the service. If it is not possible to eliminate the hazard, then you must eliminate as many of the risks associated with the hazard as possible.

Substitution

If it is not reasonably practicable to eliminate the hazards and associated risks, minimise the risks by Substitution.

1. Substitute safer cutting tools with safety guards etc, where possible, instead of using older machines with no up to date safety guards or devices. Examples include:
    a. Use a scourer, mild detergent and hot water instead of caustic cleaners for cleaning, if possible.
    b. Use a cordless drill instead of an electric drill if the power cord is in danger of being cut.
    c. Use water-based chemicals, paints etc instead of solvent-based cleaning materials, paints etc. where possible.

Isolation

Isolate the hazard. For example:

1. Use Keep Out Signs, Closed Doors etc to keep out staff from high-risk areas e.g. Hot Ovens etc
2. Use remote controls to operate machines to enable the worker to stand away from any hazards e.g. raising beds electronically.
3. Install guard rails around areas where there is a risk of falls, tripping, slipping etc.

Engineering Controls

An engineering control is a control measure that is physical in nature, including a mechanical device or process. Examples of engineering controls include:

1. Mechanical devices such as trolleys or hoists to move heavy loads.
2. Guards around moving parts of machinery e.g. steel face guards, Perspex guards, hand guards etc.
3. Speed-governing mechanisms in place and never overridden.
4. Machines to be kept in proper operating condition (maintenance, emergency stops, and limit switches) at all times and all safety features in use (interlocks, guards, access covers in place).
5. MAKE CERTAIN that all guards, access doors, and awareness barriers are returned to their original positions after cleaning.
6. TURN OFF and LOCK OUT all electric power, air, or hydraulic power when doing any Maintenance or maintenance checks.
7. Keep all motors, pumps, and electrical power units free of obstructions, dust, and debris.
8. Check all built-in safety devices and interlocks to make certain they are operational, in place, effective and never overridden.
9. If any machine is malfunctioning stop immediately and report to your supervisor.
10. Machines are to be serviced by a competent person and service records kept as part of the maintenance schedule e.g. Boilers, Fire Panel etc.
11. Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Ensure all faults are recorded in the Maintenance logbook. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced.
12. Use non-hazardous cleaning substances if possible.
13. Emergency Stop buttons should be located at easy to access locations on any hazardous machines and never over-ridden.
14. Never remove, or override, any guards or shields from any piece of equipment.
15. Always unplug machine from electrical power before servicing.
16. If any equipment is found to be in need of repair, report it to your supervisor immediately.
17. Do not attempt to use the equipment or repair it yourself, unless you have been professionally trained to do so.

Administrative Controls

Administrative controls are work methods or procedures designed to minimise exposure to a hazard. In most cases, administrative controls use systems of work to control the risk.

1. Organisation is to develop and communicate procedures on how to operate any hazardous machinery safely.
2. Limit exposure time to a hazardous task.
3. Use safety signs to warn people of a hazards.
4. Safe Operating Procedures and safety rules posted.
5. Ensure Safety Signage in place, legible and always follow the instructions.
6. No horseplay of any kind is allowed.

Personal Protective Equipment

PPE refers to anything Staff use or wear to minimise risks to their health and safety. PPE includes but is not limited to the following:

1. Earmuffs and earplugs.
2. Goggles.
3. Respirators.
4. Face masks.
5. Hard hats.
6. Safety harnesses.
7. Gloves.
8. Aprons / overalls.
9. High-visibility clothing.
10. Protective eyewear.
11. Body suits.
12. Safety footwear.
13. Sunscreen (outdoor work).

PPE limits exposure to the harmful effects of a hazard but only if Staff wear and use the PPE correctly.

Using administrative controls and PPE to reduce risks does <u>not control</u> the hazard at the source. Administrative controls and PPE rely on human behaviour and supervision and, used on their own, tend to be <u>least effective</u> in minimising risks

Remember to use administrative controls and PPE only:

1. As last resorts when there are no other practical control measures available.
2. As an interim measure until introducing a more effective way of controlling the risk.
3. To increase the effectiveness of higher-level control measures

School General Based Risk Assessments

Risk Assessment									
1. Hazard / Task: Classrooms – General.					Date: 01.10.2026 **Rev 001**				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No		Risk Rating				
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Injuries.				H				M
2	Cold.					M			L
3	Sickness.					M			L
4	Crushing.				H				M
5	Tripping.				H				M
6	COVID-19.				H				M
Minimum PPE : N/A. **Additional PPE : N/A.**									
Implementation Responsibility: Teacher, Caretaker, Principal, Deputy Principal and Staff Members									

Control Measures In Place (or Required):

<u>Normal Teaching Activities.</u>

1. Desks / furniture must be arranged so as to provide sufficient space to enable the students to:
    - Escape in the event of an emergency,
    - Move safely while in the room,
    - School bags etc, must not be stored in the aisles or in any way that may restrict the escape routes.
2. Emergency evacuation details should be posted in each room (or replaced where missing) e.g. on the back of each classroom door.
3. Teachers to ensure exit routes are not blocked.
4. Bag storage / locker room or an additional schoolbag-pen to be constructed to hold bags and sports equipment between classes, where necessary.
5. Room temperature to be monitored by class teacher to ensure ambient temperatures. Windows to be opened wherever safe and possible to air classrooms.

Risk Assessment								
2. Hazard / Task: General Circulation.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating				
Students:	Yes	Contractors:	Yes					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Slips, trips, and falls.				M			L
2	Fractures.				M			L
3	Abrasions.				M			L
4	Cuts.				M			L
5	COVID-19.			H				M
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

General circulation in corridors, stairwells, and halls.

1. Walkways kept clear and well-maintained,
2. Ample lighting installed.
3. Exits clearly identified.
4. Contractors' sign in / out logbook in place in reception.
5. Annual analysis of system of control for access / egress from the school during school hours.
6. Installation of security locks, panic bars etc which ensure security of school but enable safe ease of egress in the event of an emergency.

Risk Assessment									
3. Hazard / Task: Entrance Hallway / Corridors.					Date: 01.10.2026 **Rev 001**				
WHO MAY BE HARMED									
Staff Members		Yes	Official Visitors/ Public:	Yes	Risk Rating				
Students:		Yes	Contractors:	Yes					
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Bodily injuries – trips/slip injuries.					M			L
2	Obstacles to safe egress in the event of an emergency evacuation.				H				M
Minimum PPE: N/A. **Additional PPE: N/A.**									
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.									

Control Measures In Place (or Required):

1. Ensure that no school bags, sports bags etc. are permitted to gather in corridors or halls, obstructing exits and are instead put safely away e.g. pens, storage areas etc.
2. Good standards of housekeeping to be maintained.
3. No mopping of floors during school hours by Cleaning Staff, unless to make safe a slippery floor, due to risk of slips.
4. Mats to be in place to dry shoes entering the premises during wet weather, while ensuring mats do not pose a trip hazard.

Risk Assessment									
4. Hazard / Task: Entrance Hallway (Slippery Floors).					Date: 01.10.2026 **Rev 001**				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating					
Students:	Yes	Contractors:	Yes						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Slips, trips, and falls.				H				M
2	Personal Injury – Access and Egress.					M			L
Minimum PPE : N/A. **Additional PPE : N/A.**									
Implementation Responsibility: Caretaker, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

1. Students not allowed to run in the hallways.
2. All wet floors to be mopped dry as soon as possible and yellow warning triangle erected to warn pedestrians. - use of mats if appropriate.
3. Floors to be mopped when students have gone home.
4. If there is a pattern of slips, treat floors with a non-slip product and floors to be washed outside of school hours.
5. Do not over polish / buffer floors.
6. All floors to be level and not uneven and slippery.
7. Passages to be well lit, no rubbish, bins or school bags allowed to accumulate.
8. Sports gear and school bags to be stored in a bag storage pen / locker room or an additional schoolbag-pen to be constructed to hold bags and sports equipment between classes, where necessary.

Risk Assessment									
5. Hazard / Task: Entrance Hallway (School Bags).					Date: 01.10.2026				
					Rev 001				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	Yes		Risk Rating				
Students:	Yes	Contractors:	Yes						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Slips, trips, and falls.					M			L
2.	Bruises, Fractures, Concussion etc.					M			L
Minimum PPE : N/A. **Additional PPE : N/A.**									
Implementation Responsibility: Caretaker, Teachers, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

1. School bags shall not be permitted to be left lying loosely in piles in hallways, corridors etc. They shall be left in the students' lockers, classrooms or in specially designated area or 'pen' to prevent a trip hazard.
2. P.E. / Gear bags to be stored in students' classroom or lockers and not to be unnecessarily carried around with the student through the day; and left on the ground in circulation routes /areas thus causing trip hazards.

Risk Assessment									
6. Hazard / Task: Play Areas.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members		Yes	Official Visitors/ Public:	No	Risk Rating				
Students:		Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Falling over or off furniture/play equipment etc				H				M
2	Personal injury.					M			L
3	If standing on furniture / play equipment – falling off collapsing.					M			L
4	Contact with sharp edges.				H				M
5	Splinters from play frames and cuts or scratches from wire from play tyres if present.				H				M
6	Risk of Toxocara Canis(dog roundworm) from animal faecal matter if not cleaned up.				H				M
7	Covid 19								
Minimum PPE : N/A. **Additional PPE : N/A.**									
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.									

Control Measures In Place (or Required):

1. No standing or swinging back on play items not designed for this.
2. Broken items to be repaired or made safe.
3. Play Furniture only to be repaired by a competent person.
4. Cover hazardous sharp corners with protective sponge / padding where necessary.
5. Play mats, where present, to be well maintained and free from rips/tears.
6. Any Play frames to be checked periodically for structural soundness and that there are no exposed wood splinters.
7. Play Tyres, where present, to be checked periodically to ensure no protruding wire from worn rims etc.
8. No animals permitted in play area especially dogs and cats (faeces).
9. Ensure that children of same ages / sizes only use the play area so as to not cause harm to smaller / younger children.

Risk Assessment								
7. Hazard / Task: School Yard and Environs.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating				
Students:	Yes	Contractors:	Yes					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Slips, trips, and falls.			H				M
2	Fractures.			H				M
3	Bruises.				M			L
4	Bullying.				M			L
5	Cuts				M			L
6	Poisoning (ingestion of animal faecal matter or some other toxin). e.g. pest bait			H				M
7	Illness due to inclement weather (snow, rain cold heat, etc).				M			L
8	COVID-19.			H				M
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. Readily available salt to salt entrance routes to the school, if necessary, in freezing weather.
2. Yellow warning triangles to alert pedestrians to the risks of slipping in icy weather.
3. Students to be always supervised in the yard with sufficient staff for the number of children as per the Child Protection Policy / DOE Guidelines.
4. Sheds / timber walls and fences to be painted and sanded regularly with nontoxic paint.
5. All wood surfaces to be regularly maintained and treated by competent persons with non-toxic preservatives, with records kept on file.
6. Students not to be permitted outside in extreme inclement weather, and always in suitable attire if necessary (raincoats, wellington boots, sun cream, sun hats etc).
7. Provision of bins which should be emptied regularly.
8. Access ramps on all building and external classrooms to be built compliant with Regulations K and M.
9. Gullies for downpipes to be operational to help eliminate excess water on the ground.
10. Any potholes/ cracks / uneven steps to be made safe.
11. Traffic Management Plan to be put in place, e.g., if possible, to implement a one-way traffic system etc.
12. Demarcation lines put in place to create pedestrian routes.

Risk Assessment								
8. Hazard / Task: Staircases / Steps.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating				
Students:	Yes	Contractors:	Yes					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Risk of falling downstairs.				M			L
2	Broken bones.			H				M
3	Death.				M			L
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Teachers, Caretaker, Principal, Deputy Principals and Staff Members.								

Control Measures In Place (or Required):

General Circulation throughout the school building.

1. All teachers and students to use handrails while ascending and descending stairs.
2. Where present, one way systems to be followed by everyone.
3. Balconies to have secure guard rails to prevent students jumping or falling over and these to be checked periodically.
4. Handrails to be sturdy and fitted correctly.
5. Areas to be well-lit.
6. Ensure the steps are not worn or slippery
7. Stairs not to be mopped / hoovered during school opening times when students are present due to trip or slip risk.
8. Top and bottom steps' nosing's to be brightly demarcated – thus highlighting start and end of stairs.
9. Stairs to have emergency lighting at top, bottom and on landings.

Risk Assessment								
9. Hazard / Task: Electrical Equipment.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating				
Students:	Yes	Contractors:	Yes					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Electrocution.			**H**				**M**
2	Burns.			**H**				**M**
3	Smoke inhalation.			**H**				**M**
4	Property damage.			**H**				**M**
Minimum PPE: Gloves. **Additional PPE: Hi-Vis Jacket, Safety Shoes**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

Using electrical equipment.

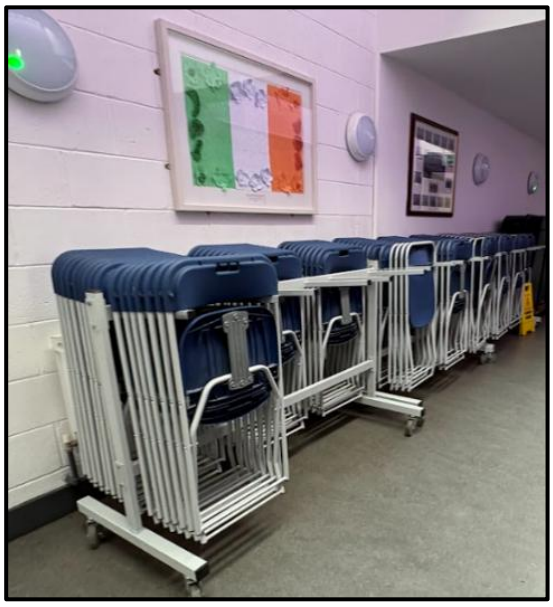
1. Only use correct equipment for the job in hand.
2. Never override/adapt fuses in plugs and ensure RCDs are working.
3. Comply with fire certificate requirements.
4. Portable Appliance Testing carried out as per regs e.g. at least every 5 years etc.
5. Fire drills to be conducted regularly.
6. Regular servicing of fire-fighting equipment (fire-extinguishers),
7. Never use electrical equipment near / with water.
8. Only use BS or CE quality stamped equipment.
9. Installation conforms to current legislation/regulations, maintained in good condition.
10. Authorised Safe Electric RECI/ECCSA electrical personnel only to attempt electrical works.
11. Controlled environment for all electrical equipment.
12. Acting Fire Wardens trained and present on site.
13. Emergency Procedures to be continually amended to match changing environmental criteria.
14. Staff (and students) trained in Fire Safety.
15. Exits clearly identified and kept clear.
16. Fire equipment serviced annually as per IS291 and Fire panel serviced as per IS 3218.
17. Induction training on electrical safety awareness to be given to all relevant staff.
18. Contractors' Safety Rules and Regulations must be recorded and adhered to.
19. Never remove safety guards from electrical equipment.

Risk Assessment								
10. Hazard / Task: Lifting / Moving Equipment					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Back Injury.				M			L
2	Hernias.			H				M
3	Fractures.			H				M
4	Cuts & Abrasions.				M			L
Minimum PPE: N/A. **Additional PPE: N/A.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

Lifting equipment, supplies etc…

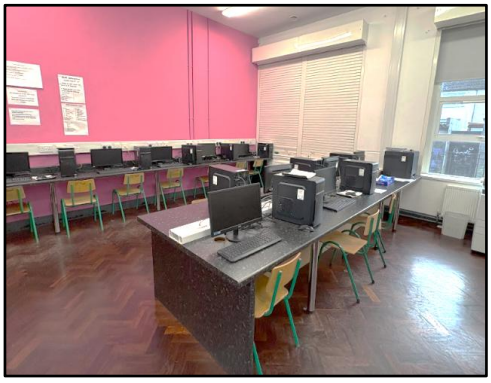
1. All staff at risk should be familiar with manual handling techniques.
2. Mechanical aids provided where possible.
3. Risk assessment carried out on all manual handling activities.
4. Training by qualified manual handling trainer for staff members who carry out manual handling within their role related tasks.
5. Manual Handling refresher training to be carried out every 3 years.



Risk Assessment								
11. Hazard / Task: Computer Equipment.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Repetitive strain injuries.				M			L
2	Eye and eyesight defects.				M			L
3	Work related upper limb disorders				M			L
4	Stress.				M			L
Minimum PPE: None **Additional: Glasses.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. Staff VDU training and assessments to be conducted.
2. Adequate information provided to staff on office equipment, VDUs etc.
3. Work breaks – regular short breaks are best.
4. Activity change to be carried out if staff/students are working with screens for too long.
5. Eyesight tests for Staff / Students - free eye test in Ireland every two years if you have sufficient PRSI contributions through the Department of Social Protection (DSP) Treatment Benefit Scheme.
6. Corrective appliances provided.
7. Staff awareness of ergonomic procedures, best practices, and techniques.
8. Administration information notices.
9. Guidance and advice to be provided to staff.
10. Proper set up of work/computer stations – avoiding glare from windows etc.



Risk Assessment								
12. Hazard / Task: Fans								Date: 01.10.2026 **Rev 001**
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Electrocution - Electric Shock			**H**				**M**
2	Fire.				**M**			**L**
3	Entanglement.				**M**			**L**
4	Trapping and contact with moving parts.				**M**			**L**
Minimum PPE : N/A. **Maximum PPE : N/A.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. Self-discipline and in-house visual inspections carried out periodically with dangerous fans disposed of.
2. Nobody permitted to remove safety guard from fans.
3. Nobody permitted to stick any item into the moving blades.
4. Staff awareness at induction of risks associated with electrical equipment.
5. Only competent personnel to carry out repairs.
6. Fans not to be placed where clothing or long hair could be sucked in causing injury to people.

Risk Assessment									
13. Hazard / Task: Staff Room Kitchen Equipment					Date: 01.10.2026				
					Rev 001				
WHO MAY BE HARMED									
Staff Members		Yes	Official Visitors/ Public:	No	Risk Rating				
Students:		No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Burns.					M			L
2	Scalds.					M			L
3	Electrocution.					M			L
4	Fire.					M			L
5	Cuts/Lacerations.					M			L
Minimum PPE: Gloves. **Additional PPE: Non-Slip shoes, Mask.**									
Implementation Responsibility: Caretaker, Secretary, Teachers, Staff members, Principal and Deputy Principal.									

Control Measures In Place (or Required):

Kettle

1. Equipment complies with legislation and PAT testing.
2. Kettles not over filled.
3. In-house visual inspection.
4. Kettles only permitted in staff room or safe areas in Home Economics rooms where they cannot be easily knocked in error.
5. Kettles placed away from edge of counters and tables.
6. Staff / student awareness of risks associated.

Knives/Scissors

1. Ensure all knives are sharp.
2. Store knives correctly on a magnetic holder on the wall.
3. Any damaged knives are to be disposed of safely.
4. Proper storage facilities for sharp knives.
5. Knives, never to be put into a sink full of water with other cutlery, crockery etc.
6. Scissors to be counted in and out for Classes to help prevent missing items occurring.

Risk Assessment								
14. Hazard / Task: Drinking Hot Drinks in Public.					Date: 01.10.2026			
					Rev 001			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Burns.				M			L
2	Scalds.				M			L
3	Slips, Trips, Falls.				M			L
Minimum PPE : N/A. **Additional : N/A.**								
Implementation Responsibility: All Staff Members.								

Control Measures In Place (or Required):

1. All Hot fluids must be taken in the kitchen / staff room area only.
2. No staff may have tea or coffee in classrooms - and hot drinks only permitted outside staff room if in travel mugs with lids.

Risk Assessment									
15. Hazard / Task: Delivery of Stock (Equipment, Cleaning Materials, etc.).								Date: 01.10.2026	
								Rev 001	
WHO MAY BE HARMED									
Staff Members		Yes	Official Visitors/ Public:	No	Risk Rating				
Students:		No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Back injury.				H				M
2	Crush injury.				H				M
3	Explosion.				H				M
4	Ingestion.					M			L
5	Leaks.					M			L
6	Fire.				H				M
7	Traffic Collision.					M			L
8	Asphyxiation.					M			L
8	Inhalation.					M			L
10	Skin absorption.					M			L
11	Burns.				H				M
12	Skin allergies.					M			L
13	Slips, trips, and falls.					M			L
14	COVID 19				H				M
Minimum PPE: Safety Footwear. **Additional PPE: Gloves.**									
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.									

Control Measures In Place (or Required):

Heavy Equipment

1. Manual Handling Training for all workers.
2. Foot protection.
3. Authorised personnel only.
4. Maximum recommended lifting weight not to exceed 25kg for men and 16kg for women after completing a TILE risk assessment.
5. Mechanical Aids, where applicable, are to be used.
6. Trollies to be used where appropriate.

Cleaning Materials

1. Manual Handling Training for all workers.
2. Safety data sheets available.
3. Appropriate Safety foot protection to be always worn.
4. Authorised personnel only to handle stock.
5. All chemicals to have SDS supplied and filed in an easily accessible central location.

6. Staff training to be given to all staff members involved in the stock delivery procedure,
7. Information notices, explaining the potential dangers of mishandled stock to be present in stack area in clear view.
8. Chemical awareness to be encouraged in all staff.
9. Suitable fire-resistant chemical cabinet for storing of flammable chemicals to be used.

Risk Assessment								
16. Hazard / Task: Daily Cleaning.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Ingestion of chemicals.				M			L
2	Asphyxiation.				M			L
3	Inhalation.				M			L
4	Skin absorption.				M			L
5	Skin allergies.				M			L
6	Chemical burns.				M			L
7	Slips, trips, and falls.				M			L
Minimum PPE: Gloves. **Additional PPE: Non-Slip Shoes.**								
Implementation Responsibility: Cleaners, Caretaker, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

Cleaning Products

1. Safety data sheets (SDS) kept on file and easily accessible.
2. Personal protective equipment supplied and used.
3. Authorised personnel only.
4. All cleaning materials to be stored in a locked cleaning chemical room / cabinet.
5. Safe system of work to be followed.
6. Adequate waste disposal.
7. Emergency procedures to be established in the event of an incident occurring.
8. Staff Induction Training on chemical SDSs.
9. Information and safety notices in all relevant areas.
10. Detailed cleaning procedure to be implemented.
11. Staff / student awareness.
12. Notices and information boards on chemical safety.

Use of Cleaning Equipment

1. PPE – Gloves and Ear protection to be provided.
2. Manual Handling techniques to be trained and followed by all relevant staff.
3. Respiratory protection in tight areas with poor ventilation to be used.
4. Operating manuals to be kept securely nearby for ease of access.
5. Areas undergoing deep cleaning be well ventilated.
6. Regular Rest breaks are to be taken throughout the shift.

Body Fluids and Waste Legionella

1. All staff to follow hygiene code.

2. Changing/toilet areas cleaned regularly.
3. All toilets to have soap, driers or hand towels and hot and cold running water.
4. Female toilets - Sani-bins to be changed regularly by professional contractors.
5. Comprehensive cleaning schedule put in place and followed.
6. Proper storage of cleaning materials.
7. Colour coded mops and cloths in operation for cleaning to avoid cross contamination.
8. Toilets and showers to be flushed regularly, especially in summer months, to prevent build-up of legionella bacteria which can cause a fatal form of pneumonia to those exposed.

Risk Assessment								
17. Hazard / Task: Security of the School.							Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Trespassers.				M			L
2	Fire.			H				M
3	Assault.				M			L
4	Human injuries.				M			L
5	Vandalism.				M			L
6	Internal and external threats.				M			L
7	Robberies.				M			L
8	Sabotage of equipment.				M			L
9	Disruption of operations.				M			L
10	Theft.				M			L
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Caretaker, Secretary, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. If not monitored, doors to be firmly always closed, If required, security keypads shall be installed ensuring that only those with the code may open the door.
2. Installation of camera system and intercom system by doors to allow a responsible adult to permit entry remotely e.g., reception staff.
3. Teachers to supervise students when they are out playing / socialising.
4. Door closers to be installed to ensure doors are not intentionally left open.
5. If doors are fitted with magnetic locks, green break glass units/ linked to Fire Detection and Alarm System to be installed on doors to allow egress in event of an emergency.
6. CCTV Present with footage stored for 28 days.
7. Limited number of staff to have access to keys of the building.
8. School to have a Critical Incident Policy plan in place, with all staff members trained on it.

Risk Assessment									
18. Hazard / Task: Mould.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members		Yes	Official Visitors/ Public:	No	Risk Rating				
Students:		Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Lung Irritation. sensitisation, adverse health effects.				**H**				**M**
2	Sensitisation,				**H**				**M**
3	Adverse health effects.				**H**				**M**
Minimum PPE : Gloves **Additional PPE : Hi-Vis jacket, Non-Slip Safety Shoes, Face Masks.**									
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.									

Control Measures In Place (or Required):

1. Procedure for identification and assessment of mould growth to be put in place. (See Risk Survey for further information).
2. All relevant staff are aware of this procedure.
3. Regular formal inspections, e.g. biannual, undertaken to identify moulds or potential causes of mould, e.g. leaks etc.
4. Preventative maintenance procedures to be put in place, e.g.:
    - Check for leaking pipes.
    - Check for condensation build up.
    - Ensure humidity is less than 60%. Humidity can be reduced by repairing leaks and by increasing ventilation.
    - Ensure dryers vent externally.
    - Check extraction ventilation are working correctly, e.g. in kitchens.
    - Damp proof courses checked.
    - Check gutters are cleared and in good condition.
5. Generate a logbook for regular examination and maintenance of plumbing system(s); gutters and ventilation systems. Subsequent action would involve auditing of logbooks that maintenance/ checks were occurring.
6. Remediation plan/procedure in place to deal with identified mould problem, e.g.
    - Source of moisture been identified and removed prior to remediation.
    - Appropriate PPE and RPE available for persons carrying out cleaning and remediation work.
    - Staff carrying out cleaning are trained and aware of relevant precautions/ controls required for mould growth greater than 3m2.
    - Professional expertise sought if the area covered by mould is greater than 3m2.
7. System in place to deal with incidents of water damage, e.g. flooding, to prevent mould growth. Records are kept of all remediation work/ monitoring carried out.

Staff Based Risk Assessments

Risk Assessment									
1. Hazard / Task: Pregnant Staff – General.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	No	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Harm or injury to mother or baby from unsafe work practices.			H				M	
2	Effect of morning sickness in pregnant Staff.				M			L	
3	Adverse health effects on mother and unborn child.				M			L	
4	Prolonged standing.				M			L	
5	Heavy lifting/moving/strenuous work.			H				M	
6	Long working hours.				M			L	
7	Shocks/ noise/ low frequency vibration.			H				M	
Minimum PPE – Task Dependent. ***Additional PPE – Task Dependent.***									
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.									

Control Measures In Place (or Required):

1. <u>Harm to Mother or Baby</u>
   - At the earliest opportunity the pregnant employee should advise the Principal / Deputy Principal of their pregnancy by submitting a doctor's letter. A job specific risk assessment needs to be conducted to determine the Staff's exposure to any hazards by a competent person/department manager.
   - The employer must ensure that the pregnant Staff is not exposed to unsafe hazards.
   - If this is not possible, suitable alternative work which does not present the risk should be offered by the employer.
   - If this is not possible the employer should assist the Staff in receiving health and safety leave, as per Section 18 of the Maternity Protection Act 1994/2004.
   - When a Staff member presents a medical cert stating that they should not be required to perform work at night during pregnancy or following childbirth, the employer must transfer the Staff to day work.
   - Where this is not possible, the Staff must be granted leave, or the period of maternity leave extended.
   - The employer must ensure that pregnant, postnatal, and breastfeeding Staff are able to lie down.

2. Effect of Morning Sickness
   - Delegation of responsibilities to ensure pregnant Staff will not be subjected. to associated risks of their job.
   - Staff awareness.
   - Pregnant Staff are asked not to put their health or the health of the child at risk.
3. Adverse Health Effects
   - If pregnant Staff has a medical certificate stating that night work (f applicable) could affect their health and safety, must offer alternative, suitable daytime employment and terms and conditions no less favourable than before.
   - Delegation of responsibilities to ensure pregnant Staff will not be subjected to the associated risks.
   - Staff awareness.
   - Pregnant Staff are instructed not to put their health or the health of the child at risk.

Risk Assessment									
2. Hazard / Task: Pregnant Staff.					Date: 01.10.2026 **Rev 001**				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No		Risk Rating				
Students:	No	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Effect of morning sickness on pregnant woman.					M			L
2	Fatigue.				H				M
3.	Personal injury.				H				M
4.	Pregnant women are usually more sensitive to poor ventilation and may suffer more readily from heat stress, raised pulse, blood pressure, perspiring.					M			L
Minimum PPE – N/a. ***Additional PPE – N/a.***									
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.									

Control Measures In Place (or Required):

Teaching

1. Delegation of responsibilities to ensure pregnant employee will not be subjected to the associated risks.
2. Pregnant woman allowed to take 'time out' when required.
3. Provision of suitable seating for pregnant woman.
4. Employee awareness of hazards through training.
5. Support from Principal and colleagues.
6. School adherence to current legislation protecting the pregnant woman.
7. Pregnant staff are asked not to put their health or the health of the child at risk.
8. Students not to be permitted to leave school bags etc. on ground beside desks as this can pose a trip hazard for pregnant teacher.

Extra–curricular activities.

1. School to display tolerance to inability of employee to work similar extended hours to that of non-pregnant staff where possible and appropriate.
2. Employee awareness on the risks present.
3. Pregnant women are asked not to put their health or the health of the child at risk.

Heat Stress

1. Provide local ventilation control, table fan or similar.
2. Comfortable seating to be provided for pregnant women.
3. Employee awareness on the risks.
4. Pregnant women are asked not to put their health or the health of the child at risk.

Office Work/Environment

1. Provide and ensure adequate facilities are maintained,
2. Inform other staff where necessary to avoid undue stress on pregnant women.
3. Employee awareness on the risks.
4. Pregnant women are asked not to put their health or the health of the child at risk.

Risk Assessment								
3. Hazard / Task: Pregnant Women (Cleaning).					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Slips, trips, and falls.				M			L
2	Electrocution.			H				M
3	Noise.				M			L
4	Irritation to body from use of chemicals.			H				L
Minimum PPE: Gloves, **Maximum PPE: Non-Slip Shoes, Gloves, Apron.**								
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.								

Control Measures In Place (or Required):

1. Eliminate all manual handling and other physical activities, use of chemicals for pregnant women through delegation of activities to other people.
2. Non-hazardous chemicals to be used.
3. Organise for chemicals to be safely decanted into lighter, less hazardous containers.
4. Relevant safety training to be carried out and kept on file.
5. Relevant PPE to be provided where applicable.
6. Safety Data Sheets on file for all chemicals being used for cleaning or otherwise.

Risk Assessment									
4. Hazard / Task: Pregnant Women (Infectious disease).					Date: 01.10.2026 **Rev 001**				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Infectious diseases transmitted into the school.			**H**				**M**	
2	Risk to unborn child resulting in disability or death.			**H**				**M**	
Minimum PPE: Gloves. **Maximum PPE: Non-Slip Shoes, Gloves, Apron.**									
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.									

Control Measures In Place (or Required):

Infectious Diseases e.g., Rubella, Chicken Pox, Swine Flu, Covid-19 etc.

1. Pregnant women to be informed as soon as the school has been informed of the presence of a communicable disease in the school.
2. Return of students / staff member to the school suffering from infectious diseases only when they pose no risk of spreading any illnesses to others.

Risk Assessment								
5. Hazard / Task: Pregnant Staff (Stress).					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	High blood pressure.			H				M
2	Headache.				M			L
3	Body ache.				M			L
4	Premature labour.			H				M
5	Stress to unborn child.			H				M
6	Tiredness.				M			L
7	Depression and illness.			H				M
Minimum PPE : N/A. **Maximum PPE : N/A.**								
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.								

Control Measures In Place (or Required):

1. Delegation of responsibilities to ensure pregnant Staff will not be subjected to the associated risks.
2. Suitable furniture to take short breaks as required.
3. Staff awareness on the risks.
4. Pregnant staff are asked not to put their health or the health of the child at risk.
5. Adult Anti- Bullying policy communicated to all.
6. Relevant safety training to be carried out and kept on file.

Risk Assessment								
6. Hazard / Task: Work Related Threats (General).					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Fire, assault, human injuries (back injuries).				M			L
2	Hit by vehicles, theft, vandalism, internal and external threats, robberies.				M			L
3	Theft of confidential business information.				M			L
4	Sabotage of equipment, Bomb threats.				M			L
5	Disrupting operations.				M			L
6	Absenteeism.				M			L
7	Unproductive work/ performance.				M			L
Minimum PPE – N/a. ***Additional PPE – N/a.***								
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.								

Control Measures In Place (or Required):

1. Risk Assessment on particular activities or jobs which could lead to stress.
2. Be understanding of Staff who may be suffering stress due to a non-related work cause.
3. Be aware of signs of stress, which are mostly evident and act as above.
4. Provide adequate resources and equipment.
5. Provide adequate information.
6. Avoid having Staff work alone when possible.
7. Be alert for bullying and harassment in the workplace.
8. Offer counselling and support wherever possible through the EAS scheme.
9. Ensure confidentiality of employee's condition.

Risk Assessment									
7. Hazard / Task: New/Young/Foreign/Inexperienced Workers.								Date: 01.10.2026	
								Rev 001	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	No	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Young/Inexperienced Workers/Non-nationals - Lack of Knowledge of Rules, controls & safe working procedures.				M			L	
2	Lack of preparation for the workplace.				M			L	
3	Inexperience – Accidents leading to Injury.				M			L	
4	Lack of training, orientation, and supervision - Manual Handling injuries				M			L	
5	Lack of understanding of their workplace - understanding of Safety Signs				M			L	
6	Exposure to more dangerous jobs.				M			L	
7	Hesitancy to ask questions.				M			L	
8	Workers Being Underage.				M			L	
Minimum PPE - Task Dependent. ***Additional PPE – Task Dependent.***									
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.									

Control Measures In Place (or Required):

1. No persons under sixteen years will be employed.
2. Children shall not work in locations as outlined in the General Application Regulations 2007.
3. All new/young workers/non- nationals must undergo induction training prior to working ensuring they understand the job and all safety requirements.
4. This induction training will include the contents/implications of the safety statement, fire safety, general safety, the wearing, use, care and maintenance of PPE (Personal protective equipment).
5. Records will be kept of such induction training.
6. All young/inexperienced workers will be under the direct supervision of a competent person for the duration of their training.
7. All safety documentation/training will be provided in a manner and language that non-nationals will understand.
8. Risk assessments will be communicated with all new workers as part of the induction process. This will be done verbally, on notice boards and electronically where possible.
9. Appropriate training to be given to ensure safe working practices.

10. Only when management is satisfied that the young worker is competent, will they be permitted to work alone.

Risk Assessment									
8. Hazard / Task: Lone Workers and Contractors.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members		Yes	Official Visitors/ Public:	No	Risk Rating				
Students:		No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Fatigue.					M			L
2	Personal Injury.					M			L
3	Ill health when working alone.					M			L
Minimum PPE – N/a. ***Additional PPE – N/a.***									
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.									

Control Measures In Place (or Required):

Lone Workers

1. Staff check all areas, including toilets, before locking up at end of the shift.
2. Contractors have sign in and sign out procedures.
3. Caretaker checks all areas, including toilets, before locking up office and stores at night.
4. Communicate via mobile phone with lone workers regularly.
5. Avoid Lone Working where possible.
6. It is recommended that at the end of a shift, all Lone Workers should send a message informing the employer they have safely completed their work.
7. Ensure pregnant Staff are not working alone at any time.
8. Ensure all Staff are made aware to report any known medical conditions to their manager e.g. cardiac problems, diabetes, epilepsy etc.
9. Ensure all Staff inform management if they are taking any medication, where it may affect their judgement/behaviour.
10. Appropriate training to be given to ensure safe working practices.

Contractors

1. Contractor will always deal with the Principal / Deputy Principal before any job commences.
2. Most contractors have been on site before and are familiar with layout, SIGNIFICANT RISKS / POTENTIAL RISKS of the job, how to control those risks.
3. Contractors comply with the outlets sign-in and sign out procedures so Staff know who is on site and where they are.
4. All new contractors are briefed on the health and safety arrangements on site.
5. Contractors to provide a copy of their safety statement and details and details of public liability insurance at least once yearly.
6. All Contractors to submit a copy of their insurance details, proving that they will indemnify your business in the event of any adverse event caused by them.

7. Ensure Contractors/visitors where there are Covid-19 restrictions follow the site infection prevention and control measures, including completion of a Pre-Site Visit Questionnaire.

Risk Assessment									
9. Hazard / Task: Bullying / Harassment.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Emotional.				M			L	
2	Illness.				M			L	
3	Fear.				M			L	
4	Anxiety.				M			L	
5	Depression.			H				M	
Minimum PPE – N/a. ***Additional PPE – N/a.***									
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.									

Control Measures In Place (or Required):

1. 'Bí Cineálta' Policy & Adult Anti-Bullying Policy are in place to Prevent and Address Bullying Behaviour
2. All schools follow the INTO 'Working Together' for all policies.
3. All incidents of such behaviour will be reported and investigated immediately, and the necessary corrective action taken.
4. Regular briefings on the signs/effects of bullying will take place with employees.
5. The cooperation of all employees and students is required.

Risk Assessment									
10. Hazard / Task: Training.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No					Risk Rating	
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Unfamiliarity.					M			L
2	Lack of knowledge of Hazards.					M			L
3	Potential serious injury.					M			L
4	Serious personal injury.				H				M
5	Fatality.				H				M
Minimum PPE – N/a. ***Additional PPE – N/a.***									
Implementation Responsibility: Principal, Deputy Principal, Caretaker Teachers and Staff Members.									

Control Measures In Place (or Required):

1. Ensure all relevant Staff receive appropriate training including training on Occupational First Aid, Manual Handling, Working at Height and record this training in the safety file.
2. Ensure current valid Training Certificates are in date when assigning tasks.
3. Carry out refresher training at regular intervals as stated on certs.
4. Ensure fire safety training (practical & theory) is carried out.
5. Ensure Staff are trained in emergency procedures.
6. First Aid training offered to all staff members every 2 years.
7. Recommended Health and Safety Training;
    - Manual Handling Training for all Staff at risk of manual handling injuries to be provided.
    - VDU Training and workplace assessments provided to all relevant Staff as per DSE Regulations.
    - Document formal safety training.
8. Consider the commencement of Toolbox Talks on a regular basis with Staff (informal safety training talks, which are recorded and signed by Staff).
9. Ensure adequate fire, health and safety training is carried out and recorded for all Staff e.g. Induction, Health and Safety, Fire Safety, Practical Fire Extinguisher, Manual Handling, Food Safety, GDPR, COVID-19 etc.
10. Appropriate training to be given to ensure safe working practices.

Risk Assessment									
11. Hazard / Task: Mental Health for Workers					Date: 01.10.2026 **REV 001**				
WHO MAY BE HARMED									
Employees:	Yes	Official Visitors:	No		Risk Rating				
Contractors:	No	Visiting Clients:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Workload and Job Demands - Potential Risks can include: • Unmanageable Workload: Consistently having too much work to do in the time available, leading to feeling overwhelmed and chronic stress. • Unrealistic Deadlines: Being set tight, inflexible, or arbitrary deadlines without consultation or consideration of existing workload. • Work Intensity and Pace: A relentless, fast-paced environment with no opportunity for recovery, common in high pressure sectors like finance or tech. • Information Overload: Constant emails, messages, and notifications leading to cognitive overload and an inability to focus. • Long Working Hours and Overtime: Regularly working beyond contracted hours, not taking full breaks, or working through lunch. This is a significant issue in Ireland's "always-on" culture. • Multitasking and Frequent Interruptions: An environment where sustained concentration is impossible due to constant demands from different tasks and people.						L			L
2	Job Control and Autonomy - Potential Risks can include: • Lack of Influence: Having little or no say over how, when, or where work is done (e.g. micromanagement). • Lack of Involvement in Decision-Making: Decisions that affect an employee are made without their input. • Inability to Utilise Skills: Being in a role that doesn't use an employee's skills, experience, or qualifications, leading to boredom and demotivation.						L			L
3	Support and Relationships - Potential Risks can include: • Poor Management Support: Lack of positive feedback, guidance, or resources from line managers. • Lack of Peer Support: An unsupportive or cliquey team environment, poor communication, or a lack of camaraderie. • Workplace Bullying and Harassment: This is a critical hazard. It includes repeated inappropriate behaviour (offensive jokes, intimidation, exclusion, undermining) that could reasonably be expected to victimise, humiliate, or threaten a person. The HSA has a specific Code of Practice on this. • Lack of Organisational Support: Feeling that the organisation as a whole does not value employee wellbeing.						L			L
4	Role Clarity and Environment - Potential Risks can include:						L			L

	• Role Ambiguity: Unclear job description, uncertain responsibilities, or not knowing to whom one is accountable. • Role Conflict: Receiving conflicting requests or priorities from senior staff. • Meaningless or Boring Work: Tasks that are repetitive, monotonous, and lack perceived value or purpose.					
***Minimum PPE* – N/a.** ***Additional PPE* – N/a.**						
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.						

Control Measures In Place (or Required):

Level 1: Primary Controls (Proactive and Preventative)
These aim to eliminate or reduce the sources of work-related stress and poor mental health.

1. Good Job Design and Work Organisation:
   - Role Clarity: Every employee to have a clear, written job description and understands their responsibilities and to whom they report.
   - Manage Workload: Realistic workload planning implemented, avoid constant "fire-fighting," and ensure adequate resources and timeframes for tasks.
   - Work-Life Balance: A culture that respects personal time is promoted. Out-of-hours emails are discouraged and employees to take their full breaks and annual leave.
   - Autonomy and Control: Employees to have a degree of control over how, when, and where they do their work where possible.
2. Positive Culture and Management:
   - Psychologically Safe Environment: A culture where employees feel safe to speak up, make mistakes, and raise concerns without fear of blame or retribution should be fostered.
   - Management Training: Principal / Deputy Principals and team leaders should be trained in:
     - Mental health awareness.
     - Supportive leadership and communication skills.
     - How to have sensitive conversations about wellbeing.
     - Recognising signs of stress in their team members.
     - Fairness and Respect: Implement and enforce a Dignity at Work policy to prevent bullying, harassment, and discrimination. Ensure all complaints are taken seriously and handled confidentially.
     - Positive Feedback and Recognition: Develop a culture of regular, constructive feedback and recognition for a job well done.
3. Clear Communication and Change Management:
   - Open Communication Channels: Regular team meetings, one-to-ones, and organisation-wide briefings to keep everyone informed should be held.
   - Manage Organisational Change: When change happens (restructures, new systems), the reasons, process, and impact on employees should be communicated clearly and early. Management should try to consult with staff where possible.
4. Physical Environment and Ergonomics:
   - Adequate Workspace: A clean, well-lit, and ventilated workspace should be provided.
   - Breakout Areas: Comfortable, non-workspaces where staff can take proper breaks and socialise should be available.

- Ergonomic Assessments: Management should provide and act on the recommendations of Display Screen Equipment (DSE) assessments to prevent physical discomfort, which can contribute to mental strain.

Level 2: Secondary Controls (Building Resilience and Early Intervention)

These aim to improve employees' ability to cope with stress and identify issues early.

1. Mental Health Awareness and Literacy:
   - Employee Assistance Service (EAS) information provided and explored at staff meetings as part of School self-evaluation (SSE) Wellbeing.
   - Internal Promotion: The organisation to use noticeboards, intranet, and internal communications to share information about mental health, stress management, and available resources, normalising the conversation.
2. Supportive Structures:
   - Regular One-to-Ones: Principal / Deputy Principal should hold regular, meaningful one-to-one meetings that focus not just on performance but on wellbeing, workload, and challenges.
   - Staff Surveys: The organisation should conduct anonymous employee engagement or pulse surveys to gauge morale, identify hotspots of stress, and measure the effectiveness of controls.

Level 3: Tertiary Controls (Reactive Support and Rehabilitation)
These are measures to support employees who are experiencing mental health difficulties.

1. Access to Professional Support:
   - St. Brigid's GNS provides access to the Employee Assistance Service (EAS). This is a cornerstone of tertiary control. The EAS provides confidential, 24/7 access to counselling and support for a range of personal and work-related issues.
   - Occupational Health Service: Management to engage with an occupational health provider for professional, independent advice on an employee's fitness for work and recommendations for reasonable accommodations.
2. Supportive and Graded Return to Work:
   - Reasonable Accommodation: Management to work with the employee and occupational health, Medmark, to implement reasonable accommodations, which could include flexible working hours, temporary adjusted duties, or quiet workspace.

3. Formal Policies and Procedures:
   - Grievance Procedure: Working Together Document has a clear, accessible procedure for employees to raise formal concerns.

Student Based Risk Assessments

Risk Assessment								
1. Hazard / Task: Students Attending Class – Radiators / Heaters.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	No	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Burns.			**H**				**M**
2	Heat Stress (overheated room).				**M**			**L**
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. All radiators are with a thermostat device or safety guards to avoid excessive hot temperatures and burning.
2. Periodic maintenance checks of thermostats and boilers and results recorded and retained.
3. Facility to turn down / off temperatures of radiators in rooms.
4. Desks and chairs not to be placed too close to radiators.
5. First Aid box with burn treatment gel and trained first aiders on site.
6. CO monitor is installed in all fuel burning rooms.
7. Relevant safety training to be carried out and kept on file.
8. Relevant PPE to be provided where applicable.
9. Portable electric heaters not to be used unless they have thermostatic controls.

Risk Assessment								
2. Hazard / Task: Students Attending Class – Doors.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	No	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Students may catch fingers in doors – bruises, laceration, amputation.			H				M
2	Fire and smoke spread if fire doors are left / wedged open.				M			L
3	Entanglement (hair).				M			L
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Caretaker, Teachers, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

<u>Doors, Cupboards, etc…</u>

1. Always keep doors closed (especially fire doors).
2. Keep windows shut to avoid doors banging shut (once door is closed during class – windows can be opened).
3. Install door closers to avoid doors banging shut.
4. Lock doors when not in use.
5. Periodically check door closers – do not dismantle door closers to prevent doors closing automatically.
6. Endure mag locks (where present) on doors are fully functional.
7. Do **no**t wedge open fire doors for any reason.

Risk Assessment								
3. Hazard / Task: Truancy and Absenteeism.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	No	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Personal Injury.				M			L
2	Slips, trips, and falls.				M			L
3	Anti-social Behaviour.				M			L
4	Bullying.				M			L
5	Property damage (broken windows, graffiti, etc.)				M			L
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.								

Control Measures In Place (or Required):

1. Attendance Strategy in place.
2. School Roll calls for each class to be carried out.
3. Absent students to be communicated to reception.
4. School to communicate absences with Parent/Guardians.
5. School to ascertain the causes of absenteeism e.g., student's home life etc. and seek to help where applicable.
6. Unsafe areas/Back of House areas on school grounds (e.g. any construction sites, workshops, boiler rooms, chemical storage areas, etc) to be secured and/or made safe.
7. Parent/Guardians to inform school of absences upon student's return to school.
8. The school's policy on absenteeism to be revised / reviewed periodically and communicated to all relevant parties.
9. Emotional support for Students missing school due to bereavement, anxiety, etc.

Risk Assessment								
4. Hazard / Task: Student – Break / Lunchtime					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	No	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Slips, trips, and falls.				M			L
2	Anti-social Behaviour.				M			L
3	Bullying.				M			L
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Teachers, SNAs, Principal, Deputy Principal, Caretaker and Staff Members.								

Control Measures In Place (or Required):

1. Students not permitted to leave the school without permission & collection by a Parent/Guardians' if leaving early during the school day.
2. Children to be supervised while eating.
3. Students to be supervised and no rough horse play permitted.
4. Students to be cautioned / disciplined for rough horse play.
5. Warn students of slip hazard when floors or ground wet / icy.
6. Salt to be spread outside in very cold / icy weather.
7. Signs to be put up on all fencing: 'Don't Climb'
8. Unsafe areas/Back of House areas on school grounds (e.g., workshops, chemical storage areas, etc) to be secured and/or made safe.
9. Top and bottom step nosing's to be demarcated in bright colours.
10. Adequate numbers of Staff on duty supervising students.
11. Lone children to be approached by staff members to check in with them.

Risk Assessment									
5. Hazard / Task: Student – Break / Lunchtime -Food / Eating Areas					Date: 01.10.2026				
					Rev 001				
WHO MAY BE HARMED									
Staff Members	No	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Slips, trips, and falls.					M			L
2	Anti-social Behaviour.					M			L
3	Bullying.					M			L
4	Property damage (broken windows, graffiti, etc.)					M			L
Minimum PPE : N/A. **Additional PPE : N/A.**									
Implementation Responsibility: Caretaker, Cleaners, Teachers, SNAs, Principal, Deputy Principals and Staff Members.									

Control Measures In Place (or Required):

1. Regular cleaning schedule to be maintained for eating areas.
2. Eating area to be kept free from clutter/excess toys in eating area.
3. Records to be kept of all children with allergies and classmates informed not to bring in these allergens to the school.
4. Sufficient staff member/s to supervise all breaks.
5. First responder to be on duty at all times.
6. Food left by parents for children to be carefully labelled and stored separately.
7. An EpiPen (if necessary) to be on hand close by for prescribed children and only to be used by trained First Aid Responders.

Risk Assessment								
6. Hazard / Task: School Toys					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	No	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Personal Injury.			H				M
2	Slips, Trips and Falls.				M			L
3	Fractures / Sprains.				M			L
4	Electric Shock.			H				M
5	Choking.			H				M
6	Cuts.				M			L
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Teachers, SNAs, Principal, Deputy Principal, Caretaker and Staff Members.								

Control Measures In Place (or Required):

1. Staff to inspect toys/play items on a regular basis, removing any broken or dangerous ones.
2. Play area to be kept free from clutter/excess toys in play area.
3. Only EU certified toys/play items permitted in play area.
4. Broken/defective items to be taken out of circulation.
5. Toys cleaned on regular basis and records kept.
6. Sufficient staff member/s to supervise all recreational activities.
7. No rough use of toys permitted on site.
8. Special care taken with battery-powered items (if present).
9. Children only allowed age-appropriate play items.

Risk Assessment								
7. Hazard / Task: School Playground Activities					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	No	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Personal Injury.			H				M
2	Slips, Trips and Falls.				M			L
3	Fractures / Sprains.				M			L
4	Assault.				M			L
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Teachers, SNAs, Caretaker, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

1. Sufficient staff member/s to supervise all recreational activities.
2. No rough horse play permitted on site.
3. No Bullying permitted.
4. Any loose items removed and cleaned e.g. broken glass, rubbish, sharps etc.
5. Segregate older students from younger ones.
6. Students not to be permitted unsupervised in any remote areas.

Risk Assessment								
8. Hazard / Task: School Outings / Events.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	No	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Personal Injury.			**H**				**M**
2	Slips, Trips and Falls.				**M**			**L**
3	Fractures / Sprains.				**M**			**L**
4	Insufficient numbers of supervisors to student numbers.				**M**			**L**
Minimum PPE: N/A. **Additional PPE: N/A.**								
Implementation Responsibility: Teachers, SNAs, Secretary, Principal, Deputy Principal and Caretaker.								

Control Measures In Place (or Required):

<u>Students attending school arranged outings / events.</u>

1. Students will be supervised by nominated members of staff.
2. As per SHAWW Act a risk assessment will be carried out by supervising teacher for every outing / event.
3. Supervision arrangements will be clarified before each outing.
4. Written permission to participate in outings will be obtained from Parent/Guardians.
5. The appropriate ratio of students to staff / supervisors must not be exceeded.
6. All staff will be familiar with the students under their control, and any additional needs.
7. All information pertaining to additional needs by individual students will be given to supervising staff.
8. First Aid Kit will be carried on all outings, and a qualified First Responder will be present.
9. All supervising staff will be fully aware of the Critical Incident Plan in the event of serious events e.g., drowning, fractures etc.
10. All national weather warnings must be followed e.g. No Travel, storms, high winds/seas etc.
11. Student numbers to be counted off and back on any trips to ensure all are present.
12. Contact numbers for emergencies and a mobile phone will be carried on outings by the adults in charge.

Risk Assessment								
9. Hazard / Task: Yard.							Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED								
Staff Members:	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Slips, trips, and falls.			H				M
2	Fractures.			H				M
3	Bruises.				M			L
4	Bullying.				M			L
5	Cuts				M			L
6	Poisoning (ingestion of paint, or some other toxin)			H				M
7	Illness due to inclement weather (snow, rain cold heat, etc)				M			L
5	Covid 19.			H				M
Minimum PPE : N/A. **Maximum PPE : N/A.**								
Implementation Responsibility: Caretaker, Teachers, SNAs, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

1. Readily available grit to salt entrance routes to the school if necessary.
2. Yellow warning triangles to alert pedestrians of risk of slipping in icy weather.
3. Relevant safety training to be carried out and kept on file.
4. Children to be always supervised in the yard by sufficient staff for the number present.
5. Sheds to be painted and sanded regularly with nontoxic paint.
6. All wood surfaces to be regularly maintained and treated by competent persons. Records kept.
7. Sand, where present, to be regularly raked and swept clean of any rubbish & waste (lost toys, food, animal droppings, etc) before and after play.
8. Children not to be permitted outside in inclement weather, and always in suitable attire and PPE, is necessary (raincoats, wellington boots, sun cream, sun hats).
9. All play equipment in play area to be kept in good condition/safe.
10. Provision of bins and emptied regularly.
11. Any potholes / cracks / trip hazards to be made safe.
12. Any steps into and out of the area to be made safe and nosing's clearly demarcated.

Vulnerable / Additional Needs People Based Risk Assessments

Risk Assessment									
1. Hazard / Task: Neurodiversity encompasses a range of conditions including Autism, ADHD, Dyslexia & Dyspraxia.					Date: 01.10.2026 **Rev 001**				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Sensory overloading - Noise, Lights, Smells				H				M
2	Stress.				H				M
3	Fatigue.				H				M
4	Difficulty concentrating.				H				M
5	Understanding instructions - verbal or Visual signs.				H				M
6.	Anxiety & Burnout.				H				M
7.	Slips, trips, and falls.				H				M
8	Interactions challenges affecting teamwork.				H				M
9	Interactions challenges affecting emergency responses/ fire drills etc.				H				M
10	Misunderstandings that compromise workplace health and safety.				H				M
Minimum PPE: N/A **Additional PPE: N/A.**									
Implementation Responsibility: Teachers, SNAs, Principal, Deputy Principal, Caretaker and staff members.									

Control Measures In Place (or Required):

1. Provide quiet spaces, adjustable lighting and be aware of work activities where strong smells/odours are generated.
2. Use clear, direct communication, visual aids, written instructions, and tailor training delivery to suit different learning styles. Consider providing training on effective communication to understand preferred communication styles and potential barriers to understanding.
3. Implement structured routines, frequent reminders, and safety checklists to reinforce key information.
4. Encourage regular breaks, EAS offers mental health support, consider providing training in mental health and encourage a psychologically safe workplace where people can safely raise issues or concerns without fear of retribution.
5. Ensure any control measures are put in place to reduce the risk of slips and trips and pushing, pulling and ergonomic hazards
6. Foster a culture of inclusion, for instance having a diversity, equity and inclusion policy.
7. Provide clear visual and written instructions, and designated support personnel for

those who may need additional support during evacuations.

8. As per the SHAWW Act 2005 the employer has a duty to complete individual risk assessments and offer reasonable adjustments to work practices as needed.
9. Promote Neurodiversity awareness, inclusion, and safe work practices

Risk Assessment									
2. Hazard / Task: 'Vulnerable People' (Access and Egress).					Date: 01.10.2026 **Rev 001**				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	Yes		Risk Rating				
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Personal Injury. Slips/Trips/Falls				**H**				**M**
2	Delay in Evacuating building in an emergency.				**H**				**M**
3	COVID-19.				**H**				**M**
4	Scalding from kettle.				**H**				**M**
Minimum PPE: N/A. **Additional PPE: N/A.**									
Implementation Responsibility: Principal, Deputy Principal, Caretaker, Teachers and Staff Members.									

Control Measures In Place (or Required):

Access & Egress, Classroom Activities, Sports Activities, etc…

1. School to ensure that it complies with Building Regulations TGD, M (Access and Use) and K (Stairways, Ladders, Ramps and Guards), where applicable, and will ensure that it is wheelchair accessible on any future building projects.
2. Teachers to be briefed of any specific additional needs' requirements of any student and staff member.
3. The specific needs of the individual students and staff will be assessed and the appropriate measures taken to safeguard their welfare.
4. All emergency procedures / measures will cater for student(s) and staff with additional needs.
5. Formation of a PEEP – Personal Emergency Evacuation Plan for individual Additional needs Students.
6. No hot water, kettles etc to be accessible by vulnerable students.

Risk Assessment									
3. Hazard / Task: 'Accessible' – Bathroom Facilities.					Date: 01.10.2026 **Rev 007**				
WHO MAY BE HARMED									
Employees	Yes	Official Visitors/ Public:	No		Risk Rating				
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Personal Injury. Slips/Trips/Falls				H				M
2	Loose or broken fittings and fixtures.				H				M
3	Injury from People handling.				H				M
4	Legionella risk if water not used frequently.				H				M
5	Risk of mould growth if not used frequently.					M			L
6.	Inadequate ventilation.					M			L
7.	Unable to summon help if needed.				H				M
Minimum PPE: Non-Slip Shoes, Gloves, Mask. **Additional PPE: N/A.**									
Implementation Responsibility: Caretaker, Cleaners, Principal, Deputy Principal, Teachers and staff members.									

Control Measures In Place (or Required):

1. Condition of toilets and hand basins checked by cleaners/caretaker regularly (including stability of bowl and cistern, hand basins).
2. Cracked floor tiles are repaired ASAP.
3. To help prevent illness from legionella, water to be stored at 60+degrees, and from taps at 45 degrees Celsius and toilets and taps thoroughly flushed periodically and especially before start of new academic year.
4. Extraction system is operational or windows can be opened.
5. Emergency alert pull cord and alarm to be installed, where missing and tested periodically to ensure it works.
6. SNAs etc to be trained on safe People Handling methods to help prevent injury.
7. Door able to be unlocked from outside in an emergency.
8. Sanitiser to be provided to wipe down surfaces by staff.
9. Water spillages need to be contained and cleared immediately. Wet floor signs need to be displayed whilst the spillage is being cleared and whilst the floor is being wet cleaned.
10. Normal precautions need to be taken to avoid contact with "live parts". Water should not be used near live electrical equipment. Always check electric leads and plugs for loose wiring and damaged leads. Do not use equipment if it is faulty
11. Put 'Cleaning In Progress / Wet Floor Signs' at the entrance to the toilet facility before starting work. Any spillages in pedestrian areas need to be cleaned up immediately.
12. Toilets can harbour organisms that cause disease in others, such as food poisoning bacteria. Wear suitable PPE to protect hands from direct contact with toilet surfaces and wash the gloves thoroughly after use.
13. Relevant safety training to be carried out and kept on file.

Behaviour Based Risk Assessments

Risk Assessment								
1. Hazard / Task: Psychosocial Hazards.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Bullying				M			L
2	Conflicting demands and lack of role clarity				M			L
3	Lack of control over the way work is done and/or the work rate.				M			L
4	Lack of support from colleagues and/or management				M			L
5	Poor communication or lack of communication.				M			L
6	Shift Work				M			L
7	Job insecurity				M			L
8	Remote working				M			L
9	High dependency clients				M			L
10	Poorly managed organisational change				M			L
11	Lone working				M			L
Minimum PPE – N/a ***Additional PPE – N/a***								
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.								

Control Measures In Place (or Required):

1. Staff Members to be informed of and understand their job role and boundaries, and other Staff Members having a reasonably clear idea of that role in order to provide clarity as to what people are required to do.
2. Staff Members with training, support from colleagues, managers to have clear procedures and policies in place, occupational health supports and Staff assistance programmes (EAP) available for Staff Members.
3. Organise and communicate findings of Staff Members meetings e.g. Safety Committee, Departmental meetings etc.
4. Full investigation carried out by the principal upon complaints about staff's behaviour, with all parties involved co-operating fully. If compliant raised by a staff member 'Working Together' documents shall be followed and if complaint is made by a Parent/Guardians 'Parental Compliant procedure' to be followed.
5. Policies to be communicated to Staff Members e.g. Bullying and Harassment, Dignity and Respect etc.

6. Staff Members to report any inappropriate behaviour of colleagues to management.
7. Analysis of working shifts – try to ensure Staff Members are satisfied with their work times or can they be rotated among Staff Members e.g. nights
8. Communication Policy – available on shared drive accessible to all staff members & on school website.
9. Analyse the type and amount of work given to workers based on their training, suitability and capacity and change if needed.
10. Organisation to develop Policies and Procedures, training Staff Members and amend work systems where required.
11. Managing Change - any change occurring in the workplace must be adequately communicated to Staff Members in a way which allows them process and understand the impact of change on their duties and responsibilities.

Risk Assessment								
2. Hazard / Task: Stress (Psychosocial Hazards).							Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Unsafe work performance.				M			L
2	Anxiety.				M			L
3	Depression.			H				M
4	Absenteeism.				M			L
5	Burnout.				M			L
6	Low Morale.				M			L
Minimum PPE – Task Dependent. ***Additional PPE – Task Dependent.***								
Implementation Responsibility: Principal, Deputy Principal, Caretaker, Teachers and Staff Members.								

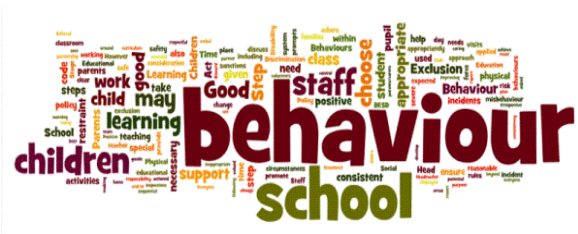
Control Measures In Place (or Required):

1. Risk Assessment carried out on particular activities or jobs which could lead to stress.
2. Colleagues to have an understanding of Staff Members who may be suffering stress due to a non-related work cause (only with staff member's consent).
3. Confidentiality of all information regarding any staff member.
4. Provide adequate resources, equipment, and support.
5. Provide adequate information to Staff Members.
6. Avoid having Staff Members work alone, where possible.
7. Be alert to bullying and harassment.
8. Open working environment where Staff Members can communicate adverse feelings to their manager as per 'Working Together' document.
9. Offer counselling and support wherever possible in house or by a professional Employee Assistance Service provider.
10. Ensure confidentiality of Staff Members' condition.

Risk Assessment									
3. Hazard / Task: Children's Behaviour.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Stress and personal risk to teachers and Children.			H				M	
2	Physical injury: Bruising				M			L	
3	Physical injury: Lacerations			H				M	
Minimum PPE – N/a ***Additional PPE – N/a***									
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.									

Control Measures In Place (or Required):

1. Code of Behaviour compiled, revised - available to all Parent/Guardians and Children on school website or hardcopies maybe requested from the school office
2. Code of Behaviour to be communicated and re-enforced to students throughout the academic year.
3. Students to be dealt with according to the Code of Discipline when necessary.
4. In dealing with behaviour issues, Staff Members are to be consistent and respect the maturity and level of understanding of the individual child, in keeping with Code of Behaviour.
5. Policy on behaviour to be communicated and re-enforced to children throughout the academic year.
6. A record is kept of any on-going behaviour issues displayed by a child. In cases where a particular child is involved in on-going or frequent incidents, the child's behaviour is reviewed with Staff Members and with the child's parents or guardians, and an agreed plan put in place, as per Code of Behaviour.
7. Emotional support for children with emotional/behavioural issues.
8. Relevant safety training to be carried out and kept on file.
9. In extreme cases suspension/expulsion of a student is strictly managed as per legislation and the school's Code of Behaviour.



Risk Assessment									
4. Hazard / Task: Child Protection.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Workers Unfamiliar with Best Practices with Caring for Children or unfamiliar with the School Child Safeguarding Statement.			**H**				**M**	
2	Personal injury to Children.			**H**				**M**	
3	Risk of access to School by unauthorised persons.			**H**				**M**	
4	Risk of Children leaving School unsupervised.			**H**				**M**	
5	Injury to Child during School Outing.			**H**				**M**	
6	Theft or damage to School property.				**M**			**L**	
Minimum PPE – N/a ***Additional PPE – N/a***									
Implementation Responsibility: Principal, Deputy Principal, Caretaker, Teachers and Staff Members.									

Control Measures In Place (or Required):

1. Ensure the Child Safeguarding Statement is up to date and Staff are aware of their responsibilities and Roles set out within.
2. Ensure Procedures are in place in line with official guidelines and as set out in the Child Safeguarding Statement for School.
3. Ensure access doors are restricted, and access is only granted by Staff. Ensure CCTV is recording and held for the approved periods of time.
4. Continue to ensure access to School is restricted to Staff and Parent/Guardians only in the Reception Area.
5. No unauthorised movement permitted throughout the school.
6. Ensure a Parent/Guardians/Contractors sign in / out at reception.
7. No animals permitted in play area especially dogs (faeces). Only service dogs allowed on premises.
8. Relevant safety training to be carried out and records kept on file on all aspects of procedure and of the Child Safeguarding Statement.

Risk Assessment									
5. Hazard / Task: Abusive Parent / Guardians.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating					
Students:	No	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Aggression.				M			L	
2	Violence.			H				M	
3	Bullying.				M			L	
4	Physical threat of violence.				M			L	
5	Stress.			H				M	
Minimum PPE – N/a ***Additional PPE – N/a***									
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.									

Control Measures In Place (or Required):

1. If a teacher is intimidated by any Parent/Guardian, they are to promptly alert the Principal or Deputy Principal notifying them of the incident.
2. Parent/Guardians are not permitted to act violently or give physical or verbal abuse to any Staff.
3. Aggressive Parents/Guardians to be told that they cannot enter the school without appointment. As per the 'Parental Complaints' procedure a teacher is permitted to bring a colleague into stage 1:1 of the informal stages. However, the colleague's presence must be agreed by the Parent/Guardians prior to the meeting.
4. Alert Gardaí in the instance of violence.
5. All meetings to be held in a room where the door has a window/vision panel.
6. CCTV to be in place, where at all possible.

Risk Assessment	
6. Hazard / Task: Bullying / Harassment / Challenging Behaviour.	Date: 01.10.2026 **Rev 001**

WHO MAY BE HARMED				
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating
Students:	Yes	Contractors:	No	

	SIGNIFICANT RISKS / POTENTIAL RISKS	H	M	L		With Controls
1	Emotional issues.		M			L
2	Illness		M			L
3	Fear.		M			L
4	Anxiety.		M			L
5	Depression.	H				M

Minimum PPE – N/a
Additional PPE – N/a

Implementation Responsibility: Principal, Deputy Principal, Caretaker, Teachers and Staff Members.

Control Measures In Place (or Required):

1. Bí Cineálta policy reviewed annually. Adult Anti-Bullying Policy reviewed as required.
2. Schools follow the INTO's (Irish National Teachers' Organisation) 'Working Together' document & the 'Parental Complaints' procedure.
3. All incidents of such behaviour will be reported and investigated immediately and the necessary action taken.
4. The cooperation of management and Staff Members is required.
5. The school will not tolerate bullying under any circumstances.
6. All outdoor activities to be supervised by teachers.
7. Students will be encouraged to report all such incidences of bullying to the appropriate person/s.
8. Sufficient teachers to be rostered on for yard/supervisory duties.
9. Relevant safety training to be carried out and kept on file.
10. Where Staff Members feel harassed or bullied, they are to liaise with the Principal, Deputy Principal or 'Working Together' document.

Risk Assessment	
7. Hazard / Task: Violence to Staff from Students and Parents / Guardians.	Date: 01.10.2026 **Rev 001**

WHO MAY BE HARMED				
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating
Students:	No	Contractors:	No	

	SIGNIFICANT RISKS / POTENTIAL RISKS	H	M	L		With Controls
1	Assaults.	H				M
2	Fractures.	H				M
3	Lacerations.		M			L
4	Contusions.	H				M

Minimum PPE – N/a
Additional PPE – N/a

Implementation Responsibility: Principal, Deputy Principal, Caretaker, Teachers and Staff Members.

Control Measures In Place (or Required):

1. School has policies and procedures outlining how it deals with violence and aggression - Bí Cineálta, Code of Behaviour, School Communications Policy & Health and Safety Statement.
2. Employment and supervision levels maintained to ensure adequate levels of Staff Members present.
3. Lone Working procedure to be communicated to all teachers and Staff Members.
4. Lone working will be avoided where possible, with the exception of the Caretaker.
5. If a teacher is intimidated by any Parent/Guardian, they are to promptly alert their superior, Principal or Deputy Principal notifying them of the incident.
6. Parent/Guardians are not permitted to act violently or give physical or verbal abuse to any Staff.
7. Aggressive Parents/Guardians to be told that they cannot enter the school without appointment and teacher can choose to be accompanied by another Staff, when meeting parents.
8. Alert Gardaí in the instance of violence.
9. All meetings to be held in a room where the door has a window/vision panel.
10. CCTV to be in place, where at all possible.
11. Where necessary, support will be available to Staff adversely affected by violence/abuse through the Employee Assistance Service (EAS).

Risk Assessment									
8. Hazard / Task: Truancy and Absenteeism.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Falling behind academically – missed instruction leads to learning gaps that can be difficult to recover from.				M			L	
2	**Social isolation** – reduced contact with peers can hinder social skill development and confidence.				M			L	
3	Increased vulnerability to bullying – children who are frequently absent may become targets or may miss key pastoral support that helps prevent bullying.				M			L	
4	Greater exposure to unsafe environments – being out of school during the day can increase chances of encountering abuse, neglect, or exploitation if adequate supervision is lacking.				M			L	
5	Higher likelihood of involvement in conflicts or fighting – unsupervised time may expose children to peer groups or situations where disagreements escalate without adult intervention.				M			L	
6	Emotional and behavioural difficulties – anxiety, withdrawal, or disruptive behaviour can emerge when children disconnect from routine and structure.				M			L	
7	Difficulty reintegrating into school – longer absences make it harder to return socially and academically.				M			L	
8	Risky peer influence – time away from school increases exposure to older children or groups engaged in antisocial behaviour.				M			L	
9	Family tension and stress – truancy can lead to conflict at home or involvement from support services.				M			L	
10	Unidentified learning or wellbeing needs – schools play an important role in spotting early signs of problems; absence means concerns may go unnoticed.				M			L	
Minimum PPE – N/a ***Additional PPE – N/a***									
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.									

Control Measures In Place (or Required):

1. School Roll calls for each class to be carried out, as per Attendance Strategy.
2. Absent students to be communicated to reception.
3. School to communicate absences with Parent/Guardians.

4. School to attempt to ascertain the causes of repetitive absenteeism e.g., student's home life etc. and seek to help where applicable.
5. Unsafe areas/Back of House areas on school grounds (e.g. construction sites, workshops, boiler rooms, chemical storage areas, etc) to be secured and/or made safe.
6. The school's Attendance Strategy on absenteeism which is reviewed annually and communicated to all relevant parties.
7. Social/Emotional support groups offered for Students missing school due to bereavement, anxiety, etc., where staffing numbers allow.

Risk Assessment								
9. Hazard / Task: Crowd Management.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating				
Students:	Yes	Contractors:	Yes					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Crush injury.			**H**				**M**
2	Personal injury.			**H**				**M**
3	Fractures, bruises, etc.			**H**				**M**
4	Fire spread.			**H**				**M**
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.								

Control Measures In Place (or Required):

<u>Exams/ General Assemblies - Egress - Restricted exit space</u>

1. Assembly halls shall not exceed their occupancy capacity and competent persons will supervise all assemblies.
2. Fire escapes routes and exits shall not be blocked or obstructed.
3. All egress from assembly areas will be organised to take account of the exit space available.
4. The maximum capacity of the intended exits will not be exceeded.
5. All egress will be controlled by the supervisory staff.

Office Based Risk Assessments

Risk Assessment								
1. Hazard / Task: Office Environment.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Electrical fire hazard.				M			L
2	Overloading of power sockets.				M			L
3	Slips, trips, and falls.				M			L
4	Fire.				M			L
5	Manual Handling.				M			L
6	VDU				M			L
Minimum PPE – N/a ***Additional PPE – N/a***								
Implementation Responsibility: Principal, Deputy Principal, Secretary, Caretakers, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. Provide adequate office chairs, desks in the work environment. Ensure that these are kept in good condition and report to the Principal/Deputy Principal if any damaged facilities are discovered and they should be replaced.
2. Extra electrical sockets should be requested so as to avoid the use of adaptors/plug boards if needed.
3. When possible, switch off equipment which is not operationally required to be under continuous power.
4. Where possible, plugs should be removed from sockets before going home every evening.
5. When lifting heavy files/boxes ensure that you use the correct manual handling methods.
6. Ensure that correct VDU techniques are used.
7. Workstations and equipment set to ensure that good ergonomics working conditions e.g., posture and to avoid glare and reflections on the screen.
8. Ensure that good housekeeping is maintained and no trailing leads across access routes.
9. All office equipment is positioned to avoid risks of falls or collisions when in use.
10. All power, phone and equipment cables and extension cables are positioned to avoid risks of trips or falls.
11. All access/egress routes must be kept clear at all times. Passageways should be kept free from obstruction.
12. Safe means must be used when accessing heights. Under no circumstances may Staff use files, boxes or swivel chairs as a means of accessing heights due to the risk of falling.

13. The ventilation system must be adequate and provide a comfortable working environment with regards temperature and humidity in accordance with General Application Regulations.
14. Ergonomic assessments and training carried out for desk workers as per Display Screen Regs.

Risk Assessment								
2. Hazard / Task: General Office Tasks.						Date: 01.10.2026 **Rev 001**		
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Computers - Repetitive strain injuries.				M			L
2	Work Related Upper Limb Disorders from poor posture at desks.				M			L
3	Eye Strain and Eyesight defects from poor ergonomics/lighting.				M			L
5	Electrical Appliances - Electrocution.				M			L
6	Untrained Staff – Accidents Leading to Injuries.				M			L
7	Fatigue.				M			L
8	Burnout.				M			L
9	Manual Handling Injuries – (Neck, Shoulder, Back, Leg, etc).				M			L
10	Fire.			H				M
11	General Tasks using office equipment - Fans failing/Temperatures becoming too hot.				M			L
12	Stress.				M			L
Minimum PPE – Task Dependent. ***Additional PPE - Gloves, Safety Shoes.***								
Implementation Responsibility: Principal, Deputy Principal, Secretary, Caretaker, Teachers and Staff Members.								

Control Measures

1. Computers
    - Staff VDU training/Information given to all VDU workers on safe ergonomic procedures who work on a PC for at least one hour a day every day, as per DSE Regs.
    - Work breaks – regular short breaks are best (Remember the 20-20-20 tip-every 20 minutes look away 20 feet for 20 Seconds).
    - Activity change – every 45 minutes.
    - Free eye and eyesight tests - free eye test entitlement in Ireland every two years if you have sufficient PRSI contributions through the Department of Social Protection (DSP) Treatment Benefit Scheme.
    - Corrective appliances provided where required.
    - Proper set up of work/computer stations – avoiding glare from windows etc.

2. Fans/Electrical Appliances
    - Staff awareness at induction of risks associated with electrical equipment.
    - All electrical appliances in the building should be adequately PAT Tested periodically, as

per Regs/manufacturer's instructions.

3. Manual Handling

When conducting any manual handling activity, one must ensure to assess.

- **The Task** – What does the task entail? What movements and body postures put pressure on the back.
- **The Individua**l – What characteristics of the person make them more at risk? (Age, Height, Fitness Level, Pregnant, Injured).
- **The Load** – Is the Load Heavy, Bulky, or unwieldy, difficult to grasp or hold, unstable, etc., can the load that you're working with be divided so that it is easier to manage. (i.e. – Dividing the contents of a housekeeper's trolleys or linen basket, etc).
- **Environmental Factors** - Slippery floors, space constraints, are there steps present? Outdoors or Indoors, Lighting, etc.

Risk Assessment									
3. Hazard / Task: Indoor Air Quality.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating					
Students:	Yes	Contractors:	Yes						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Inadequate ventilation (insufficient outside air, insufficient airflow, inadequate circulation)				**M**			**L**	
2	Temperature and humidity extremes				**M**			**L**	
3	Heavy metals (such as lead, cadmium, and mercury)			**H**				**M**	
4	Particles and fibres			**H**				**M**	
Minimum PPE – N/a ***Additional PPE - Gloves, Safety Shoes.***									
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.									

Control Measures In Place (or Required):

1. Temperature and relative humidity: an acceptable level for office work ranges from 18°C up to 23°C. Optimum relative humidity is between 40% and 70%.
2. Average CO2 reading (if available): a reading consistently below 1,000 parts per million (ppm) is likely to indicate adequate ventilation. A reading higher than 1,400 ppm indicated poor ventilation and action is required.
3. Mechanical ventilation (if available): check reports on maintenance, maximise air changes of fresh air intake.
4. Photocopiers and printers can release ozone.
5. Processes involving/using chemicals: any processes that release dust or chemicals should be prevented where possible.
6. Occupancy levels: in offices a minimum of 4.65 square metres of floor space should be allowed for every person employed in any room.

Risk Assessment	
4. Hazard / Task: Display Screen Equipment (DSE) Workstation.	Date: 01.10.2026 **Rev 001**

WHO MAY BE HARMED				
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating
Students:	No	Contractors:	No	

	SIGNIFICANT RISKS / POTENTIAL RISKS	H	M	L		With Controls
1	Sitting Incorrectly		M			L
2	Incorrect Seat		M			L
3	Desk at incorrect Height		M			L
4	Sitting for prolonged periods of time		M			L
5	Using only laptop as in workstation.		M			L
6	Leads and cables creating a slip, trip or fall hazard.	H				M
7	Not following correct VDU/DES guideline when setting up workstation.	H				M

Minimum PPE – N/a
Additional PPE – Reading Glasses.

Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker, Secretary and Staff Members.

Control Measures In Place (or Required):

1. Anyone working with display screens e.g., office computers need to be trained in visual display units (VDU as per DSE Regs, 2007.
2. Set the chair height so that the elbows are approx. at 90 degrees when typing.
3. Ensure the correct equipment is made available to complete an ergonomic workstation including an ergonomic chair.
4. Ensure office furniture is designed to allow adjustment of position in relation to equipment.
5. Equipment will be CE certified and comply with all statutory requirements.
6. Have the feet flat on the floor or on a footrest.
7. Have the monitor and keyboard directly in front of you.
8. Position the screen at approximately fingertip distance in front of you.
9. Adjust the height of the screen until the top of the monitor screen is at eye level. Tilt the monitor up slightly.
10. Use window blinds to reduce glare/reflections if necessary.
11. Screens to be cleaned regularly.
12. Ensure the lower back is supported by the backrest of the chair in all working postures.
13. The upper arms should be relaxed and close to the body.
14. The wrists should be in a good posture when keying.
15. There should be space on the desk in front of the keyboard to rest the wrists and forearms when necessary.
16. Bring the mouse close to the keyboard to reduce shoulder stretching when using the mouse.

17. Have the forearm supported when using the mouse.
18. Arrange the work equipment so that frequently used items are within easy reach e.g. the phone, note pad, calculator.
19. Do not store files or other equipment under the working area of the desk where they will restrict leg clearance and leg movement when working.
20. Use a document holder if typing from hard copy documents.
21. Do not hold the phone between your head and shoulder for prolonged periods.
22. Take the eyes off the screen approx. every 20 mins to reduce eye strain. Apply the 20:20:20 rule for breaks i.e., every 20 minutes, stop and look 20 feet away for 20 seconds.
23. If you ever experience aches and pains from your work tasks, inform your principal, who will refer staff member to Medmark Occupational Health.
24. Ensure that work is planned to include regular breaks or change of activity. Get up every 40 mins to move around the room to stretch legs and back out.
25. Eye tests every 2yrs for those using VDU's - free eye test in Ireland every two years if you have sufficient PRSI contributions through the Department of Social Protection (DSP) Treatment Benefit Scheme.
26. DSE (Display Screen Equipment) training for all Staff using DSE to be provided.
27. All relevant safety training to be carried out by a competent person, with records kept on file.

Risk Assessment	
5. Hazard / Task: Stationery Area / Storage Rooms.	Date: 01.10.2026 **Rev 001**

WHO MAY BE HARMED				
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating
Students:	Yes	Contractors:	No	

	SIGNIFICANT RISKS / POTENTIAL RISKS	H	M	L		With Controls
1	Back injuries.		M			L
2	Cuts and abrasions.		M			L
3	Slips, trips and falls.		M			L
4	Injury from dropping loads.		M			L
5	Sprains and strains.		M			L
6	Falling materials (as a result of poorly stacked materials).		M			L
7	Injury to unauthorised persons.		M			L
8	Manual Handling.		M			L

Minimum PPE – Gloves.

Additional PPE – Suitable Non-Slip shoes.

Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers, Secretary and Staff Members.

Control Measures In Place (or Required):

1. Staff and Workers should be instructed of the need for good housekeeping standards and in maintaining a tidy well organised storage area.
2. Sufficient space should be provided for the safe storage of all materials.
3. All areas to be regularly inspected to ensure the stability and safety of such areas.
4. Follow manufacturers /suppliers' storage recommendations in all cases.
5. Avoid stacking any materials more than 2m high.
6. Ensure any stacked materials are not top heavy.
7. Safe means of access to higher shelves by using a step ladder - Do not climb on shelves or chairs to reach heights.
8. Always keep aisles clear from obstruction.
9. Never obstruct fire exit routes by storing materials beside them. In the event of a delivery try to store items in correct storage place rather than leaving them at delivery point for long durations.
10. If you are carrying materials, ensure that you do not carry a load that prevents you from seeing over the load.
11. Flammable solvents etc to be stored in a fire-resistant cupboard.
12. Avoid build-up of combustible materials.

Risk Assessment									
6. Hazard / Task: Printers and Photocopier.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	High Ozone Levels can cause headaches, dermatitis, eye, nose, throat and lung irritation, nausea, premature ageing, potential reproductive dangers.			**H**				**M**	
2	Carbon Monoxide produced from heated toner which can give headaches, drowsiness and increased pulse rate.				**M**			**L**	
3	A range of volatile organic compounds can also be emitted, several of which are carcinogenic.			**H**				**M**	
4	Ultraviolet light – prolonged exposure can cause eye damage.			**H**				**M**	
Minimum PPE – N/a ***Additional PPE – N/a***									
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker, Secretary and Staff Members.									

Control Measures In Place (or Required):

1. Choose low-emission photocopiers.
2. Ensure that the photocopier is equipped with an ozone filter which rapidly decomposes the ozone gas in the machine's exhaust to convert it to ordinary oxygen. These filters should be replaced after a certain number of pages have been printed (approximately 50,000 sheets).
3. The photocopier should be placed such that exhaust emissions do not travel over workstations or personnel. The more often a photocopier is used or the more duplicating machines there are, the more important it is that they are placed in a separate room with local ventilation.
4. Make sure that the room in which the photocopier is placed is well-ventilated, whether it is by natural or mechanical means. If not, the levels of ozone could build up to dangerous levels. It would be even better if the photocopier is placed in a dedicated room of its own.
5. Have photocopiers maintained on a regular basis.
6. Refilling techniques for the toner in dry (also known as xerographic) machines should be given special attention, avoiding spillage as far as possible. But if spillages happen, they should be cleaned up with care. Vacuum up the spillage instead of brushing it off. Then, wipe off the remainder dust using a damp cloth. Ideally, those with compromised respiratory systems should not be asked to do this.
7. The substances expelled from the use of frequent photocopying by the toner inside can lead to contamination of the office due to toxic fumes. This can cause breathing problems for employees who use the machine along with aggravating skin conditions and other more serious side-effects like bronchitis. Make sure the machine is put in a large area with good ventilation.
8. Constant use of a photocopier can lead to overheating which needs to be monitored as it can cause a lack of moisture in the air, which creates skin problems, and decreased functionality of

the machine. Checking temperatures regularly will help to keep heat levels down but consider investing in an air conditioning system in the room where the copier is held.

9. Do not use photocopier with lid open for prolonged periods of time as prolonged exposure can damage users' eyes.
10. Leave printer to cool before changing any toners etc.
11. When changing inks/powders for the printer, ensure that discarded cartridges are handled and disposed of in a safe manner as described in maker's manual.
12. Ensure that dust does not leak and become airborne in large quantities as this could cause and irritation and occupational asthma with prolonged exposure.
13. Ensure that regular maintenance is carried out on the machine by a competent person only.
14. Wash hands before and after touching toners etc.
15. All relevant safety training to be carried out by a competent person, with records kept on file.
16. Avoid skin contact and inhalation when handling photocopier toner cartridges. Gloves and face mask can be used.
17. Refrain from prolonged use of a photocopier.
18. Take breaks at regular intervals. Staff to be informed on safe handling practice and usage instructions.
19. Photocopiers to be used as per manufactures instructions.
20. Any defects to photocopying equipment must be reported immediately. Do not use defective equipment. Under no circumstances should any member of staff attempt to repair any electrical connections or photocopying equipment.

Risk Assessment									
7. Hazard / Task: Cleaning Chemicals and Toners.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Absorption.				M			L	
2	Ingestion.				M			L	
3	Dermatitis.				M			L	
4	Inhalation.				M			L	
5	Damage to specific organs.				M			L	
6	Eye injuries from splashes and burns from corrosives.				M			L	
Minimum PPE – Gloves, Mask ***Additional PPE – N/a***									
Implementation Responsibility: Caretaker, Cleaners, Principal, Deputy Principal, Teachers, Secretary and Staff Members.									

Control Measures In Place (or Required):

1. Systems of controlled transport, correct storage, safe system of work, adequate waste disposal, emergency procedures and personal protective equipment to be implemented.
2. Caretaker trained on safe chemicals' usage where applicable.

Risk Assessment									
8. Hazard / Task: Paper Shredders.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Cuts, Abrasions and Lacerations – Paper cuts.				M			L	
2	Electrical Shock			H				M	
3	Slips, trips and falls.				M			L	
4	Manual handling type injuries.				M			L	
5	Dust Inhalation.				M			L	
6	Entanglement/Paper Jam.				M			L	
Minimum PPE – N/a ***Additional PPE – N/a***									
Implementation Responsibility: Secretary, Principal, Deputy Principal, Teachers, Caretaker and Staff Members.									

Control Measures In Place (or Required):

1. Machines/equipment should be adequately guarded and have automated emergency stop function.
2. Items with potential to tangle (e.g., scarves, hair and jewellery) should be kept away from any drawing-in equipment.
3. Regularly service equipment as to the manufacturer's recommendations. Equipment which is heavily used should be placed in a well-ventilated area, away from workstations.
4. All electrical equipment over 2 years old is on an annual PAT testing schedule.
5. Damaged equipment should not be used.
6. Workers shall refrain from shredding too much paper at once and will follow the instructions of the manufacturers.

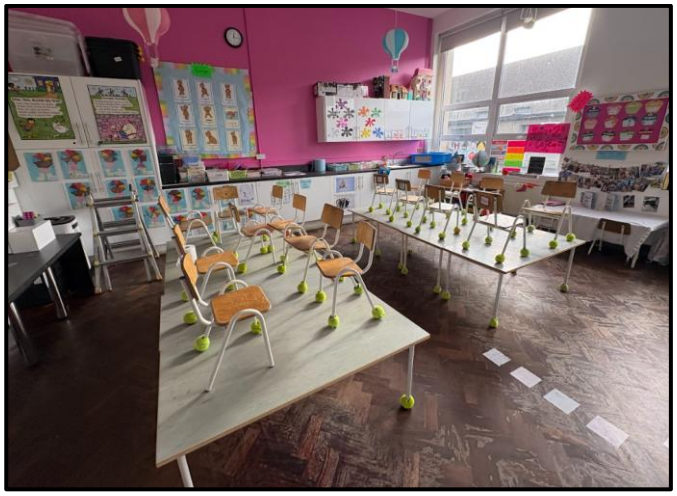
Classroom Based Risk Assessments

Risk Assessment									
1. Hazard / Task: Classroom Hazards.					Date: 01.10.2026 **Rev 001**				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Falling over or off chairs.					M			L
2	Personal injury.					M			L
3	If standing on tables – falling off / table collapsing.					M			L
4	Contact with sharp edges.					M			L
5	Fire.				H				M
6	Mould/Damp/Loose paint.					M			L
7	Electrocution.				H				M
8	Slips, Trips Falls.					M			L
Minimum PPE: N/A. **Additional PPE: N/A.**									
Implementation Responsibility: Caretaker, Teachers, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

<u>Sitting on chairs in classrooms.</u>

1. All chairs pushed under tables when not in use.
2. No standing or swinging back on chairs.
3. Only using chairs for purpose intended (e.g., not as a foot stool, ladder etc.).
4. Correct sized chairs purchased, and periodic inspections carried out.
5. Any faulty / dangerous chairs to be taken out of circulation.
6. Broken Classroom furniture is replaced.
7. No students allowed to stand on tables.
8. Emergency lighting is installed in all classrooms and throughout the building.
9. Where appropriate and possible use round tables, to avoid injury from sharp table corners.
10. Cover sharp corners with protective sponge / padding where necessary.
11. Ensure tables are not blocking fire escapes.
12. All loose wiring / cables to be clipped made safe and put away by a RECI certified electrician.
13. If present any areas coved in mould/loose paint chippings should be cleaned and repainted by a competent person, and source of damp ascertained and removed.
14. All fire doors to be marked and kept closed.
15. Fire evacuation plan to be posted at the back of all classroom doors.
16. Fire detectors installed in all rooms.
17. Relevant safety training to be carried out and kept on file.



Risk Assessment									
2. Hazard / Task: Classroom Windows and Doors.					Date: 01.10.2026 **Rev 001**				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Falling out of windows.				H				M
2	Personal injury.				H				M
3	Strangulation or asphyxiation with pulley cord.				H				M
Minimum PPE: N/A. **Additional PPE: N/A.**									
Implementation Responsibility: Caretaker, Teachers, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

Playing near classroom Windows, Doors, Blinds, etc...

1. Any hazardous windows that open fully shall be fitted with locks that restrict the opening of the windows.
2. No new window blinds shall be fitted with freely hanging cords, instead they will have wands or cords affixed to the wall.
3. No students to be left unattended.
4. Students educated about the dangers of falling out of windows / injury from windows / doors.
5. Periodic checks to be carried out on windows that safety catches, where present, are not broken.
6. If window blinds are already fitted but not affixed to the wall, the cords are to be cut so as not to form a loop or else fastened at the base to the wall thus preventing the cords from coming away from the wall and causing an asphyxiation injury.
7. Blinds to meet Safety Standard EN 13120:2009+A1:2014. Safety Standards to be followed – accessible here.

Staff Room/Kitchenette/Canteen Risk Assessments.

Risk Assessment									
1. Hazard / Task: Staff Room / Kitchenette / Canteen.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members		Yes	Official Visitors/ Public:		No	Risk Rating			
Students:		Yes	Contractors:		No				
SIGNIFICANT RISKS / POTENTIAL RISKS						**H**	**M**	**L**	**With Controls**
1	Slips on wet floors.						M		L
2	Hot Surfaces/Burns/Scalds.						M		L
3	Electric Shock/Electrocution.						M		L
4	Skin Irritation/Dermatitis.						M		L
5	Manual Handling Injuries.						M		L
6	Cuts, injury to body.						M		L
7	Safety guards not in place.						M		L
8	Accident/Incident Report.						M		L
9	Fire.						M		L
10	Broken crockery and glass can cause cuts.						M		L
11	Chemicals used in the dishwasher – hazardous if not used and stored properly.						M		L
Minimum PPE – N/a ***Additional PPE – Suitable Non-Slip shoes, Suitably Attired.***									
Implementation Responsibility: Caretaker, Cleaners and all staff members.									

Control Measures In Place (or Required):

1. **General**
   - Spillages of water etc. should be cleaned up immediately.
   - The kitchen floor should only be washed when the area is not occupied.
   - All equipment provided will be used appropriately e.g., knives etc.
   - Good housekeeping standards applied by all persons using the canteen.
   - Good housekeeping – work areas kept tidy; goods stored suitably etc.
   - Kitchen equipment maintained to prevent leaks onto floor.
   - Equipment faults leading to leaks fixed promptly.
   - Staff Members must clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry.
   - Suitable cleaning materials available.
   - No trailing cables or obstruction in walkways.

2. **Knives and Sharp Implements:**
    - Ensure that the blades are always sharp and do not use blunt blades.
    - Ensure that you cut away from yourself and not towards yourself.
    - Store sharp implements in a secure location after use.
    - Do not leave sharp implements lying around idle.
    - Do not keep knives in your pocket.
    - Knives suitably stored when not in use.
    - First-aid box provided and nominated first-aider always on site.
3. **Kettle and Coffee Machine**
    - Equipment to comply with current electrical safety standards e.g., PAT testing, have the BS or EU stamp etc.
    - In-house visual inspection of equipment.
    - Kettles and coffee machine only permitted in kitchen.
    - Hot drinks to be consumed only in the kitchen, or if brought to workers' desks they are in lidded travel mugs.
4. **Microwave**
    - Microwaves are positioned within easy reach.
    - Manufacturer's instructions for operating microwave oven will be followed.
    - Door seals will be kept free from food, grease, and dirt.
    - Oven gloves will always be used to remove containers from the microwave.
    - Regular cleaning of microwave to be carried out.
    - Caution when taking hot items out of the microwave to ensure hot contents do not spill on to user.
5. All relevant safety training to be carried out by a competent person, with records kept on file.

Risk Assessment	
2. Hazard / Task: Chemical Safety / Working with Chemicals.	Date: 01.10.2026 **Rev 001**

WHO MAY BE HARMED				
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating
Students:	No	Contractors:	No	

	SIGNIFICANT RISKS / POTENTIAL RISKS	H	M	L		With Controls
1	Skin - Occupational Dermatitis - can spread over entire body.		M			L
2	Inhalation of Harmful Chemicals – Occupational Asthma, Lung Disease.		M			L
3	Ingestion of Harmful Chemicals – Nausea.		M			L
4	Itching.		M			L
5	Bleeding.		M			L
6	Scalding/Acid Burns.	H				M

Minimum PPE - Safety gloves/Disposable Gloves.
Additional PPE – FFP2/RPPE (Mixing Hazardous Chemicals).

Implementation Responsibility: Caretaker, Cleaners, Principal, Deputy Principal, Teachers and Staff Members.

Control Measures In Place (or Required):

1. When using chemicals – ensure that all are diluted to correct strength.
2. Use good basic hygiene practices e.g., regular hand washing.
3. Use a moisturising barrier cream – to be provided by the organisation.
4. Wear disposable gloves that are provided when working with chemicals.
5. NB: If there is a risk of infection from dermatitis, prompt professional medical advice must be sought.
6. Wear a face shield, and protective coveralls when doing any job where liquids, fumes or dust might get on to your face, neck, or body.
7. Keep workplace clean and store all chemicals tidily in a closed cleaning cupboard.
8. All chemicals to be stored in correct bottles – never to be decanted into food/drink containers.
9. All relevant health and safety awareness training is to be provided to all applicable workers with records kept on file with records kept on file.
10. All relevant PPE is to be issued to all applicable workers.
11. Always ensure chemicals are in bottles with its contents clearly labelled for people to see.

Risk Assessment								
3. Hazard / Task: Chemicals and Sweeping.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Unsafe access and egress due to bad housekeeping, moving vehicles etc.			**H**				**M**
2	Using chemicals for cleaning (stored in preparation kitchen storage area).				**M**			**L**
3	Hurting back, slipping and falling.				**M**			**L**
Minimum PPE: N/A. **Maximum PPE: Gloves, Non-Slip Shoes.**								
Implementation Responsibility: Caretaker, Cleaners, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

Chemicals

1. Read chemical instructions
2. Never mix chemicals.
3. Wear protective clothing.
4. Erect and follow usage directions on wall on how to use the chemicals.
5. Ensure chemical training is done with staff regularly where applicable.
6. Keep chemicals away from foods.
7. Use food grade chemicals only.

Brushing and mopping floors

1. Ensure wet floor signs are used.
2. Always use SOPs directions on mopping floor.
3. Relevant safety training to be carried out and kept on file.
4. Relevant PPE to be provided where applicable.

Risk Assessment								
4. Hazard / Task: Deliveries.							Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Unsafe access and egress due to bad housekeeping, moving vehicles etc.			**H**				**M**
2	Blocked fire escapes.			**H**				**M**
3	Manual Handling Injuries.			**H**				**M**
4	Covid-19				**M**			**L**
Minimum PPE: Gloves. **Maximum PPE: Hi-Vis Jacket, Non-Slip Shoes.**								
Implementation Responsibility: Caretaker, Secretary, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. Ensure that the delivery area and floor is clean, tidy and dry so there is safe access and egress for the delivery people.
2. Floor is cleaned regularly during the day.
3. When there are no deliveries the door at the school reception is to be kept closed.
4. Ensure no pests can enter the premises while doors are open for deliveries.
5. Relevant safety training to be carried out and kept on file – Manual Handling.

Risk Assessment								
5. Hazard / Task: Hot Liquids.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Burns.				M			L
2	Scalds.				M			L
3.	Kettles or hot water urns (Burcos) pulled down on to users giving serious burns.			H				M
Minimum PPE: Gloves. **Maximum PPE: Apron, Mask.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. Normal domestic appliances used – (no industrial catering equipment present in staff canteen which requires special training or skill.)
2. Heat producing machines e.g.; Burcos / Soup kettles etc will be maintained as per manufacturer's instructions.
3. When using water boilers, ensure that the cold-water supply is on fully before you switch on the appliance and drip trays are in position.
4. All safety features (thermostats, etc.) will be maintained and functioning before an appliance is used.
5. Appliances will be switched off when not in use.
6. All staff will exercise caution while working close to hot surfaces.
7. Suitable gloves and aprons will be used for washing operations.
8. Care will be exercised when opening lids on boilers and kettles so as to protect the face, etc and never reach across hot containers/kettles.

Risk Assessment								
6. Hazard / Task: Kettles / Coffee Machine / Hot Water Dispenser.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Steam inhalation.				M			L
2	Burns.				M			L
3	Scalds.			H				L
4	Electrocution.			H				L
Minimum PPE – Gloves. **Additional - Safety Shoes.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. Equipment complies with the legislation, (PAT: Portable appliance testing by qualified electrician).
2. In-house visual inspections carried out regularly.
3. Ensure regular checks are carried out on the equipment.
4. The established safe operating limits and information of the limits should be made readily available.
5. Ensure that each machine is equipped with the relevant information such as the manufacturers name, date of manufacture, serial number, maximum allowable pressure, etc.
6. Each machine may only be operated in accordance with the training and information provided.
7. Relevant safety training to be carried out and kept on file.

Risk Assessment								
7. Hazard / Task: Knife-Use.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Cuts to hands.				M			L
2	Stabs to body.				M			L
3	Contact with blade.				M			L
4	Staff trained on safe use of knives.				M			L
5	Covid-19.			H				M
Minimum PPE: Gloves. **Maximum PPE: Mask, Non-Slip Shoes.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. Use of correct knife for the job at hand.
2. Ensure knives are kept sharp.
3. Arrangements for knife sharpening in place.
4. Safe storage provided (blades flat and pointing away)
5. Knives are only used for cutting and slicing food and must be used with a chopping board.
6. Knives ideally to be stored on a magnetic holder and not in a drawer or bucket.
7. Food handlers warned if knives are put into the wash-up sink.
8. Always use a proper chopping board or block.
9. Carry one knife at a time, tip pointed down.
10. Hold the knife with the stronger hand.
11. Cut away from the body when cutting, trimming or boning.
12. Use protective clothing such as mesh gloves.
13. Place knife at the back of the counter when not in use, with the sharp edge turned away.
14. Clean knife immediately after use.
15. Knives to be thoroughly cleaned after each job to prevent cross contamination.
16. Do not: Use a knife as a can opener.
17. Do not: Try to catch a falling knife - let it fall and then pick it up.
18. Do not: Engage in horseplay with a knife in your hand.
19. Do not: Carry knives while carrying other objects.
20. Do not: Carry a knife in your pocket.
21. Do not: Engage in discussions with co-workers while using a knife.
22. Do not: Drop a knife into dish water.
23. Do not: Leave a knife in dish water.

Risk Assessment								
8. Hazard / Task: Glassware.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Cuts.				M			L
2	Laceration.				M			L
3	Physical contamination of food.				M			L
Minimum PPE: Gloves. **Maximum PPE: Gloves, Mask, Non-Slip Shoes.**								
Implementation Responsibility: Caretaker, Cleaners, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. All glassware must be stored safely and away from food preparation areas. On no account should glassware be stored above food preparation tables.
2. All breakages to be dealt with immediately. Debris to be cleared and disposed of in rigid containers.
3. Regular inspection of glassware to identify cracks and chips.
4. Ensure that a First Aid Kit present and regularly stocked up.
5. Separate waste disposal container for broken glass.
6. Formally documented (SOP) Standard Operating Procedure for 'Breakages and Spillages' in place.

Risk Assessment								
9. Hazard / Task: Dishwasher.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Hot water – scald, burns.				M			L
2	Moving parts such as conveyor can cause serious injuries.				M			L
3	Broken crockery and glass can cause cuts.				M			L
4	Chemicals used in the dishwasher – hazardous if not used and stored properly.				M			L
Minimum PPE: Gloves. **Maximum PPE: Gloves, Mask, Non-Slip Shoes.**								
Implementation Responsibility: Caretaker, Secretary, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. Ensure all machines are isolated from power when not in use and especially before cleaning, maintenance etc.
2. Wear rubber gloves when working with very hot water.
3. Never put your hands in the dishwasher whilst it is running
4. Detergent can burn skin and eyes. Protective clothing provided when handling or cleaning up spilled detergent.
5. Do not wear loose clothing or have cloths that could get caught in moving parts.
6. Dishwasher to be serviced regularly as per manufacturer's instructions.
7. Manual Handling training for staff loading dishwasher.
8. Ensure area around dishwasher is kept dry from dripping trays – have non-slip mats and wash them regularly.
9. Warning signs in place.
10. Ensure dishwasher is never overloaded.

Risk Assessment								
10. Hazard / Task: Microwave Oven.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Burns.				M			L
2	Scalds.				M			L
3	Electrocution.				M			L
4	Explosion			H				M
Minimum PPE : N/A. **Maximum PPE : N/A.**								
Implementation Responsibility: Caretaker and all staff members.								

Control Measures In Place (or Required):

<u>Electric shock, Scalds, microwave radiation.</u>

1. Microwaves / ovens placed within easy reach.
2. All maintenance/cleaning will be conducted with the machines disconnected from the power source.
3. Manufacturer's instructions for operating microwave oven will be followed.
4. Door seals will be kept free from food, grease, and dirt.
5. Oven gloves will always be used to remove containers from the microwave.
6. Cover food items being cooked or reheated in the microwave.
7. Always use oven gloves etc… when handling hot kitchen equipment.
8. DO NOT –
   - Use ovens with damaged doors, door seals or door interlock.
   - Use metal / decorated dishes in the microwave.
   - Attempt to fix or service the microwave oven unless you are qualified.
   - Bypass the door interlock and activate the oven with the door open.
   - Cook whole eggs, food in sealed containers, sealed plastic bags or food with nonporous casing (pressure build-up may break the casing and spill the contents).

Microwave Oven

Grill /Panini Machine

Risk Assessment									
11. Hazard / Task: Panini Machine.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Burns.				M			L	
2	Manual Handling				M			L	
3	Slips, Trips and Falls.				M			L	
Minimum PPE – Gloves. ***Additional PPE – Suitable Non-Slip shoes.***									
Implementation Responsibility: Caretaker, Cleaners, Principal, Secretary, Principal, Deputy Principal, Teachers and Staff Members.									

Control Measures In Place (or Required):

1. Place food carefully on Panini Machine.
2. Take care when removing food from the Panini Machine use utensils to avoid burns.
3. Oven cloths / Heat resistant gloves available in staffroom for Staff Members use.
4. Caution awareness when consuming products – give sufficient time to allow product to cool especially items containing cheese, tomatoes, eggs etc.
5. Adequate fire precautions.
6. First Aid Kit in place. Ensure First Aid Box has burn relief creams.
7. Panini Machine is turned off and allowed to cool before cleaning, or any maintenance work may be performed.
8. Clean and remove carbonised fat regularly.
9. No unauthorised use permitted.
10. Panini Machine to be maintained as per manufacturer's instructions.
11. All control knobs present.
12. Report any defects.
13. Equipment complies with legislation, (PAT Testing).

Risk Assessment								
12. Hazard / Task: Fridges.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Fire.			**H**				**M**
2	Electrocution.			**H**				**M**
3	Slips.			**H**				**M**
4	Staff may suffer discomfort when restocking fridges.			**H**				**M**
Minimum PPE: Gloves. **Maximum PPE: Non-Slip Shoes.**								
Implementation Responsibility: Caretaker, cleaners, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. Fridges must be visually inspected on a regular basis and damaged reported to Caretaker/principal.
2. Spills of material in and outside of fridges must be cleaned up immediately using food grade chemicals.
3. Regular temperature checks to be taken and recorded of fridges and freezers.
4. All items in fridges must be clearly labelled and where necessary packaged properly.
5. Persons packing material into fridges must use safe manual handling techniques.
6. Fridges and freezers compartments must be emptied and defrosted prior to moving them.
7. Mobile units should be moved by more than one person.

Art Class Based Risk Assessments

Risk Assessment								
1. Hazard / Task: Solvents / Paints / Paint thinners.							Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Ill-health.				M			L
2	Nasopharyngeal injury/discomfort.				M			L
3	Skin irritation/Dermatitis				M			L
4	Addiction/Theft.			H				M
5	Fire.			H				M
Minimum PPE – Gloves. ***Additional PPE – Safety Footwear.***								
Implementation Responsibility: Teachers, Caretaker, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

1. A competent teacher supervises all classroom activities.
2. Caretaker to ensure all solvent and paints are stored in a suitable, secure, fire-resistant storeroom/press.
3. A paint store for any flammable or potentially explosive/corrosive paints/solvents.
4. Paints are not to be stored high up where people must reach up to get them, thus increasing the risk of spilling paints on themselves.
5. Any organic material used in sculpture or as topics art objects for still life must be cleaned thoroughly by a competent professional and disposed of safely before it becomes rotten or unsafe.
6. Eye wash bottle is available and appropriate PPE and First Aid Box is available.
7. Out of date paints to be disposed of professionally. If there is doubt as to whether a substance is out of date, it should be disposed of as a precaution.
8. All Staff Members/Students and students using paints will read the labels, follow instructions for use, and obtain the Safety Data Sheets available and ensure they are to hand.
9. Good personal hygiene habits are to be observed and contaminated clothing should be removed when work is completed.
10. Paints and Solvents should be grouped according to their properties and stored.
11. All paints and solvents should be stored in sealed containers designed specifically for that use and well labelled.
12. Good housekeeping practices should be maintained at all times in classrooms and around chemicals/in the Caretaker's Paint/Solvent storage area.

13. Relevant safety training to be carried out and kept on file.

Risk Assessment									
2. Hazard / Task: Arts and Crafts (General).								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Personal Injury.				M			L	
2	Slips, Trips and Falls.				M			L	
3	Younger children eating/swallowing, poisoning.			H				M	
4	Choking.			H				M	
5	Cuts.				M			L	
Minimum PPE – N/a ***Additional PPE – N/a***									
Implementation Responsibility: Teachers, Caretaker, Cleaners, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

1. Students involved with Arts and Crafts should always supervised by a sufficient number of Staff Members and continually reinforced and instructed with positive reinforcement on safe behaviour.
2. On ordering Arts and Crafts supplies all orders should be filled by reputable suppliers and should have appropriate records with them (instructions for use, SOP, SDS sheets, etc.
3. Arts and Crafts supplies to be stored safely.
4. Area to be thoroughly cleaned/swept/mopped after use to ensure no excess dirt or mess is left on floor where slips/Trips can occur or accidental ingestion by younger child can take place.
5. All Arts and Crafts items to be stored in closed cabinet away from reach of children.
6. Good housekeeping to be employed – Staff Members to implement a 'clean as you go' policy as much as possible.
7. Scissors, cutting implements etc to be used safely.
8. All arts and crafts items should have their Safety Data Sheets or other relevant safety documentation stored nearby.

Welcome
to our
Class

Risk Assessment									
3. Hazard / Task: Chalks/ Crayons.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Personal Injury.				M			L	
2	Slips, Trips and Falls.				M			L	
3	Younger children eating/swallowing, poisoning.			H				M	
4	Choking.			H				M	
5	Cuts.				M			L	
Minimum PPE – N/a ***Additional PPE – N/a***									
Implementation Responsibility: Teachers, SNAs, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

1. Staff to ensure that only children mature enough can safely use the Chalk/Crayons.
2. No child is allowed eat the chalk or the crayons.
3. Children using chalk or crayons to always be supervised by a staff member.
4. Area to be thoroughly cleaned/swept/mopped after use to ensure no excess chalk/ crayons are left where accidental ingestion by younger child can take place.
5. Both Chalk and Crayons to be stored in closed cabinet out of reach of children.
6. Crayons/Chalk to be returned to storage area after use.

Risk Assessment									
4. Hazard / Task: Poster Paints.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Personal Injury.				M			L	
2	Slips, Trips and Falls.				M			L	
3	Younger children eating/swallowing, poisoning.			H				M	
4	Choking.			H				M	
5	Cuts.				M			L	
Minimum PPE – N/a ***Additional PPE – N/a***									
Implementation Responsibility: Teachers, SNAs, Caretaker, Cleaners, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

1. Staff to ensure that only children mature enough can use the paint.
2. No child is to be allowed to ingest the paint.
3. Children using the paint always to be supervised by a sufficient number of staff and continually reinforced and instructed with positive reinforcement on its safe use.
4. Area to be thoroughly cleaned/swept/mopped after use to ensure no excess paint is left where accidental ingestion by younger child can take place.
5. Poster Paint to be stored in a closed cabinet away from reach of children.
6. Paints to be stored neatly and safely away.

Physical Education Based Risk Assessment

Risk Assessment								
1. Hazard / Task: Physical Education (P.E.).					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Broken/faulty equipment can cause injury.				M			L
2	Possible physical bodily injury from sports equipment.				M			L
3	Fractures.			H				M
4	Bruising.				M			L
5	Sprains/strains.				M			L
6	Drowning (swimming lessons).			H				M
Minimum PPE : N/A. **Maximum PPE : N/A.**								
Implementation Responsibility: ISLT, Teachers, Caretaker, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

Equipment

1. All sports equipment checked regularly for faults.
2. Students only to use PE equipment under qualified adult supervision.
3. Remove any broken faulty equipment.
4. Only purchase equipment with CE or BS kite mark.
5. All PE equipment to be locked away when not in use so as not to be accessible to students.
6. Goal posts / basketball nets, where present, to be checked periodically by a competent person and results documented. Any faults to be rectified immediately, no use of goals permitted until fault is rectified.

PE on Playing Pitch/ Field Sports on the pitches

1. **Away games:** Ensure a robust procedure is in place to monitor numbers of students leaving the school, adequate supervision of students in transit to the pitches, and a system to account for students' safe return to the school.
2. Supervising teacher to have access to a mobile phone and emergency numbers and students' emergency contact details.
3. Ideally two teachers present to supervise students.
4. School Child Protection policy and procedures to be followed.
5. Goal posts to be maintained and checked regularly by a competent person.
6. Basketball nets and courts to be checked regularly by a competent person.
7. Relevant safety training to be carried out and kept on file.

Risk Assessment									
2. Hazard / Task: Sporting Activities – Training, Sporting & Events Games.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Personal Injury.			**H**				**M**	
2	Concussion.			**H**				**M**	
3	Fractures.			**H**				**M**	
9	Covid 19			**H**				**M**	
Minimum PPE : N/A. **Maximum PPE : N/A.**									
Implementation Responsibility: Teachers, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

1. A staff member supervises all sports activities.
2. No Student will be permitted to participate in sport activities without the appropriate personal protective equipment e.g. helmet/shin guards, etc.
3. All movement of sports equipment will be supervised by a competent member of staff.
4. All staff members are First Aid trained and in attendance at all sporting activities where a risk of injury will occur.
5. First aid kept to hand and in the possession of a competent person.
6. All extraneous school equipment to be moved out of gym/exercise area before sporting events and stored securely.
7. No students to use any sports or play equipment without proper training on its safe use.

Risk Assessment									
3. Hazard / Task: Physical Education, (Swimming Trips).								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Broken/faulty equipment can cause injury.				M			L	
2	Slipping on Pool Deck.				M			L	
3	Fractures.			H				M	
4	Bruising.				M			L	
5	Sprains/strains.				M			L	
6	Drowning.			H				M	
7	Chemical irritation to eyes and respiratory tract.			H				M	
8	Foot infection.				M			L	
Minimum PPE : N/A. **Maximum PPE : N/A.**									
Implementation Responsibility: Teachers, SNAs, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

Swimming Pool

1. Never leave students unsupervised while swimming.
2. Learner / young swimmers not permitted to dive or jump into the pool or permitted to go out of their depth.
3. Proper supervision by a qualified adult lifeguard while swimming.
4. Presence of a trained first responder.
5. Supervision of groups travelling to / from pool.
6. Child protection protocol followed as regard changing room procedure etc.

Swimming Pool Chemicals

1. Fully qualified instructor with life guarding skills present, with Garda Clearance.
2. First aid qualified staff / lifeguard present.
3. Swimming shoes, goggles/ hat to be worn.
4. Only Parent/Guardians or those with Parent/Guardians' consent permitted to enter dressing rooms for additional needs or very young children.
5. Written permission sought from Parent/Guardians to allow their children swim.
6. Any medical problems which may be acerbated by pool chemicals to be communicated to the relevant schoolteachers.

Car Park Area Based Risk Assessments

Risk Assessment								
1. Hazard / Task: Drop off / Set Down Area					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating				
Students:	Yes	Contractors:	Yes					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Vehicles driving too fast and hitting students / teachers resulting in severe injury and death.			**H**				**M**
2	Staff or students being struck by vehicles.			**H**				**M**
3	Slips/Trips Falls				**M**			**L**
Minimum PPE : Hi Vis **Additional PPE: N/A.**								
Implementation Responsibility: South Dublin County Council, Board of Management, Principal, Deputy Principal, Teachers, Caretaker and Staff Members.								

Control Measures In Place (or Required):

1. The school is situated on a public road managed by South Dublin Co. Co.
2. Lollipop person provided by South Dublin Co. Co. is in position outside the school.
3. 2 Bay designated area for school buses to park and children only permitted to access and alight from bus in demarcated areas, where the bus driver can see them.
4. Well-lit traffic routes for dangerous weather / early mornings, evenings etc.

Risk Assessment								
2. Hazard / Task: School Bus					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	No	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Students unsupervised in bus.				M			L
2	Whiplash from collision or sudden breaking.			H				M
3	Physical injury death, by walking by / boarding / alighting from bus.			H				M
4	Physical injury / death by hit by other moving vehicles.			H				M
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Teachers, Bus Drivers, Bus Escorts, SNAs, Principal, Deputy Principal, Staff Members & transport provider e.g. Bus Eireann, Premier Coaches								

Control Measures In Place (or Required):

Travelling to and from school trips on the school bus.

1. All students to be seated with use of seat belts.
2. Driver to always drive at a safe speed.
3. Driver to supervise boarding and alighting of students from bus.
4. Teachers in 'Locus Parentis/Guardians' to remain with students until Parent/Guardians take charge of the students during/ immediately after school trips, etc.
5. Transport organisation to provide an up-to-date Safety Statement along with all supporting certificates e.g., copy of drivers D1 Licence, DOE, insurance, tax etc.
6. Drivers to be trained with CPC up to date.
7. Drivers to be Garda vetted.
8. No horseplay permitted on bus.
9. Drivers to reverse park and ensure s/he can see all around the vehicle, to ensure no danger to people when manoeuvring the vehicle.

Risk Assessment									
3. Hazard / Task: Parking & Traffic Management					Date: 01.10.2026 **Rev 001**				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	Yes		Risk Rating				
Students:	Yes	Contractors:	Yes						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Impact by vehicles.				H				M
2	Concussion.				H				M
3	Property Damage					M			L
4	Death.					M			L
Minimum PPE : N/A. **Maximum PPE : N/A.**									
Implementation Responsibility: South Dublin County Council, Board of Management, Principal, Deputy Principal, Caretakers and Staff Members.									

Control Measures In Place (or Required):

1. Keep pedestrians and vehicles segregated.
2. Organise deliveries for times when students are in class / gone home.
3. Separate parking spots for teachers.
4. South Dublin County Council responsible for local Traffic Management plan including
    a. speed limit signs, one-way system etc.
    b. Clear markings to set apart vehicle and pedestrians' routes.
    c. Raised kerbs to mark vehicle and pedestrian areas.
    d. Erect signs – 'Children at Play' and Speed limit signs
    e. Where needed, provide suitable barriers or guard rails are to be provided:
        - at entrances and exits to buildings.
        - to prevent pedestrians from walking straight on to roads.

Away Trips/Excursions/Events Based Risk Assessments

Risk Assessment									
1. Hazard / Task: Away Trips / Excursions.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Personal Injury.			**H**				**M**	
2	Drowning (Water based trips)			**H**				**M**	
3	Impact from other vehicles (bike outings).			**H**				**M**	
Minimum PPE - Hi Vis wear, Protective sports equipment e.g. Bicycle Helmets etc. ***Additional PPE - Gloves, Non-Slip Shoes.***									
Implementation Responsibility: Teachers, SNAs, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

1. Students will be supervised by nominated Staff Members.
2. As per SHAWW Act, 2005, a full risk assessment to be carried out by supervising Staff Members for outings/events.
3. Supervision arrangements will be clarified before each outing.
4. Written permission to participate in outings will be obtained from Parent/Guardians.
5. The appropriate ratio of Students to Staff Members must not be exceeded.
6. All Staff Members will be familiar with the Students under their control, and any additional needs.
7. All information pertaining to additional needs by individual Students will be given to supervising Staff.
8. First Aid Kit will be carried on all outings, and a qualified First Responder will be present.
9. All supervising Staff Members will be fully aware of Critical Incident Plan in the event of serious events e.g., drowning, fractures etc.
10. All national weather warnings must be followed e.g. No Travel, storms, high seas etc
11. Students' numbers to be counted off and back on any trips to ensure all are present.
12. Contact numbers for emergencies and a mobile phone will be carried on outings by the adults in charge.
13. Relevant safety training to be carried out and kept on file.

Risk Assessment									
2. Hazard / Task: Outdoor Events.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Personal Injury.			H				M	
2	Impact from other vehicles.			H				M	
3	Lack of adequate evacuation procedures leading to crowd crushing and associated injuries.			H				M	
4	Poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited.			H				M	
5	Uncontrolled burning of barbeque and subsequent spread of fire due to close proximity of wooden stands.			H				M	
6	Inadequate health and safety procedures by Contractors leading to hazardous situations and potential injuries, food poisoning etc.				M			L	
7	A young person taking unnecessary risks resulting in injury.				M			L	
8	Inadequate First aid and Emergency Arrangements.				M			L	
9	Natural Hazards including pollen, dangerous plants, cuts from thorns, Wasp & Bee nests, E.g. Skin rash from plants, bee sting resulting in anaphylactic shock.				M			L	
10	Equipment and Electrical Failure E.g. Injuries to those using or working on the equipment.				M			L	
11	Extremes of weather can cause injuries such as windblown debris, collapsing of marquees etc				M			L	
12	Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects.				M			L	
13	Physical Hazards present at site.				M			L	
14	Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas.				M			L	
15	Poor communication of health and safety issues and unawareness of hazards that could cause injury leaving the organiser potentially negligent.			H				M	
Minimum PPE: Hi-Vis wear, Gloves, Safety Shoes. ***Additional PPE: Face Masks.***									
Implementation Responsibility: Board of Management, Principal, Deputy Principas, Teachers, Caretaker and Staff Members.									

Control Measures In Place (or Required):

1. Site safety rules to be drawn and distributed to all stakeholders.

2. A pre-event site visit to ensure that the area is suitable to hold event carried out with site specific risk assessments carried out by a competent person.
3. Emergency routes to be of adequate width and kept clear at all times.
4. Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced.
5. All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained.
6. Events should not be carried out in areas where there is a high risk to participants. Areas that may be unsuitable include:
    - Anywhere within unguarded access to deep or fast flowing water (e.g. rivers).
    - Roadway or roadside areas without vehicle segregation (fencing).
    - Steep, slippery or unstable ground (including those with holes or excavations).
7. Avoid manual handling where possible. Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training.
    - Staff Members/volunteers/Students should be informed of the dangers of manual handling and instructed to assess loads before handling.
    - Minimise repetitive bending wherever possible and ensure Staff Members/volunteers take regular breaks.
    - Use individuals who have been trained in techniques or provide basic training in manual handling techniques.
8. Students will be supervised by nominated members of staff.
9. Full risk assessment to be carried out by supervising Staff Members for every outing/event.
10. Supervision arrangements will be clarified before each outing.
11. All contractors to supply copies of their current Insurance Policy Documents and current Safety Statement.
12. Ensure equipment is well maintained and in a good state of repair. Where equipment requires statutory inspection (such as portable appliances, lifting equipment, bouncy castles etc.) ensure that inspections] have been carried out according to required frequency and documentation is available onsite during the event (e.g. bouncy castles require annual inspection by a competent person under the PIPA industry standards (BS EN 14960), lifting equipment that lifts people requires a six-monthly examination by a competent person) GA1 form.
13. First Aid Kit will be carried on all outings and at least two qualified First Responders will be present for small events and increased for larger/more hazardous events.
14. All supervising Staff Members will be fully aware of Critical Incident Plan in the event of serious events e.g., drowning, fractures etc.
15. All national weather warnings must be followed e.g. No Travel, storms, high seas etc
16. Staff Members/volunteers/Students should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate.
    - Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc).
    - Ensure there is an adequate supply of water to prevent dehydration.
17. Organiser to carry out a pre-event site visit to ensure that the area does not contain any natural hazards such as dangerous plants or wasp or bee nests. Staff Members/volunteers should be informed beforehand of the need to wear appropriate PPE (including protective gloves) and sensible outdoor clothing and footwear, keeping hands, arms and legs covered.

18. Where young persons are volunteering in an event, there should be adequate supervision at all times. If volunteering, there should be no groups of children under the age of 16 working in an area without direct supervision of an adult.
19. Fire:
    - All necessary fire safety procedures, fire prevention measures, and fire precautions (plans, systems, and equipment) are in place and working properly.
    - Establish a suitable means of contacting the emergency services and provide them with any relevant information about any dangerous substances at the event.
    - Ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a component person in an effective manner, in efficient working order and in good repair.
    - If leasing a premises or parts of premises which is an empty and unsupervised facility (e.g. temporary structures and marquees), the fire safety responsibilities of those leasing the premises (and, therefore, in charge of the activities conducted within the premises), and those of the owner/lessee, need to be established as part of the contract of hire.
20. Crowd Management:
    - Consider anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc.
    - The Event Safety Guide states that for small events there should be at least two toilets.
    - Ensure adequate access for wheelchair users and pushchairs is provided.
    - Ensure there are adequate entrance and exit routes with no obstructions, which are clearly signposted.
    - Consider the design of the venue and need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue.
    - Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system).
21. Waste Management:
    - Ensure that details are given to the waste contractor concerning estimated audience size, event size, site boundaries etc. (The waste contractor cannot accurately plan working methods or employ the correct number of workers without this information).
    - The collection the school must be a registered waste carrier or exempt from registration. Vehicles used to help with the collection of waste must be mechanically sound and be accompanied with the relevant test certificates including an MOT if appropriate.
    - Ensure there are sufficient numbers of waste receptacles positioned within and around the perimeter of the event.
    - Ensure suitable type of waste receptacles are selected (e.g. wheeled containers or similar receptacles appear to be the most versatile as they can be easily positioned and manoeuvred as required).
22. Contact numbers for emergencies and a mobile phone will be available by the adults in charge.
23. Relevant safety training to be carried out and kept on file.

Risk Assessment									
3. Hazard / Task: Bus Excursions.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Personal Injury.			H				M	
2	Drowning (swim trips)			H				M	
3	Impact from other vehicles (bike outings).			H				M	
4	Roadworthiness of vehicle: Risk of catastrophic vehicle failure.				M			L	
5	Collision with vehicle while coach is in motion, with possible subsequent injury to Staff Members and passengers.			H				M	
6	Risk of stationary coach being struck by another vehicle.				M			L	
7	Access to vehicle controls and equipment: (Risk of tampering and unauthorised use of vehicle).				M			L	
8	Reversing vehicle – striking pedestrians.			H				M	
9	Vehicle refuelling - slips and trips, fire and explosion, being struck by other vehicles.			H				M	
10	Vehicle accident, breakdown or another major incident.			H				M	
11	Young persons - lack of safety awareness (Risk of injury due to lack of awareness of existing or potential hazards, horseplay etc.)				M			L	
12	Passengers - personal safety at stops (Risk of injury and abduction).			H				M	
13	Impaired driver performance -fatigue.			H				M	
14	Impaired driver performance -driver illness.			H				M	
15	Impaired driver performance -distraction.			H				M	
16	Impaired driver performance – stress.			H				M	
17	Objects falling from overhead luggage racks.				M			L	
18	Obstructions in gangways.				M			L	
19	Liquid spills, rainwater (Slips, trips and falls).				M			L	
20	Blocked emergency exits			H				M	
21	Coach access steps (Risk of falling while boarding or alighting the vehicle)				M			L	
22	Other vehicles - motor vehicles and cycles (Risk of being struck by vehicles, cycles etc while alighting from coach).			H				M	
23	Adverse weather conditions - snow and ice				M			L	
Minimum PPE: Hi-Vis wear. ***Additional PPE : Gloves, Non-Slip Shoes.***									
Implementation Responsibility: Bus Company, Teachers, SNAs, Principal, Deputy Principal, Caretaker and Staff Members. (Bus company for third party related issues).									

Control Measures In Place (or Required):

1. Vehicles maintained in accordance with Vehicle Inspectorate requirements. Daily vehicle inspection carried out in accordance with driver's handbook Defect reporting procedure in place and speed limit not exceeded.
2. Competent drivers only permitted to drive buses.
3. Seatbelts fitted in accordance with legal requirements Passengers/Students briefed to remain seated as much as possible.
4. Passengers/Students alighting safely - Driver pulls as far off road as possible Passengers/Students alight to a safe place away from the vehicle. Vehicle lights maintained in working order and hazard warning lights fitted in accordance with Legal requirements and switched on when parked in a hazardous place. Coach to be parked in designated parking bays when left unattended.
5. Emergency and breakdown procedures detailed in driver's handbook in accordance with 'Best Practice'. Passengers/Students to be removed to a place of safety Emergency procedure cards issued to drivers. 24-hour manned emergency contact number available. Drivers to have basic first aid training. First aid kit supplied on all coaches. Driver has means of communication with their Office. Hazard warning lights and warning triangle provided.
6. Passengers/Students exiting from vehicle in designated drop off areas where possible. Driver briefs passengers to take extra care when exiting from and returning to vehicle. Vehicle fitted with hazard warning lights.
7. Driver gives safety announcement, in accordance with 'Best Practice' including:
    - Location of fire extinguishers and first aid kit
    - Location of emergency doors
    - Location of emergency kit and emergency windows
    - Location of emergency roof exits
    - Use of seatbelts
    - Use of arm rests and air vents
8. Driver communicates with organiser/ activity leader throughout trip.
9. Driver briefs passengers on duration of stop and departure time in accordance with 'Best Practice'.
10. Head counts on arrival and prior to departure by Supervisors.
11. Pre-journey safety briefing in accordance with 'Best Practice'.
12. Driver prohibited from using handheld mobile telephone while vehicle is in motion.
13. Group organiser or another nominated person seated closest to driver.
14. Supervision of passengers.
15. No smoking on the vehicles.
16. Drivers briefed not to use handheld microphone or speak directly to any person when the vehicle is in motion.
17. Keys removed from ignition whenever coach is parked.
18. Driver conducts vehicle inspection prior to commencement of journey in accordance with Legal requirements.
19. Need for reversing minimised where possible Coach fitted with reversing warning alarm and mirrors Competent driver in accordance with Legal requirements.
20. Passengers/Students should not be on the vehicle during fuelling. If this cannot be avoided, passengers are to remain seated on vehicle while fuelling is in progress. Smoking is prohibited at all times.

21. Only hand luggage allowed inside coach. Heavy items stored in luggage hold or beneath seats. Driver checks to ensure luggage is correctly stowed before moving off. Safety briefing in accordance with 'Best Practice'. Passengers briefed not to move around vehicle more than is absolutely necessary.
22. Weather reports monitored Information provided to passengers. Snow chains issued and drivers instructed in their use were deemed necessary. Competent and trained drivers Itinerary altered as necessary to avoid or reduce exposure to adverse weather.
23. Students will be supervised by nominated members of staff.
24. Full risk assessment to be carried out by supervising Staff Members for every outing/event.
25. Supervision arrangements will be clarified before each outing.
26. Written permission to participate in outings will be obtained from Parent/Guardians.
27. The appropriate ratio of Students/Students to staff/supervisors must not be exceeded.
28. All Staff Members will be familiar with the Students/Students under their control, and any additional needs.
29. All information pertaining to additional needs by individual Service Users/Students will be given to supervising Staff Members.
30. First Aid Kit will be carried on all outings and a qualified First Responder will be present.
31. All supervising Staff Members will be fully aware of Critical Incident Plan in the event of serious events e.g., drowning, fractures etc.
32. All national weather warnings must be followed e.g. No Travel, storms, high seas etc
33. Students numbers to be counted off and back on any trips to ensure all are present.
34. Contact numbers for emergencies and a mobile phone will be carried on outings by the adults in charge.

School Equipment & Operations Based Risk Assessment

Risk Assessment									
1. Hazard / Task: Shelving / Racking / Stocking.					Date: 01.10.2026 **Rev 001**				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Lacerations				M			L	
2	Fractures.				M			L	
3	Head injury.			H				M	
4	Death.			H				M	
Minimum PPE : Non-Slip footwear. **Maximum PPE :**									
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.									

Control Measures In Place (or Required):

1. Ladders are not suitable when lifting loads and are not to be used.
2. All Staff Members / Students will wear suitable and appropriate safety footwear.
3. All products will be stored/stacked in such a way as to prevent rolling or collapse.
4. All heavy items will be stored at knuckle to shoulder height level.
5. Approved ladders / steps will be used to access stock at elevated levels.
6. All racking and shelving will be suitable and capable of supporting the weight of the intended load.
7. Suitable Fall Protection must be in place.
8. Staff or students will **NOT:**
    - Block passages in the school area.
    - Stack loose items on the top shelves.
    - Overload or overstock shelving units.
9. Relevant safety training to be carried out and kept on file.

Risk Assessment								
2. Hazard / Task: Slips, Trips and Falls.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating				
Students:	Yes	Contractors:	Yes					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Back injury.				M			L
2	Hand injury.				M			L
3	Head injury.			H				M
4	Cuts, Scrapes, Bruising, Broken Limb.				M			L
Minimum PPE : N/A. **Maximum PPE : Non-Slip footwear.**								
Implementation Responsibility: teachers, Caretaker, Principal, Deputy Principals and Staff Members.								

Control Measures In Place (or Required):

1. Alternative storage area for school bags to be designed and implemented in order to remove school bags from corridors and assembly points, where present.
2. All floors to be regularly inspected for slip, trip and fall hazards and any faults need to be repaired immediately to remove the hazard.
3. All circulation areas will be kept neat and tidy.
4. Staff Members / Students/students will avoid:
    - Placing materials on the ground where possible
    - Keeping material for future use in the immediate work area, where it is necessary, it will be stored neatly and out of the way of people passing.
    - All work areas will be:
        - Kept clean.
        - Cleaned before finishing or going away for any long period, especially if there are a lot of people passing by.
5. Spillages of liquids, especially oils will be cleaned immediately.
6. Periodic checks will be carried out to ensure that no obvious danger exists that might endanger the Staff Members / Students/others.
7. A safe level of lighting will be maintained to enable Staff Members / Students to carry out their work safely and to permit safe passage/transit.
8. All step nosing's or classroom platforms are differentiated with alternative colours to help avoid slips/trips on the stair way, whilst aiding students/Staff Members / Students with visual impairments.
9. Window catches to be installed, where missing, on all windows where students or could possibly fall out of an open window.

Risk Assessment									
3. Hazard / Task: Teaching and Supervising Related Stress.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	No	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Unsafe work performance / Increased errors.				M			L	
2	Anxiety.				M			L	
3	Depression.			H				M	
4	Absenteeism / Missed appointments				M			L	
5	Burnout.				M			L	
6	Low Morale.				M			L	
7	Prone to accidents			H				M	
8	Serious personal injury.			H				M	
9	Reduced efficiency and effectiveness.				M			L	
10	Personal strain.				M			L	
Minimum PPE ***Additional PPE – N/a.***									
Implementation Responsibility: Principal, Deputy Principal, Teachers, Caretaker and Staff Members.									

Control Measures In Place (or Required):

1. Preventative measures on stress, SSE Well-being is ongoing and EAS access advised for all staff.
2. Colleagues to have an understanding of Staff who may be suffering stress due to a non-related work cause, while respecting and ensuring staff confidentiality is maintained at all times.
3. If the source of the stress is of a personal nature, Staff Members are encouraged to contact the Deputy Principals or Principal – Medmark referral / EAS access.
4. Management will support all staff members reporting stress with good staff communication; and organisational changes will be affected, where it is deemed necessary.
5. Change the design of work which some people find too stressful where practicable.
6. Structure the working day appropriately and take stress factors into account, i.e. ensure adequate breaks (as per Working Time Act) in between stressful tasks.
7. Enrich roles and responsibilities.
8. Provide regular goals and feedback to Staff.
9. Reduce intensity of workload for others by distributing workloads evenly.
10. Continue to improve communication skills amongst Staff and management so problems can be avoided before they occur.

11. Consider roles rotation to mitigate ambiguity and ensure workers know what is expected of them from their work.
12. Staff are encouraged to be aware of the signs of stress, which are mostly evident, and to act with care.
13. Provide adequate resources and equipment.
14. Provide adequate information.
15. Avoid having Staff work alone, when possible, with the exception of the caretaker.
16. Be alert for bullying and harassment in the workplace.
17. EAS offers counselling and support wherever required.
18. Ensure confidentiality of Staff members' condition, where appropriate.

Maintenance Based Risk Assessments

Risk Assessment								
1. Hazard / Task: Hand Tools – Maintenance.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating				
Students:	Yes	Contractors:	Yes					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Flying fragments – eye injuries.			**H**				**M**
2	Personal injury.			**H**				**M**
Minimum PPE: Gloves, Safety Glasses. **Maximum PPE: Boots.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

1. Only trained people to use hand tools e.g., drills etc.
2. Please ensure a Safe Electric Registered Electrical Contractor issues a periodic Inspection Certificate periodically with records kept on file.
3. All contractors to submit a copy of their organisation's safety statement and this is to be kept on the school's file.
4. First Aid Kit to be available in school.
5. All tools must be checked before use.
6. Damaged, defective, or worn/suspect tools will be removed from service until repaired / replaced.
7. Competent persons will carry out all repairs / adjustments of the tools.
8. Guards / safety devices must not be tampered with and if the tool is suspect, it will be taken out of service until checked by a competent person.
9. Relevant safety training to be carried out and kept on file.
10. Relevant PPE to be provided where applicable.

Risk Assessment								
2. Hazard / Task: Electricity.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating				
Students:	Yes	Contractors:	Yes					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Electrocution.			**H**				**M**
2	Burns.			**H**				**M**
3	Cardiac Arrest			**H**				**M**
4	Broken limbs.			**H**				**M**
5	Death.			**H**				**M**
Minimum PPE : N/A. **Maximum PPE : N/A.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. Only authorised personnel, competent to prevent danger, will undertake repairs, servicing, removal installation and operating all electrical appliances.
2. All electrical work is carried out by a competent person and completed to Electrical regulations (ETU) Standards.
3. The provisions of General Applications Regulations 2007 are complied with.
4. All sockets' outlets feeding portable/ domestic appliances / water service appliances are fitted with RCD protection.
5. Every switch/Circuit breaker/or control device is clearly marked to indicate "On" and "Off"
6. Regular checks to be carried out by a competent electrical contractor in line with current edition of the ECTI Rules.
7. Written records will be maintained of all servicing /installation /removal of electrical equipment.
8. All equipment suspected of being faulty is taken out of use and labelled "Do Not Use" and kept secure until examined by a competent person where possible.
9. Tools and power socket-outlets are switched off before plugging in or unplugging.
10. Equipment is switched off and/or unplugged before cleaning or adjusting.
11. All electrical panels and distribution boards will be suitably identified, properly secured, and signed where necessary to prevent danger.
12. Relevant safety training to be carried out and kept on file.
13. Relevant PPE to be provided where applicable.

Risk Assessment								
3. Hazard / Task: Working at Heights.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Over-reaching.				M			L
2	Eye injuries.				M			L
3	Personal injuries (fractures).				M			L
4	Skin allergies.				M			L
5	Burns.				M			L
6	Slips, trips, and falls.				M			L
7	Objects falling from height				M			L
Minimum PPE: Gloves, Boots, Glasses, Hi-Vis Jacket, Helmet. **Maximum PPE: N/a**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

1. Safe work platforms used.
2. Authorised personnel only allowed at height.
3. Working at heights procedure where applicable brought into place and followed.
4. Safe system of work using mobile scaffolding if required.
5. If ladders are used – to be erected with a distance ratio of 1:4. one person holding the ladder while the other person uses it.
6. Scaffolding to be used if the work requires continuous use of a ladder for more than half an hour.
7. Those who work at heights to be trained by a competent person.
8. Ensure students cannot climb walls e.g., putting up fencing and signage.
9. Relevant safety training to be carried out and kept on file.
10. Relevant PPE to be provided where applicable.
11. Podium ladders to be used wherever possible, A-frame ladders only to be used when podium ladders are not suitable to the task.

Risk Assessment								
4. Hazard / Task: Ladders.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Accidents.			H				M
2	Electrocution.			H				M
3	Spinal injuries.			H				M
4	Head injuries.			H				M
5	Cuts/Scrapes.				M			L
6	Broken bones.			H				M
7	Fatality.			H				M
8	Loss of limbs			H				M
Minimum PPE : N/A. **Maximum PPE : N/A.**								
Implementation Responsibility: Caretaker, Teachers, SNAs, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

1. Do not work at height unless it is essential.
2. Climb and descend the ladder facing the ladder and using both hands.
3. Before using ladders check that they are undamaged in any way and are suitable for the task, secure for the task, secure, and cannot slip. Also ensure that it will support the weight of the worker.
4. Always ensure that the ladder is angled to minimise the risk of slipping.
5. Ensure nonslip feet or spurs are fitted to the ladder and are serviceable.
6. As a general "rule of thumb" the ladders needs to be out one for every four up.
7. Where the ladder is over 3 metres high, it will be secured at the top.
    - If the ladder cannot be fixed, a second person foots the ladder while it is being used.
    - The ladder must extend a sufficient height (about 1 meter) above any landing place, where people will get on or off.
8. Do not stand on the ladder's top three rungs. Under no circumstances will any Staff put himself at risk by overreaching or carrying loads up/down ladders.
9. Any ladders showing any signs of defects will be reported and removed from site.
10. Do not drop, toss, or throw a ladder.
11. Care will be taken to ensure that ladders will not come in contact with power cables.
12. Stepladders should be securely spread open. Never use a folding stepladder in an unfolded position.
13. Use WH1 form for Ladder Inspections.
14. Relevant safety training to be carried out and kept on file.
15. Relevant PPE to be provided where applicable.
16. Current Public Health Guidelines on Covid-19 to be followed, as per: https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/

Risk Assessment									
5. Hazard / Task: Scaffolding and Alloy Towers.					Date: 01.10.2026				
					Rev 001				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No		Risk Rating				
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Serious personal injury from falling off.				**H**				**M**
2	Dropping items onto people below and injuring them.				**H**				**M**
Minimum PPE – N/A. ***Additional PPE – N/A.***									
Implementation Responsibility: Caretaker, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

1. Any work at height needs to be planned in advance of the work activity. Careful consideration should be given to the selection and use of the work equipment so that a safe system of work is adopted.
2. Scaffolding subject to inspection before use and completion of GA3 Statutory Form once a week or following alteration.
3. Always:
   - Check prior to use for its safety & security.
   - Joints should be checked to ensure crossbars and uprights are tightly secured.
   - Guardrails and toe boards must be fitted.
   - Foot ties should be as close to the wheels as possible.
   - Swivelling castors with brakes should be secured to the uprights.
   - Keep brakes on when in use.
   - Ensure the working platform base to height ratio is at least 3:1 external, 3.5 : 1 internal.
   - Ensure the working platform has close fitting boards, evenly supported, kick boards and handrails and proper secure ladder access.
   - Secure to a building if so required or use secure outstays.
   - Check for overhead obstructions and cables, ground holes and floor obstructions when moving a scaffold tower.
4. Never:
   - Ride on the tower when being moved.
   - Overload the tower.
   - Assemble the tower unless trained to.
   - Remove scaffolding or partly dismantle it unless you know what you are doing.
5. Use near overhead live electric cables, electricity can arc.
6. All relevant safety training to be carried out by a competent person, with records kept on file.
7. Appropriate PPE to be provided where required.

Risk Assessment								
6. Hazard / Task: Lubrication/ Greases – Maintenance.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Skin irritation.				M			L
2	Occupational dermatitis.				M			L
3	Slips, trips, falls.				M			L
Minimum PPE : N/A. **Maximum PPE : N/A.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

1. Avoid prolonged and repeated contact with mineral oils/ used oil.
2. Exercise good personal hygiene and wash hands with a good proprietary hand cleaner.
3. Extra care will be taken when handling used oils / greases containing lead.
4. Wear appropriate personal protective equipment and launder protective clothing regularly.
5. Do not use petrol / paraffin or other solvents to clean oil / grease from the skin.
6. Spills kits in place for greases
7. Relevant safety training to be carried out and kept on file.
8. Relevant PPE to be provided where applicable.

Risk Assessment								
7. Hazard / Task: Maintenance - Painting, Housekeeping and Moving Furniture.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Control**
1	Painting, cleaning - Inhaling vapours and dust from painting, cleaning etc.				M			L
2	Skin Irritation from Chemicals, Paint/Thinners, etc.				M			L
3	Inadequate Safety Signage around Works.				M			L
4	Moving furniture – Back Injury/Leg Injury/Neck Injury.				M			L
7	Tripping hazards and obstructions.				M			L
Minimum PPE – Safety footwear, face mask, sanitiser, disposable gloves ***Additional PPE – (Dependent on Task) - Helmet, High Vis, Safety Glasses, Hearing Protection.***								
Implementation Responsibility: Caretaker, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

1. **Painting**
   - Area to be well ventilated when working with paints (flammable).
   - Wear personal protective equipment at all times, where applicable.
   - Paints to be stored in fire resistant cupboards especially oil-based paints.
2. **Housekeeping**
   - Ensure safe unobstructed access to serving/testing/maintenance points.
   - Keep rooms clean and free of obsolete equipment and other items.
   - Regular inspections for hazards.
   - Erect safety warning signage and appropriate barriers.
3. **Moving Furniture**
   - Employees only to carry a comfortable weight.
   - Following a Risk Assessment, Team Lifts to move furniture if too heavy for one.
   - Be aware of presence of children while moving items.
   - Manual Handling training for all employees, at risk of back injury from moving items.
   - Use mechanical means where possible.
4. All relevant health and safety awareness training is to be provided to all applicable workers with records kept on file.

Risk Assessment								
8. Hazard / Task: Maintenance - Manual Handling Duties (Wheelie Bins, etc).					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Back injury – Pulled/Torn Muscles, Repetitive Strain.				M			L
2	Neck injury – Pulled/Torn Muscles, Repetitive Strain.				M			L
3	Leg Injury – Pulled/Torn Muscles, Repetitive Strain.				M			L
4	Hernia / Herniated discs.			H				L
5	Alternative Muscle tear.				M			L
6	Cramp.				M			L
7	Crush injuries – Bin rolling on Top of Worker.			H				M
8	Musculoskeletal Disorders.				M			L
9	Slips, Trips and Falls				M			L
Minimum PPE – Safety footwear, face mask, sanitiser, disposable gloves ***Additional PPE – (Dependent on Task) - Helmet, High Vis, Safety Glasses, Hearing Protection.***								
Implementation Responsibility: Caretaker and staff members								

Control Measures In Place (or Required):

1. Employees are not asked to lift anything outside their capabilities.
2. All staff who are at risk of manual handling injuries are trained in manual handling techniques.
3. Mechanical lifting devices to be used where possible.
4. No person who has a history of back trouble or who is pregnant will undertake any heavy manual handling task with the wheelie bins.
5. Work will be arranged to avoid overreaching or twisting when handling loads.
6. Employees will not pull push any wheelie bin which obscures their vision or puts their back at risk.
7. Keep manual handling to a minimum.
8. Tasks that require reaching over heart height and or twisting of the lumber region must be avoided.
9. All relevant Health & Safety Training will be supplied to applicable workers.
10. When conducting any manual handling activity, one must ensure to assess;
    - The **Task** – What does the task entail? What movements and body postures put pressure on the back.
    - The **Individual** – What characteristics of the person make them more at risk? (Age, Height, Fitness Level, Pregnancy, Injury).
    - The **Load** – Is the load Heavy, Bulky or unwieldy, difficult to grasp or hold, unstable, etc., can the load that you're working with be divided so that it is easier to manage or can

you get help with moving the load.
(i.e. – Dividing the contents of the load/getting help from a colleague when moving such objects as bins, toolboxes, portable heaters, etc).

- **Environmental Factors** - Slippery floors, space constraints, are there steps present? Outdoors or Indoors, Poor/Adequate Lighting, etc.
(i.e. – is there adequate lighting, floor surface quality when handling a load whilst in the service tunnel/service tunnel ramp).

11. All relevant health and safety awareness training is to be provided to all applicable workers with records kept on file with records kept on file.

Risk Assessment								
9. Hazard / Task: Subcontractors.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Injuries.			**H**				**M**
2	Illness (Covid 19)			**H**				**L**
Minimum PPE: Gloves, Boots, Hi-Vis Jacket. **Maximum PPE: Helmet.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

1. Sub-contractor Safety documentation to be filed on site.
2. All sub-Contractors must comply with current Regulations.
3. Sub-Contractors and self-employed persons must provide their safety statement and method statements when requested to do so.
4. Sub-Contractors and Self-Employed Persons must provide evidence when requested, showing that appropriate Employers/Public Liability insurance is in effect for the site.
5. Sub-Contractors and Self-Employed Persons must conform generally with the duties and responsibilities as for the Staff Members / Students.
6. Sub-Contractors and Self-Employed Persons will ensure that their Staff Members / Students and other under their care are provided with personal protective equipment as appropriate.
7. Sub-Contractors and Self-Employed persons must only use competent and suitable persons on site.
8. Any person found not complying with the above or any other safety directive will not be permitted to continue working on the site.
9. All contractors must comply with the provisions of the SHAWW Act 2005.
10. Relevant safety training to be carried out and kept on file.

Risk Assessment									
10. Hazard / Task: Maintenance Work.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	No	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Power tool injuries.				M			L	
2	Noise Induced Hearing Loss.				M			L	
3	Repetitive Stress injury.				M			L	
4	Vibration White Finger.				M			L	
Minimum PPE: Gloves, Boots. **Maximum PPE: Hi-Vis Jacket.**									
Implementation Responsibility: Caretaker, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

1. All major maintenance work should be carried out by a qualified contractor.
2. Noisy work to be carried out outside of school hours.
3. Only basic remedial DIY jobs should be carried out by competent staff (if at all).
4. Relevant safety training to be carried out and kept on file.
5. Relevant PPE to be provided where applicable.

Risk Assessment									
11. Hazard / Task: General Construction Works On Site.					Date: 01.10.2026				
					Rev 001				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No		Risk Rating				
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Slips, Trips and Falls.					M			L
2	Cuts Abrasions and Lacerations.					M			L
3	Working at Height – Falls/Objects Falling from Height.				H				M
4	Untrained workers on site - Injury.					M			M
5	Unauthorized access to a certain area.					M			L
6	Faulty Equipment – Ladders, Harnesses, etc.				H				M
7	Fire.				H				M
8	Covid-19.				H				M
Minimum PPE: Safety Glasses, Safety Footwear. **Maximum PPE: Hi-Vis Jacket,**									
Implementation Responsibility: Board of Management, Caretaker, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

1. All operators will be trained in the safe use of all machinery and the emergency stop procedure.
2. Only authorised personnel will be given access to a site.
3. Site speeding limits and pedestrian segregated walkways should be provided for means of access and egress around the site
4. Exclusion zone must be established around equipment, and this exclusion zone must not be breached in any situation.
5. Effective guarding of the blades will be maintained as per Construction Regulations.
6. Competent PSCS and PSDP appointed by the client to orchestrate details and works on site – all contractors to submit a copy of their Safety Statement and insurance documents to the school.
7. Any long hair will be tied back when operating the machinery on-site.
8. All machinery regularly serviced by competent persons with records kept.
9. All operators of machinery on site to have a valid in-date CSCS (or equal qualification) card on their person or on file for that person.
10. Correct PPE to be always worn.
11. Relevant safety training to be carried out and kept on file.
12. Relevant PPE to be provided where applicable.

Risk Assessment									
12. Hazard / Task: Portable Tools.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Employees	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Injury through incorrect use of equipment and tools.			**H**				**M**	
2	Electrocution from electrical tools or equipment.			**H**				**M**	
Minimum PPE – - Gloves. ***Additional PPE – Safety Shoes (Suitable Footwear).***									
Implementation Responsibility: Caretaker, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

1. Suitable personal protective equipment to be provided and maintained.
2. Appropriate guards to be fitted to equipment.
3. Tools and equipment to be suitable for the work and only used by competent, trained, personnel.
4. Tools and equipment to be checked and maintained on a regular basis.
5. First Aid and Eye Wash station available.
6. Ensure all tools are not left in public areas and are returned to secure storerooms/workshops.
7. Routine inspection of portable appliances by a competent electrician – PAT Testing.
8. Use battery powered or 110V low voltage maintenance tools where appropriate.
9. Employees to be provided with training and information on safe use of electrical equipment or tools where applicable.
10. Eye protection, gloves.
11. All relevant safety training to be carried out by a competent person, with records kept on file.
12. Appropriate PPE to be provided where required.

Risk Assessment									
13. Hazard / Task: Power Tools.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Employees	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Electric shock.				**H**				**M**
2	Fractures.				**H**				**M**
3	Lacerations.				**H**				**M**
4	Contusions.				**H**				**M**
5	Fragments.				**H**				**M**
Minimum PPE - Gloves, Glasses. ***Additional PPE – Boots (Suitable Footwear)***									
Implementation Responsibility: Caretaker, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

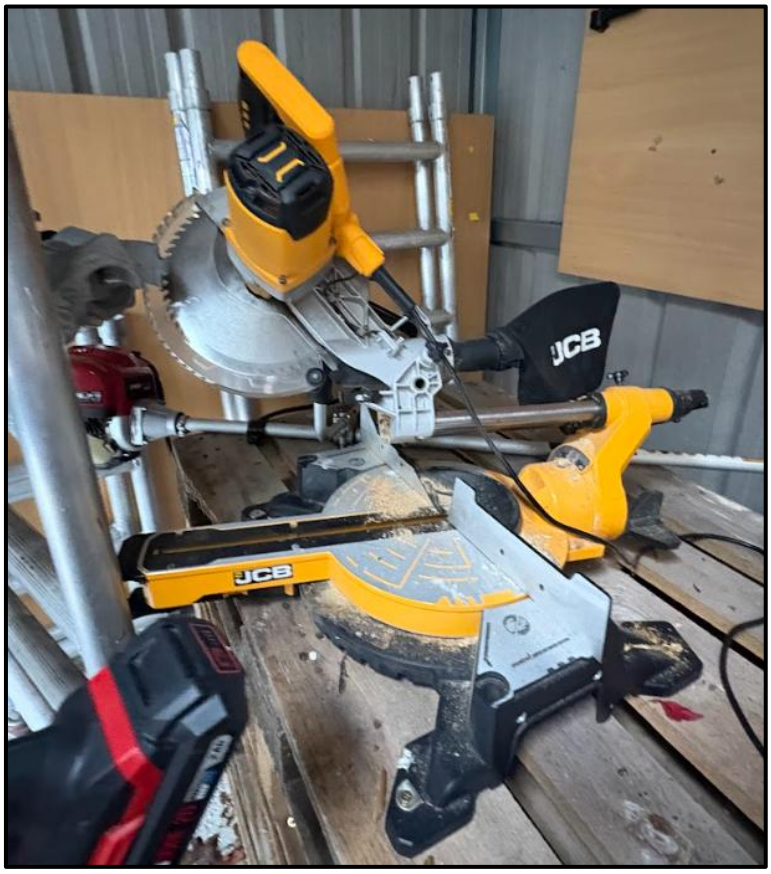
1. Tools operated by competent personnel only.
2. All power tools (portable equipment) must comply with Gen App Regs. 2007 S.81.
3. All tools will be maintained as per the Manufacturer's instructions.
4. Only suitable/appropriate power tools will be used for each task.
5. Power/electrical tools will only be operated by qualified/competent personnel.
6. All portable and electrically powered tools will be supplied at 110 Volts, if possible.
7. Extensions leads to be avoided where possible and only correctly rated leads (fully uncoiled) may be used, elevated above head level, where absolutely necessary
8. Where the mains are used as a power source, a residual current device must be fitted (rated at 30m Amps, with no time delay).
9. All tools must be checked before use.
10. All portable power tools to be stored safely according to good housekeeping guidelines.
11. Check that suspect or faulty equipment is taken out of use, labelled **'DO NOT USE**' and kept secure until examined by a competent person where possible, tools and power socket-outlets are switched off before plugging in or unplugging;
12. Check that equipment is switched off and/or unplugged before cleaning or making adjustments.
13. Competent persons will carry out all repairs/adjustments with the appliance/tool disconnected from the power source.
14. Guards/safety devices must not be tampered with and if the appliance is suspect, it will be taken out of service until checked by a competent person.
15. Appropriate personal protective equipment will be worn.
16. Relevant safety training to be carried out and kept on file.

Risk Assessment								
14. Hazard / Task: Saw.							Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Entanglement.			H				M
2	Amputation.			H				M
3	Laceration.			H				M
4	Bruising				M			L
5	Electrical Shock.			H				M
6	Eye/skin injury.			H				M
7	Irritation.				M			L
Minimum PPE: Safety Glasses, Safety Boots / Shoes, Work Overalls, Safety Gloves, Hearing Protection. ***Additional PPE: Mask, Bump Cap.***								
Implementation Responsibility: Caretaker Principal & Deputy Principal								

Control Measures In Place (or Required):

1. Saws only to be operated by suitably trained Personnel.
2. Emergency STOP button fitted.
3. All local extract systems to be in place, perfect working order and serviced regularly as per manufacturer's instructions.
4. All local exhaust extract systems to be in place and in perfect working order.
5. All operators will be trained in the safe use of the machine and the emergency stop procedure.
6. Only authorised personnel will operate the machine.
7. Exclusion zone must be established around equipment, and this exclusion zone must not be breached while machine is operating.
8. Saws must be kept clear of any waste material.
9. Guards must be used at all times.
10. Safety glasses must be worn.
11. Effective guarding of the blades will be maintained as per regulations.
12. All guards will be set as close to the work piece as possible.
13. Sliding tables will be kept in locked position except when in use.
14. Blades will be maintained in first class condition.
15. Riving knives will be rigid and set accurately in line with the saw.
16. Push sticks will be used when cutting / feeding lengths 300mm or less.
17. A push stick will always be used to push the cut piece between the blade and the fence.
18. Scoring blades to be adjusted under table level at all times other than when in actual use.
19. Extension tables are used when cutting large sheet materials.

20. Rip fence in place which is adjustable parallel to the saw blade.
21. Bottom guard fixed (removable only with the use of a tool).
22. Crown guard extends from the top of the riving knife to a point above and as close as practicable to the work piece.
23. Ensure PAT testing for equipment is carried out as per Manufacturers Guidelines.
24. Ensure equipment is disconnected or isolated when not in use.
25. Relevant safety training to be carried out and kept on file.
26. Relevant PPE to be provided where applicable.



Risk Assessment									
15. Hazard / Task: Circular Saw.					Date: 01.10.2026 **Rev 001**				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	No	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Lacerations.				H				M
2	Amputations.				H				M
3	Entanglement.				H				M
4	Trapping –crush injuries				H				M
5	Contact with exposed blades — traumatic amputation				H				M
6	Cutting shorts pieces / end of cuts				H				M
Minimum PPE: Gloves, Glasses. **Additional PPE: Safety Shoes.**									
Implementation Responsibility: Caretaker, Principal & Deputy Principal									

Control Measures In Place (or Required):

1. All local extract systems to be in place, perfect working order and serviced regularly as per manufacturer's instructions.
2. All local exhaust extract systems to be in place and in perfect working order.
3. All operators will be trained in the safe use of the machine and the emergency stop procedure.
4. Only authorised personnel will operate the machine.
5. Exclusion zone must be established around equipment, and this exclusion zone must not be breached while machine is operating.
6. Effective guarding of the blades will be maintained as per regulations.
7. All guards will be set as close to the work piece as possible.
8. Sliding tables will be kept in locked position except when in use.
9. Blades will be maintained in first class condition.
10. Riving knives will be rigid and set accurately in line with the saw.
11. Push sticks will be used when cutting / feeding lengths 300mm or less.
12. A push stick will always be used to push the cut piece between the blade and the fence.
13. Scoring blades to be adjusted under table level at all times other than when in actual use.
14. Relevant safety training to be carried out and kept on file.
15. Relevant PPE to be provided where applicable.

Risk Assessment								
16. Hazard / Task: Sanding.								Date: 01.10.2026 **Rev 001**
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Failure to adhere to instructions and warnings provided can result in serious injury.			**H**				**M**
2	Lacerations.			**H**				**M**
3	Failure to wear PPE resulting in serious injury.			**H**				**M**
4	Amputations of fingers from moving parts.			**H**				**M**
5	Cut object flung into eyes/face causing injury.			**H**				**M**
6	Occupational asthma from dust.			**H**				**M**
7	Entanglement of hair, loose clothing etc.			**H**				**M**
8	Manual Handling injury from moving raw materials.			**H**				**M**
9	Object thrown by sander.			**H**				**M**
10	Noise from loud machinery.			**H**				**M**
Minimum PPE: Safety Glasses, Overalls, Hearing Protection, Dust Mask. **Additional PPE: FFP2 Mask.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

1. Machines must be inspected prior to use.
2. The on/off switch should be tested before using this machine to ensure prompt stoppage.
3. The sanding sleeve must be checked to ensure that it is in a good condition and must be visually inspected before each use and any damage reported to the workshop manager/supervisor.
4. Damaged equipment must not be used until a competent person has examined it.
5. Only known and approved materials appropriate for sanding should be used on this machine.
6. Adequate lighting should be available within the workshop for machine use.
7. No automatic re-start in event of power failure.
8. Noise measurements carried out for noisy equipment.
9. The tool will only be used for designated purposes.
10. No wearing of dangling jewellery, long hair, loose clothing etc.
11. Regular servicing by competent person.
12. RCD tested regularly.
13. Turn off power to machine when not in use.
14. Eye PPE to be worn to protect against flying debris/dust etc.
15. No food or drink permitted to prevent dust ingestion.
16. Hazardous materials – frequent hand washing to prevent ingestion or absorption.
17. Only authorised personnel will operate the machine. Only trained operatives allowed to carry out grinding, cutting or polishing works, they must ensure these works are carried out in appropriate areas before commencing and, where required, that guards or suitable screens are

always in place. Anybody carrying out these works must have suitable knowledge and training including the check and inspection of sanding wheels.

18. Effective guarding of the moving parts will always be maintained.
19. Safe Operating Procedures and safety rules posted.
20. Support the workpiece by holding it firmly with both hands.
21. Do not sand multiple items simultaneously on this machine.
22. The machine should be powered off when not in use to remove the risk of inadvertent starting
23. Disconnect the plug from the power source before making any adjustments.
24. Periodic servicing and maintenance checks of all equipment to be carried out and recorded.
25. Plugs and cables must be regularly inspected for any signs of damage.
26. Damaged plugs or cables require the machines' immediate removal from use and should be sub -mitted for repair.
27. The operator is to be properly trained in manual handling (such as lifting, pushing, pulling, or any other initiated force to give motion to, or stop the material), and the operator should always handle the material in a safe manner to avoid dropping the material on themselves or others.
28. All relevant safety training to be carried out by a competent person, with records kept on file.
29. Appropriate PPE to be provided where required.

Groundwork Based Risk Assessments

Risk Assessment								
1. Hazard / Task: Infectious Waste (Grounds).					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Ill-health.			**H**	**M**			**L**
2	Disease.			**H**				**M**
3	Infections.				**M**			**L**
4	Illness due to Cross-Contamination.			**H**				**M**
Minimum PPE: Gloves. **Maximum PPE: Safety Footwear, .**								
Implementation Responsibility: Board of management, Caretaker, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

1. Wear puncture-resistant gloves and safety footwear.
2. Consider all contaminated wastes as infectious.
3. Handle all contaminated wastes carefully to prevent body contact and accidental injury.
4. Dispose of infectious waste in a puncture-resistant container such as a bucket or box with a secure lid and lined with a leak-proof, puncture-resistant plastic.
5. Do not compact infectious waste.
6. Do not burn infectious waste but dispose of it appropriately.
7. All staff to exercise good personal hygiene practices.
8. Relevant safety training to be carried out and kept on file.
9. Relevant PPE to be provided where applicable.

Risk Assessment								
2. Hazard / Task: Access / Egress to building.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating				
Students:	Yes	Contractors:	Yes					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Slips, trips, and falls.				M			L
2	Bodily injury.				M			L
3	Obstacles to safe egress in the event of an emergency.				M			L
Minimum PPE : N/A. **Maximum PPE : N/A.**								
Implementation Responsibility: Board of management, Principal, Deputy Principal, Teachers, Caretaker and Staff Members.								

Control Measures In Place (or Required):

General circulation around the school buildings and grounds.

1. Any ramps to conform with TGDB K (Stairs, Ramps and Guards) building regulations.
2. Handrails to be erected on stairwells, where missing.
3. Top and bottom steps to be demarcated as per TGD K.
4. Stairwells to have sufficient emergency lighting and directional signs.
5. Nosing's top and bottom steps to be coloured to differentiate them.
6. Students' bags not permitted to accumulate in circulation / escape routes.
7. Students to have designated storage space for the storage of bags, P.E. gear, etc.
8. Regular inspection tours of building to be carried out by competent personnel.
9. All fire doors to be marked as such with appropriate signage and lighting.
10. Relevant safety training to be carried out and kept on file.
11. Relevant PPE to be provided where applicable.

Risk Assessment	
3. Hazard / Task: Hedge Trimmer.	Date: 01.10.2026 **Rev 001**

WHO MAY BE HARMED				
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating
Students:	Yes	Contractors:	No	

	SIGNIFICANT RISKS / POTENTIAL RISKS	H	M	L		With Controls
1	Risk of entanglement, Laceration, Amputation and Serious Injury.	H				M
2	Striking hazard due to exposed, rotating parts which can pull clothing and limbs into the workings of the parts.	H				M
3	Injury through incorrect use of equipment and machinery.	H				M
4	Risk of NIHL (noise induced hearing loss) due to high revs of Mower.	H				M
5	Risk of serious injury to small children.	H				M

Minimum PPE – Gloves.
Additional - Safety Shoes.

Implementation Responsibility: Caretaker, Principal & Deputy Principal.

Control Measures In Place (or Required):

1. Make sure children are not present around a working Strimmer.
2. Do not use faulty equipment – it is important to report / fix suspect machinery immediately.
3. Do not operate or idle the engine in a non-ventilated area.
4. All safety guards/ devices are fitted, undamaged and in good working order.
5. Pre-checks are carried out on machinery before use.
6. Regular maintenance is carried out.
7. Machinery is only operated by competent operators.
8. All machinery is pre-checked with any safety defects identified and rectified before use.
9. The operator handbook where available is read and understood.
10. Machinery and moving parts are stopped before attempting to carry out maintenance or free any blockage.
11. Appropriate PPE and workwear is worn when operating machinery for example, quad helmet when driving a quad.
12. Suitable personal protective equipment to be provided and maintained.
13. Appropriate guards to be fitted to equipment.
14. First Aid and Eye Wash station.
15. Ensure all tools are not left in public areas and are returned to secure storerooms / workshops.
16. First Aid station available.
17. All relevant safety training to be carried out by a competent person, with records kept on file.

Risk Assessment								
4. Hazard / Task: Lawnmowers.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Laceration.			**H**				**M**
2	Eye injuries.			**H**				**M**
3	Traumatic amputation.			**H**				**M**
Minimum PPE: Gloves, Glasses, Hi-Vis Jacket, Suitable Footwear. **Maximum PPE: Gloves, Glasses, Hi-Vis Jacket, Suitable Footwear.**								
Implementation Responsibility: Caretaker, Principal & Deputy Principal								

Control Measures In Place (or Required):

1. All machinery is maintained as per manufacturer instructions
2. Only competent staff will operate this equipment as per the operator's handbook.
3. The equipment will be maintained / serviced as per the manufacturer's instructions.
4. Ensure that the blade guards are in position / securely fixed and undamaged.
5. Before commencing, assess any remove hazards e.g. rocks/bottles/debris and keep clear of other persons.
6. Warning Signs / barriers will be placed appropriately around work area advising the public to keep a safe distance.
7. All blockages will be cleared with the machine switched off only.
8. Stop engine before leaving operator position.
9. No mowing in reverse.
10. Shut off the engine whenever you get off the tractor / mower and never leave the machine unattended.
11. Wear protective gear including pants, steel-toed boots, goggles, and ear protection.
12. Relevant safety training to be carried out and kept on file.
13. Relevant PPE to be provided where applicable.

Risk Assessment								
5. Hazard / Task: Strimmer.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Lacerations.			H				M
2	Noise.				M			L
3	Debris in eyes.			H				M
4	Vibration White Finger.			H				M
Minimum PPE: Gloves, Glasses, Suitable Footwear. **Maximum PPE: Gloves, Glasses, Hi-Vis Jacket, Boots.**								
Implementation Responsibility: Caretaker, Principal & Deputy Principal								

Control Measures In Place (or Required):

Clearing weeds/ shrubs

1. All necessary personal protective equipment is worn while operating strimmer's.
2. Tools will be operated as per manufacturer's instructions.
3. Only competent staff will operate this equipment as per the operator's Handbook.
4. The equipment will be maintained / serviced as per the manufacturer's instructions.
5. Ensure that the blade guard is in position / securely fixed and undamaged.
6. Before commencing, assess any hazards including ground debris / toxic plants.
7. Keep clear of other persons by at least 15 metres – never use strimmer in presence of students.
8. The machine will always be started on level ground, clear of debris.
9. Always ensure that the blade is stationary when idling.
10. Regularly check that all nuts / bolts are secure.
11. Blade (if present) is to be changed immediately if it shows to be cracked or has any teeth missing.
12. Relevant safety training to be carried out and kept on file.
13. Relevant PPE to be provided where applicable.

Risk Assessment	
6. Hazard / Task: Leaf Blower.	Date: 01.10.2026 **Rev 001**

WHO MAY BE HARMED				
Employees:	Yes	Official Visitors:	No	Risk Rating
Contractors:	Yes	Guests/ Public:	No	

	SIGNIFICANT RISKS / POTENTIAL RISKS	H	M	L		With Controls
1	Flying Debris. Impact risk.	H				M
2	Airborne dust – inhalation of dust and spores.		M			L
3	Clearing blockages – lacerations / amputation from moving parts.	H				M
4	Operating near public road – damage to people and vehicles.	H				M
5	Use of fuels and oils – fire and explosion, occupational dermatitis.		M			L
6	Starting engines – muscle strain / joint damage.		M			L
7	Hot Engines - burns to arms and hands.	H				M
8	Use of machine on slopes – slipping, overturning of machine.		M			L
9	Noise – prolonged exposure to loud noises can result in hearing loss.	H				M
10	Vibration – prolonged exposure to excessive vibration can result in white finger.	H				M
11	Manual Handling injury from moving / coupling or decoupling from tractor.		M			L

Minimum PPE: Gloves. Safety footwear, Ear Protection, Face Mask, Bump Cap, Hi-Viz.
Additional PPE: Face Sheild

Implementation Responsibility: Caretaker, Principal & Deputy Principal

Control Measures In Place (or Required):

1. Operator Training Guards and deflectors fitted to the machine. Be aware of proximity of others.
2. Operator Training on safe methods of use.
3. Correct PPE to be issued and worn.
4. Operator Training.
5. Turn off machine before adjusting.
6. Operator training Operator awareness of surroundings.
7. Correct guards fitted and never overridden.
8. Use of correct footwear. Knowledge of the area to be blown – no potholes, no hazardous items that could be blown e.g. glass shards, nails etc.
9. Regularly check that all nuts / bolts are secure
10. Relevant safety training to be carried out and kept on file.
11. Relevant PPE to be provided where applicable.

Housekeeping Risk Assessments

Risk Assessment								
1. Hazard / Task: General Housekeeping.							Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Back injury.				M			L
2	Herniated disc.				M			L
3	Pulled muscle.				M			L
4	Hand injury.				M			L
5	Cuts.				M			L
6	Bruising.				M			L
7	Concussion.			H				M
8	Compression.				M			L
9	COVID-19.			H				M
Minimum PPE: Gloves, Non-Slip Shoes. **Additional PPE: Boots, Mask.**								
Implementation Responsibility: Caretaker, Cleaners, & all staff members								

Control Measures In Place (or Required):

1. Housekeeping standards monitored by staff.
2. Housekeeping cleaning schedule to be followed daily.
3. Areas will be kept free of debris, rubbish and spills, especially at exits / passageways.
4. Protruding objects (that can block walkways) to be removed.
5. All outhouses and sheds to have an elevated level of housekeeping to lessen risk of fire.
6. Staff Members / Students will report to the safety rep or Principal any unusual conditions they discover.
7. All staff will operate a "clean as you go" policy in their classrooms.
8. No hazardous chemicals to be left for untrained cleaning staff to work with / dispose of.
9. Premises' perimeter shall be kept clear of any rubbish / debris.
10. Periodic checks will be carried out to ensure that no obvious danger exists that might endanger staff or students.
11. Students to be instructed in the need for proper storage of schoolbags/sports gear so not to pose a fire hazard.
12. There is a cleaning schedule kept and followed for all areas of the school.
13. Ensure when mopping floors wet floor signs are used.
14. Always use SOPs directions on mopping floor.
15. Relevant safety training to be carried out and kept on file.
16. Relevant PPE to be provided where applicable.

Risk Assessment								
2. Hazard / Task: Cleaning Windows, Doors, Glass & Mirrors.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Ingestion of Chemicals.				M			L
2	Leaks.				M			L
3	Asphyxiation.				M			L
4	Inhalation.				M			L
5	Skin allergies.				M			L
6	Burns.				M			L
7	Slips, trips, and falls.				M			L
8	Skin absorption.				M			L
Minimum PPE: Gloves. **Additional PPE:**								
Implementation Responsibility: Cleaners, Caretaker, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

1. <u>Cleaning Materials</u>
   - Safety Data Sheets (SDS) for any chemicals used.
   - Ensure closed shoes are worn while cleaning.
   - Authorised personnel only to carry out cleaning.
   - Wet surface signs to be placed down.
   - Protective gloves to be provided to cleaners.
   - Chemical Training to be provided.
   - External Contractors to sign off on Contractor Safety Rules, submit their safety statement and certificate of insurance.
2. <u>(Cleaning light fittings, using cleaning platforms)</u>
   - Eye and hand protection.
   - Authorised personnel only.
   - School Safety Policy on Working at heights to be adhered to.
   - Place all waste in contact with persons, including used tissues, and masks if used, in a plastic rubbish bag and tie when full. Place the plastic bag into a second bin bag and tie it, then clean your hands.
   - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
3. Supply suitable PPE as necessary
4. Change PPE regularly to reduce risk of contamination.
5. All PPE should be carefully removed and disposed of to minimise risk of contamination.

6. Ensure that sufficient wipes etc… are present to wipe down hazardous touch points.
7. Relevant safety training to be carried out and kept on file.

Risk Assessment								
3. Hazard / Task: Daily Cleaning.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Ingestion of chemicals.				M			L
2	Asphyxiation.			H				M
3	Inhalation.				M			L
4	Skin absorption.				M			L
5	Skin allergies.				M			L
6	Chemical burns.				M			L
7	Slips, trips, and falls.				M			L
8	COVID 19.			H				M
Minimum PPE: Gloves, Non-Slip Shoes. **Additional PPE: Mask.**								
Implementation Responsibility: Cleaners, Caretaker, Principal, Deputy Principal, Teachers and Staff Members.								

Control Measures In Place (or Required):

1. Cleaning Products
   - Safety Data Sheets (SDS) kept on file and easily accessible.
   - Personal protective equipment supplied and used.
   - Authorised personnel only.
   - All cleaning materials to be stored in a locked cleaning chemical room /fire cabinet.
   - Safe system of work to be followed.
   - Adequate waste disposal.
   - Emergency procedures to be established in the event of an incident occurring.
   - Employee Training on chemical Safety Data Sheets for hazardous chemicals provided by Emerald Cleaning Company for their employees.
   - Information and safety notices in all relevant areas.
   - Detailed cleaning procedure to be implemented.
   - Staff / Children awareness. Children not permitted to use chemicals.
   - Notices and information boards on chemical safety.

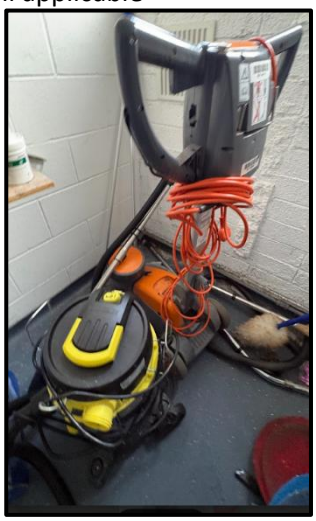
2. Use of Cleaning Equipment
   - Manual Handling techniques to be trained and followed by all relevant staff.
   - Respiratory protection to be used in tight areas with poor ventilation.
   - Operating manuals of cleaning machines to be kept securely nearby for ease of reference.
   - Areas undergoing deep cleaning be well ventilated.
   - Regular Rest breaks are to be taken throughout the shift as per 'Working Time Act'.
   - Relevant chemical safety training to be carried out and records kept on file.

3. <u>Body Fluids and Waste</u>
    - All staff to follow hygiene code.
    - Changing/toilet areas cleaned regularly.
    - All toilets to have soap, driers or hand towels and hot and cold running water.
    - Female toilets - Sani-bins to be changed regularly by professional contractors.
    - Comprehensive cleaning schedule put in place and followed.
    - Proper storage of cleaning materials.
    - Colour coded mops and cloths in operation for cleaning to avoid cross contamination.
    - Toilets and taps to be flushed regularly, especially in summer months, to prevent build-up of legionella bacteria which can cause a fatal form of pneumonia to those exposed.
4. Relevant safety training to be carried out and records kept on file.
5. Relevant PPE to be provided where applicable.

Risk Assessment								
4. Hazard / Task: Wet / Dry Vac.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Employees	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	No	Contractors:	No					
SIGNIFICANT RISKS				**H**	**M**	**L**		**With Controls**
1	Vacuuming carpets – Upper limb disorders.				M			L
2	Repetitive Strain Injuries – Wrist, Shoulder, Elbow Injuries.				M			L
3	Musculoskeletal Disorders – Back, Neck, Legs.				M			L
4	Electrocution.			H				M
5	Vibration – White Hand.				M			L
6	Manual Handling Injuries – RSI, Back Pains.				M			L
Minimum PPE: Non-Slip Shoes. **Additional PPE: Gloves, Mask.**								
Implementation Responsibility: Caretaker, Cleaners, Principal & Deputy Principal								

Control Measures:

1. Before you begin your work, ensure the vacuum is unplugged and then check for broken wheels or worn electrical cords.
2. When vacuuming, keep elbows at or near your sides to minimize shoulder movement.
3. Adjust your grip on the vacuum so your hand is in line with your forearm.
4. Walk the vacuum cleaner to reduce repetitive arm and shoulder motion.
5. Avoid movements where your elbows are behind your body.
6. Avoid overreaching by standing upright. Don't bend forward.
7. Move your legs to turn the vacuum, instead of twisting your back.
8. Move light furniture out of the way to make a clear path for you and the vacuum.
9. Always be aware of the power cord to avoid tripping.
10. Maintain a neutral spine while working comfortably.
11. Keep arms close to your body to encourage neutral posture.
12. All relevant health and safety awareness training is to be provided to all applicable workers with records kept on file with records kept on file.
13. All relevant PPE is to be issued to all applicable workers.
14. Use both hands, one to hold the vacuum and the other to hold the cord so you don't trip.



Drugs & Alcohol Based Risk Assessments

Risk Assessment								
1. Hazard / Task: Drugs & Alcohol.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Impaired judgement and decision-making, which may reduce a teacher's ability to supervise pupils safely.				M			L
2	Reduced reaction time, increasing the likelihood of accidents during classroom activities, playground duty, or school outings.				M			L
3	Diminished capacity to recognise and respond to hazards, potentially exposing children to avoidable risks.			H				M
4	Compromised child protection responsibilities, including reduced awareness of safeguarding concerns.				M			L
5	Inability to administer first aid effectively or respond appropriately in emergency situations.			H				M
6	Negative impact on pupils' wellbeing, including creating an unsafe, unpredictable, or distressing environment.				M			L
7	Damage to the school's duty of care, which may result in legal liability for the school and Board of Management.				M			L
8	Increased likelihood of workplace accidents, including slips, trips, falls, or mishandling of school equipment.				M			L
9	Reputational harm to the school, reducing parental confidence and trust.			H				M
10	Potential violation of employment law, child protection legislation, and school policies, leading to disciplinary action.			H				M
11	Risk of impaired communication with colleagues, pupils, and parents, affecting the safe operation of the school day.				M			L
12	Possible exposure of pupils to inappropriate behaviour, including poor role modelling or unprofessional conduct.				M			L
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Board of Management, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

<u>Staff Members</u>

1. Staff Members suspected of alcohol/drug consumption must be supported by the school and Principal. Referral will be made to MedMark & EAS access.
2. The use and possession of illegal substances is forbidden and will result in disciplinary procedures.
3. Staff Members suspected of substance abuse to be monitored by school management.
4. Staff Members may be required to undergo random test for intoxicants with a nominated doctor as per current legislation.

5. Staff Members if found to have a drug and or alcohol problem shall be supported and offered professional assistance. Referral will be made to MedMark & EAS access.
6. Staff Members under the influence of intoxicants will not be permitted to have children under their control.

Students

1. Students suspected of alcohol /drug consumption shall be reported to school Principal/ Deputy Principal.
2. The use and possession of illegal substances by staff is forbidden and will result in disciplinary action being taken as per the Code of Behaviour.
3. No member of staff will attempt to search any student's bag for intoxicants.

Medical Based Risk Assessments

Risk Assessment								
1. Hazard / Task: Prescription Medicines.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Risk of unauthorised / accidental consumption of medicines resulting in poisoning or death.			**H**				**M**
2	Medical emergency arising due to students/staff with uncommunicated issues.			**H**				**M**
3	Spillage of medication.				**M**			**L**
4	Theft of medication.			**H**				**M**
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Principal, Deputy Principal, SNAs and Staff Members.								

Control Measures In Place (or Required):

1. All necessary teachers to be informed of students' prescription medicine requirements.
2. A medical Indemnification form must be completed and signed which includes full details of child's name, condition, medication, dosage etc.
3. All medicines to be stored in a locked cabinet to prevent accidental consumption, wherever possible and practical.
4. No other students to receive another student's prescribed medication e.g., asthma inhaler.
5. Only trained SNA's are permitted to administer a student's prescribed medication in times of emergency.
6. Relevant safety training to be carried out and kept on file.
7. Relevant PPE to be provided where applicable.

Risk Assessment								
2. Hazard / Task: Medical Condition – At Risk Students.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Accidents			**H**				**M**
2	Injury to student with physical disability			**H**				**M**
3	Medical condition (Asthma, Epilepsy, Diabetes).			**H**				**M**
4	Injury to staff from ill students (flailing limbs, infection, etc.)			**H**				**M**
6	COVID-19.			**H**				**M**
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Principal, Deputy Principals, Teachers, SNA's and Staff Members.								

Control Measures In Place (or Required):

1. Information on the student specific condition / needs will be collated and made known to designated staff (e.g.: Epilepsy).
2. Training will be given on the particular needs of each person and their implications for safe handling.
3. PEEP to be compiled for the student (Personal Emergency Evacuation Plan).
4. All relevant staff will familiarise themselves with relevant information on each person's needs.
5. Staff training will cover appropriate moving and handling, and all practices involved in the care of the student.
6. Policies and procedures will be followed regarding confidentiality, communication, and interaction with staff and students.
7. Relevant safety training to be carried out and kept on file.
8. Relevant PPE to be provided where applicable.

Risk Assessment								
3. Hazard / Task: Sharps (needles, broken glass, etc.).					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Risk of puncture wounds or cuts to pupils or staff, leading to pain, injury, and potential complications.			H				M
2	Possible exposure to blood-borne pathogens such as Hepatitis B, Hepatitis C, or HIV if the sharp is contaminated.			H				M
3	Increased likelihood of infection from bacteria entering wounds caused by broken glass or other sharp objects.			H				M
4	Emotional distress or panic for pupils who encounter needles or broken glass.				M			L
5	Risk of children picking up sharps out of curiosity, increasing the chance of accidental injury.			H				M
6	Hazard to staff responsible for playground supervision or clean-up, especially if sharps are hidden in grass or bark mulch.			H				M
7	Potential for sharps to cause injuries during active play, such as running, football, or use of playground equipment.			H				M
8	Risk of injuries during litter-picking, grounds maintenance, or when using outdoor bins.			H				M
9	Increased risk of cross-contamination if a used sharp is handled improperly (e.g., attempts to pick up with bare hands).			H				M
10	Hazard of broken glass causing multiple small, difficult-to-remove cuts that may require medical attention.			H				M
11	Legal and safety implications for the school if suitable procedures for dealing with sharps are not in place.			H				M
12	Reputational impact if sharps are found regularly, creating parental concern about playground safety.			H				M
Minimum PPE : Puncture Protective Gloves, Pick Up Stick. **Additional PPE : N/A.**								
Implementation Responsibility: Caretaker, Principal, Deputy Principal, Teachers, SNAs and Staff Members.								

Control Measures In Place (or Required):

<u>Broken Glass/Sharps</u>

1. Conduct regular playground inspections by the caretaker before school opens and throughout the day.
2. Inform all staff (including SNAs and caretaking staff) about how to safely identify and report sharps.
3. Establish a clear procedure for dealing with sharps, including who is authorised to remove them.
4. Provide appropriate equipment for safe removal, such as heavy-duty gloves, litter tongs, and a dedicated sharps container.
5. Ensure a sharps disposal kit is stored safely and is easily accessible to authorised staff.
6. Prohibit staff from picking up sharps with their hands, even with gloves.
7. Immediately restrict access to any area where a sharp is found until safe removal is completed.

8. Display clear reporting channels so all staff know who to contact if they find a sharp.
9. Educate pupils, in age-appropriate ways, to never touch sharp objects and to inform an adult immediately.
10. Arrange prompt collection by a licensed waste contractor when sharps bins are full.
11. Maintain records of sharp finds, including location, time, and action taken, to identify patterns or recurring risks.
12. Liaise with local authorities or community Gardaí if sharps are found repeatedly, to help address underlying causes.
13. Ensure First Aid kits on site are fully stocked and staff are trained to deal with cuts or puncture wounds.
14. Review the risk assessment annually or after any incident involving a sharp.
15. Relevant safety training to be carried out and kept on file.
16. Relevant PPE to be provided where applicable.

Fire Based Risk Assessments

Risk Assessment									
1. Hazard / Task: Fire Safety Procedures.					Date: 01.10.2026 **Rev 001**				
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	Yes		Risk Rating				
Students:	Yes	Contractors:	Yes						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Burns.					M			L
2	Scalds.					M			L
3	Death.				H				M
4	Smoke inhalation.				H				M
5	Scarring.					M			L
6	Lung damage.					M			L
Minimum PPE : N/A. **Additional PPE : N/A.**									
Implementation Responsibility: Board of management, Caretaker, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

Fire / Explosion, Combustible liquids, Inadequate numbers of fire extinguishers, Blocked Fire Exits.

1. Sufficient fire extinguishers to be provided and serviced annually.
2. All fire extinguishers should be mounted on the wall at a height that satisfies current standards (not higher than 1.5m from ground).
3. All fire exits, extinguishers and fire safety equipment to be kept clear, with no obstructions.
4. Emergency exits and doors to be checked regularly and never wedged open or held open with hooks.
5. All areas to have sufficiently maintained emergency lighting and signs.
6. All areas will be maintained free from fire hazards, as far as is reasonably practical.
7. All chemicals to be stored correctly in designated storeroom.
8. Areas (inside and out) will be kept clear of any accumulation of rubbish and combustible materials.
9. No sources of ignition will be within reach of flammable liquids.
10. Staff Members / Students will be trained in the recognition of the causes of fire, the correct type of fire extinguisher to be used and how to raise the alarm.
11. All Staff Members / Students will be familiar with at least two escape routes from their immediate work area, also trained how to use the fire extinguishers in their area.
12. All passageways / escape routes must be kept clear.
13. There must be unrestricted access to firefighting equipment at all times.

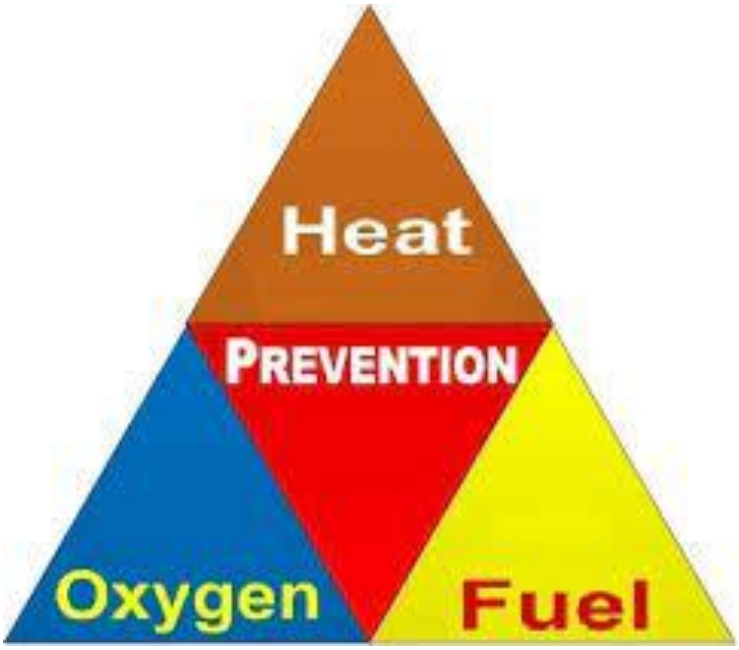
6. Maintain at least 30" of clearance around all sources of ignition such as heaters, boilers and electrical panels.
7. Mag-lock doors to be connected to the FDAS and release in the event of an emergency.
8. All applicable doors are fitted with Intumescent Strips to help prevent smoke and fire spread.
9. Relevant safety training to be carried out and kept on file.

Risk Assessment								
2. Hazard / Task: Fire Safety.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating				
Students:	Yes	Contractors:	Yes					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Burns.				M			L
2	Scalds.				M			L
3	Death.			H				M
4	Smoke inhalation.			H				M
5	Scarring.				M			L
6	Lung damage.				M			L
Minimum PPE : N/A. **Additional PPE : N/A.**								
Implementation Responsibility: Board of management, Caretaker, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

1. Fire Detection and Alarm System installed in all areas of the school with detectors etc. throughout the school building, including strobes, sounders, heat, and smoke detector which are to be serviced as per IS3218.
2. Fire Detection and Alarm System to be fully powered and serviced regularly by a RECI certified electrician.
3. All doors and areas to have sufficient emergency exit lighting and signage, furthermore, Mag-lock doors to be connected to the FDAS and release in the event of an emergency.
4. Fire doors to be installed with push bars and signage.
5. No fire doors to be wedged open.
6. Training in place on how to alert all classes and teachers to an evacuation
7. Staff Members / Students informed about recognition of the causes of fire, the correct type of fire extinguisher to be used and how to raise the alarm.
8. All Staff Members / Students will be familiar with at least two escape routes from their immediate work area, also trained in how to use the relevant fire extinguishers in their area.
9. All passageways / escape routes must be kept clear.
10. There must be unrestricted access to firefighting equipment at all times.
11. Maintain at least 30" of clearance around all sources of ignition such as heaters, boilers, and electrical panels.
12. All staff members are trained in fire safety systems and evacuation plans.
13. Detector devices to be installed in every room.
14. No dust caps to be left on detector devices.
15. All ceiling hatches to be closed to prevent fire spread.
16. All fire extinguishers to be hung and not used as doorstops / coat hangers.
17. All flammable liquids to be stored in a fire-resistant cupboard.
18. Copy of the Emergency Evacuation Instructions posted at the back of all Classroom doors.

19. Relevant safety training to be carried out and kept on file.
20. Relevant PPE to be provided where applicable.



Risk Assessment								
3. Hazard / Task: Covered Fire Head Detectors.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	Yes		Risk Rating			
Students:	Yes	Contractors:	Yes					
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**	**With Controls**
1	Failure of the detector to sense smoke or heat in the early stages of a fire, delaying alarm activation.				**H**			**M**
2	Increased risk of undetected fire spread due to impaired detection, endangering pupils and staff.				**H**			**M**
3	Delayed evacuation times, reducing the opportunity for a safe and orderly exit.				**H**			**M**
4	Reduced effectiveness of the entire fire detection system, as many systems rely on interconnected detectors.				**H**			**M**
5	Potential for false confidence in fire safety measures, as the detector may appear functional but is compromised.				**H**			**M**
6	Increased likelihood of serious property damage due to late detection of fire or smouldering materials.				**H**			**M**
7	Compromised compliance with fire safety regulations and building control requirements.				**H**			**M**
8	Potential invalidation of insurance cover if detectors are found to have been purposely covered or disabled.				**H**			**M**
9	Higher risk during out-of-hours periods when staff are not present to manually detect smoke or fire.				**H**			**M**
10	Additional hazard if coverings (such as plastic bags or tape) melt, ignite, or fall, contributing to fire load.				**H**			**M**
Minimum PPE – N/A. ***Additional PPE – N/A.***								
Implementation Responsibility: Caretaker, Principal & Deputy Principal								

Control Measures In Place (or Required):

1. Ensure all detectors are left completely unobstructed at all times; no coverings, tape, decorations, or temporary fixtures allowed.
2. Include visual inspection of detectors in daily or weekly premises walk-throughs by the caretaker.
3. Train all staff to recognise what a correct, unobstructed detector should look like and how to report any concerns.
4. Display clear instructions in classrooms and resource areas reminding staff not to hang items from ceilings near detectors.
5. Prohibit any ceiling-mounted teaching aids, art displays, or seasonal decorations within the detector's sensing zone.

6. Ensure maintenance contractors do not leave protective caps or dust covers in place after works are completed.
7. Keep a log of detector inspections and any issues found, ensuring prompt corrective action.
8. Arrange periodic checks and servicing by a competent fire alarm contractor in line with regulatory and manufacturer guidance.
9. Post-cleaning checks after building works, painting, or maintenance to confirm detectors have not been inadvertently covered.
10. Establish a reporting procedure whereby any staff member identifying a covered or obstructed detector must notify the principal and caretaker immediately.
11. Ensure access equipment (ladders, plant, tall storage units) is not stored beneath detectors, preventing accidental covering.
12. Promote awareness that covering detectors, even temporarily, is a disciplinary issue and may compromise legal compliance.
13. Conduct periodic audits of classrooms and corridors during term time and after school events to ensure compliance.
14. Ensure fire drills factor in proper system functionality, with any detector malfunctions addressed before the next school day.

Emergency Based Risk Assessments

Risk Assessment	
1. Hazard / Task: General Fire Safety.	Date: 01.10.2026 **Rev 001**

WHO MAY BE HARMED				
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating
Students:	Yes	Contractors:	Yes	

	SIGNIFICANT RISKS / POTENTIAL RISKS	H	M	L		With Controls
1	Burns.	H				M
2	Smoke Inhalation.	H				M
3	Property Damage.	H				M
4	Blockage at Fire Exits.		M			L
5	Staff Members Unaware of Evacuation Procedure – Inexperience.	H				M
6	Staff Members Inexperienced in the Use of Fire Extinguishers.	H				M
7	Getting Locked into the Premises.	H				M
8	Faulty Safety Devices.	H				M
9	Poorly/Unlit Fire Emergency Directional Signage.		M			L
10	Fire Escape Landings in the stairwell not posted.		M			L
11	Faulty/Insufficient Fire Extinguishers.		M			L
12	Spaces and Voids in Compartments not Covered – Spread of Smoke and Fire.		M			L
13	Flammable Roof materials.		M			L
14	Using Lifts During a Fire.	H				M
15	Danger to Disabled Persons in the event of a Fire Emergency	H				M
16	Build Up of Old Paint Buckets and Rubbish in any Storerooms/Paint Store etc.		M			L
18	Intermediary Timber Floorings Posing Fire Hazard, where present.		M			L
19	Death.	H				M

Minimum PPE – Task Dependent.
Additional PPE – Task Dependent.

Implementation Responsibility: Caretaker, Principal, Deputy Principal and Staff Members.

Control Measures In Place (or Required):

1. Provide appropriate:
    - Fire extinguishers.
    - Fire alarm panel.
    - Emergency lights.
    - Written outlet emergency procedures.
2. Ensure all areas are kept free of scrap or waste materials, which could be a point of combustion.
3. Ensure compliance with the building's Fire Certificate Safety requirements.
4. Ensure all fire doors are kept closed.
5. Fire drill and training in use of extinguishers held twice a year.
6. All faults/defects observed to be reported into the maintenance book.
7. Ensure that Staff Members are instructed in the Emergency Procedures relating to fire and are aware of the location and function of:
    - Fire Alarm Panel
    - Fire Alarm Manual Call Points (Break Glass Units)
    - Fire Exits
    - Fire Extinguishers
8. All fire equipment and emergency lights are to be unobstructed and visible.
9. Fire evacuation procedures are displayed at each fire alarm point.
10. Ensure the appointment and training of Fire Wardens.
11. Regular fire safety checks are carried out and the fire register is updated every day/night.
12. All fire equipment and emergency lights are to be unobstructed and visible.
13. Ensure all Emergency Exit signs are lit.
14. Quarterly and annual checks for fire safety equipment to be carried out by competent people.
15. Assembly Point area to be appointed with sign erected, two fire drills carried out p.a. and Staff Members trained in their duties.
16. It is recommended that the solid fuel supply system, if present, is linked to the Fire Detection and Alarm System by a Slam Shut device, which will automatically shut off the fuel supply upon activation.
17. Ensure no Fire Detector heads are covered.
18. It is recommended that pallets are not permitted to accumulate as they can pose a fire risk or target of an arson attack.
19. Do not allow any piles of combustible waste to accumulate as they too can pose a fire risk or target of an arson attack.
20. Keep all escape routes and fire exits clear and make regular checks to ensure that this is the case.
21. Clear rubbish regularly.
22. Ensure the Fire Register is in place and in use on site.
23. All Final Fire Exit Doors always have clear unhampered access at all times.
24. Fire Detection and Alarm System to be serviced as per regulations – at least annually, and more often depending on the system.
25. Fire Detection and Alarm System display panels are easily accessible.
26. Final Fire Escape routes are kept clear at all times, ensuring safe egress in the event of an emergency.
27. Final Fire Escapes comply with regulations and are easily openable in an emergency.
28. Fire Escape Landings on the stairwell must be kept clear of any obstructions.
29. 'Do Not Use in Case of Fire' signage erected around Lifts.

30. All Fire Exit Doors are able to be opened freely in the event of a Fire Emergency Evacuation.
31. Professional Firestopping applied to spaces and voids in the building to help mitigate the spread of smoke and fire throughout.
32. All relevant safety training to be carried out by a competent person, with records kept on file.
33. All appropriate PPE to be provided where required.

Risk Assessment									
2. Hazard / Task: Electricity.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating					
Students:	Yes	Contractors:	Yes						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Burns.					M			L
2	Electrical Shock.				H				M
3	Faulty Safety Feature.					M			L
4	Fire.				H				M
5	Property damage.					M			L
6	Death.				H				M
Minimum PPE – N/a ***Additional PPE – Suitable Non-Slip shoes, Hand Protection***									
Implementation Responsibility: Board of Management, Caretaker, Principal & Deputy Principal									

Control Measures In Place (or Required):

1. Fixed electrical system inspected and tested by an electrician periodically (at least every 5 years).
2. Staff Members trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment.
3. Plugs, sockets etc. must be suitable for working environment.
4. Access to fuse boxes kept clear.
5. Residual current devices (RCDs) installed on supplies to hand-held and portable appliances.
6. Testing carried out periodically on all portable equipment (PAT testing).
7. Only authorised personnel, competent to prevent danger, will undertake repairs, servicing, removal, installation and operating all electrical appliances.
8. All electrical works are carried out by a competent person and completed to the Electrical.
9. Ensure Staff Members know where the fuse box is and how to safely switch off electricity in an emergency.
10. Fuse boards to have protective covers put on them, where missing.
11. Any perforated ceiling holes, where present, to be made good with fire resistant materials as per regulations e.g., in storage rooms/Staff offices etc.
12. Recommended erecting 'What to do in the event of Electrical Shock' posters by main fuse boards.
13. Rubber mats placed near large fuseboards.
14. Thermal imaging testing carried out on high voltage fuse boards, where present, periodically.
15. All sockets' outlets feeding portable/domestic appliances/water service appliances are fitted with RCD protection.
16. All appropriate PPE to be provided where required.

17. All relevant safety training to be carried out by a competent person, with records kept on file.

Risk Assessment									
3. Hazard / Task: Administering First Aid.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Risk of causing further injury to the casualty if first aid is performed incorrectly.					M			L
2	Potential for cross-infection between the first aider and the casualty, especially where blood or bodily fluids are present.					M			L
3	Risk of allergic reactions if first aid products (e.g. plasters, wipes, gloves) trigger sensitivities in pupils or staff.				H				M
4	Risk of misdiagnosis or failure to recognise a serious condition requiring urgent medical attention.					M			L
5	Possible delay in professional medical treatment if the severity of the injury is underestimated.				H				M
6	Emotional distress for pupils receiving first aid or for the first aider in high-pressure situations.					M			L
7	Risk of back strain or musculoskeletal injury to staff when assisting or lifting an injured pupil.				H				M
8	Exposure to hazardous environments during incidents (e.g. playground hazards, traffic during off-site events).					M			L
9	Risk of incorrect recording or reporting of first aid incidents, leading to gaps in follow-up care or legal exposure.					M			L
10	Potential misuse of first aid equipment if untrained individuals attempt to provide care.				H				M
11	Increased liability for the school if first aid is attempted by untrained or insufficiently trained staff.					M			L
12	Risk of contamination or ineffective treatment if first aid supplies are out of date, damaged, or stored improperly.				H				M
Minimum PPE – Gloves. ***Additional PPE – Face Mask, Apron.***									
Implementation Responsibility: Qualified First Aiders.									

Control Measures In Place (or Required):

1. Training (assess the danger to yourself before administering first aid).
2. First Responder Staff Members to be trained on hazards associated with bodily fluids.
3. Disposable gloves shall be freely available.
4. Sufficient first aid stock shall be available.

5. First aid kits available in all active areas & offices.
6. Accident reporting sheets available.
7. At least one Staff on duty should have a First Aid Responder qualification.
8. Detailed records of all first aid given will be maintained in a formal folder/book.
9. First Aid kits will be checked and restocked on a regular basis.
10. Staff Members will receive refresher training every two years with records kept on file.
11. All outside activities will be attended by a First Aider/responsible person with a suitable First Aid kit.
12. Ensure an adequate number of trained and certified first aiders are available during school hours, including on playground duty and during school outings.
13. Provide regular refresher training for all first aiders to maintain competence and confidence in procedures.
14. Maintain fully stocked and regularly checked first aid kits in accessible locations throughout the school.
15. Store first aid supplies in clean, dry conditions and replace out-of-date or damaged items promptly.
16. Use personal protective equipment (PPE) such as disposable gloves and face shields to reduce cross-infection risk.
17. Implement clear procedures for managing injuries involving blood or bodily fluids, including safe disposal of contaminated materials.
18. Ensure first aid is administered only within the limits of staff training and competence.
19. Establish a protocol for escalating to professional medical assistance when symptoms indicate a serious injury or illness.
20. Record all first aid incidents promptly and accurately, including treatment given and follow-up actions required.
21. Ensure parents or guardians are notified of injuries in line with school policy, especially when medical follow-up may be required.
22. Provide appropriate lifting and manual handling training to reduce risk of back or musculoskeletal injury when assisting pupils.
23. Conduct first aid in a safe location away from hazards, minimising risk to both the casualty and first aider.
24. Make first aid signage clear and visible so all staff know where equipment is stored and who the trained first aiders are.
25. Review first aid procedures and records regularly to identify trends, gaps, or areas needing improvement.
26. Relevant safety training to be carried out and records kept on file.
27. Relevant PPE to be provided where applicable.

Risk Assessment	
4. Hazard / Task: Evacuation Chair.	Date: 01.10.2026 **Rev 001**

WHO MAY BE HARMED				
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating
Students:	Yes	Contractors:	No	

	SIGNIFICANT RISKS / POTENTIAL RISKS	H	M	L		With Controls
1	Risk of injury to the pupil using the evac chair if the equipment is used incorrectly or without proper training.	H				M
2	Potential for the operator (staff member) to suffer musculoskeletal strain or injury when manoeuvring the chair, especially on stairs.	H				M
3	Risk of the chair tipping, slipping, or becoming unstable during descent, particularly in crowded or narrow stairwells.	H				M
4	Delays in evacuation if the chair is stored improperly, obstructed, or difficult to access during an emergency.	H				M
5	Risk of malfunction if the chair is not regularly inspected, serviced, or maintained in line with manufacturer instructions.	H				M
6	Potential panic or distress for the pupil being evacuated, increasing the chance of sudden movements or instability.		M			L
7	Risk of collision with other evacuating pupils or staff in busy stairways or corridors.		M			L
8	Potential obstruction of escape routes if the chair is left open, partially deployed, or used incorrectly.		M			L
9	Inappropriate allocation of the evac chair (e.g., selecting a pupil whose needs exceed the chair's safe use parameters).		M			L
10	Risk of staff attempting to operate the chair without training, leading to unsafe handling.	H				M
11	Environmental hazards such as wet floors, debris, or poor lighting increasing the risk of slips or falls during use.	H				M
12	Lack of a designated buddy or trained operator resulting in the chair not being deployed when required.	H				M
13	Risk of injury during transfer of the pupil into or out of the chair, particularly if the child resists or is distressed.	H				M
14	Miscommunication during emergency situations causing confusion over who is responsible for operating the chair.		M			L
15	Risk of injury to the pupil using the evac chair if the equipment is used incorrectly or without proper training.	H				M

Minimum PPE: Gloves. Safety footwear.
Additional PPE: N/a

Implementation Responsibility: Principal, Deputy Principal & SNAs

Control Measures In Place (or Required):

1. Ensure only trained and competent staff are authorised to use the evacuation chair.
2. Provide regular refresher training and hands-on practice for designated operators.
3. Keep the evac chair stored in an accessible, clearly marked location along the evacuation route.
4. Ensure the chair is never blocked by furniture, bags, or other obstructions.
5. Carry out routine inspections to ensure the chair is fully functional, clean, and free from damage.
6. Arrange annual servicing by a competent contractor in line with manufacturer recommendations.
7. Keep a maintenance and inspection log, noting any defects and corrective actions.
8. Identify in advance which pupil(s) may require use of the chair and include them in their Personal Emergency Evacuation Plan (PEEP).
9. Ensure all staff are aware of who the designated operators are during an emergency.
10. Practise evacuation chair use as part of drills, using a weighted dummy rather than a child.
11. Maintain clear and unobstructed stairwells, landings, and corridors to allow safe descent.
12. Provide adequate lighting in stair areas, ensuring emergency lighting is tested regularly.
13. Use correct manual handling techniques when transferring a pupil into and out of the chair.
14. Ensure a second staff member acts as a support person or spotter during use.
15. Communicate clearly between staff when operating the chair, especially on stairs.
16. Stop use immediately if the pupil becomes distressed or if environmental conditions (e.g. smoke, wet floors) make use unsafe.
17. Review PEEPs and evac chair procedures annually or after any incident or significant change in pupil needs.

General Risk Assessments

Risk Assessment								
1. Hazard / Task: Slipping, Tripping and Falling.						Date: 01.10.2026 **Rev 001**		
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating				
Students:	Yes	Contractors:	Yes					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Risk of pupils or staff slipping on wet floors caused by rainwater, spills, or cleaning activities.				M			L
2	Trip hazards from bags, coats, lunchboxes, and other items left on classroom floors or corridors.				M			L
3	Uneven surfaces, loose tiles, or damaged floor coverings creating a risk of falls.				M			L
4	Slippery outdoor surfaces during wet, frosty, or icy weather, including yards, steps, and walkways.				M			L
5	Risk of falling on stairs due to running, overcrowding, or poor handrail use.				M			L
6	Poor lighting in corridors, stairwells, or external areas increasing the chance of missed hazards.				M			L
7	Cables from IT equipment, chargers, or temporary equipment causing trips.				M			L
8	Playground equipment or sports gear left out of place creating obstacles.				M			L
9	Risks from cluttered classrooms, including furniture arranged too closely or stored improperly.				M			L
10	Hazard of children rushing between activities, increasing the likelihood of collisions and falls.				M			L
11	Potential for injuries during PE, yard play, or indoor activity when floors are not dry or properly supervised.				M			L
12	Spilled food or drink in the hall, classrooms, or corridors creating slippery patches.				M			L
13	Risks associated with inadequate footwear worn by pupils or staff, reducing grip and stability.				M			L
14	Outdoor debris such as leaves, twigs, or mud increasing slip risks when walked into the school.				M			L
15	Risk of serious injury (e.g. fractures, head injuries) following an uncontrolled fall, especially for younger children.			H				M
16	Risk of pupils or staff slipping on wet floors caused by rainwater, spills, or cleaning activities.				M			L
Minimum PPE – Non-Slip Shoes, Gloves. ***Additional PPE – n/a.***								

Implementation Responsibility: Caretaker, Cleaners, Principal, Deputy Principal and all Staff Members.

Control Measures In Place (or Required):

1. Maintain all floor surfaces in a clean condition by means of regular scheduled cleaning and record this cleaning. (Ensure no build-up of moss/slippery conditions on external walkways etc. where applicable).
2. Have spillages inside or outside cleaned up and removed promptly.
3. Staff to be trained to clean up any spillages/breakages immediately, displaying warning signs until the area is made safe.
4. Maintain all areas free of trailing electrical cables or leads, where present. No trailing leads to be left around e.g., hoovering etc.
5. Ensure all mats and are arranged and maintained so as not to present trip hazards.
6. Maintain adequate lighting both inside and outside.
7. Any defects in surfaces, which present a trip hazard are to be reported and repaired promptly.
8. Apply salt to slippery surfaces in freezing weather, train Staff on hazards and erect warning signs.
9. Staff to wear nonslip shoes where there is a risk of slips.
10. Ensure all floors are kept clean, dry, and free from spillages; clean up spills immediately using appropriate signage.
11. Place non-slip mats at entrances to reduce water carried indoors during wet weather.
12. Implement regular inspections of floors, corridors, stairs, and outdoor surfaces to identify hazards such as loose tiles or uneven ground.
13. Repair damaged flooring, carpets, and stair edges promptly.
14. Keep classrooms, corridors, and shared spaces free from clutter by enforcing good housekeeping practices.
15. Require pupils to store bags, coats, and belongings in designated areas rather than on the floor.
16. Ensure adequate lighting in all areas, including stairwells and external walkways, with timely replacement of faulty bulbs.
17. Use handrails on both sides of stairways and ensure they are kept in good condition.
18. Supervise high-risk areas, such as the yard, hallways, and staircases, especially during busy transition times.
19. Ensure outdoor pathways, yards, and steps are gritted or treated during icy conditions.
20. Provide non-slip footwear guidance to staff and encourage appropriate footwear for pupils.
21. Keep cables from IT equipment, chargers, projectors, and extension leads secured using cable covers or wall-mounted solutions.
22. Maintain safe storage practices for sports equipment, PE gear, and classroom resources.
23. Display wet-floor signage during and after cleaning until surfaces are completely dry.
24. Ensure cleaners follow safe work practices, including cleaning at low-traffic times where possible.
25. Trim back vegetation and remove leaves or debris from external paths and play areas.
26. Regularly review accident records to identify trends and take corrective action where needed.
27. Conduct slips, trips, and falls awareness training for staff as part of school induction and refresher programmes.
28. Staff to be trained on Slips, Trips and Falls – see HSA

29. All relevant safety training to be carried out by a competent person, with records kept on file.

Risk Assessment								
2. Hazard / Task: Manual Handling Activities.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Persons may suffer strains or bruising injuries, to their back or elsewhere, from handling heavy/bulky/hazardous objects.				M			L
2	Repetitive Strain Injuries.				M			L
3	Musculoskeletal Disorders – Pulled Muscles, Tears, Broken Bones.				M			L
4	Crush Injuries – Fingers, Toes, Limbs.			H				M
5	Slips, Trips and Falls.				M			L
Minimum PPE – Non-Slip Shoes and Gloves. ***Additional PPE – n/a.***								
Implementation Responsibility: Caretaker, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

1. Mechanical lifting devices are to be provided where necessary for the moving of goods that are particularly heavy, or awkward to move by hand.
2. Ensure adequate storage areas, stockrooms, shelves etc., are secure and stable to store the goods and equipment.
3. Ensure that suitable step-ups or stepladders are provided for access to goods stacked at heights. Guard rails present at heights.
4. Ensure that the storage of goods is arranged to store heavier goods at lower levels.
5. Instruct all Staff on the systems and equipment.
6. Staff to identify any Manual Handling problems to the Principal, Deputy Principal.
7. Management to eliminate or minimize the risk from the manual handling hazards.
8. All relevant Staff members to be trained at least every 3 years by a qualified Manual Handling Instructor.
9. Ensure good housekeeping of the surrounding works areas.
10. All relevant health and safety awareness training is to be provided to all applicable workers with records kept on file with records kept on file.
11. All relevant PPE is to be issued to all applicable workers.
12. Staff Members will ensure that a T.I.L.E assessment is carried out to assess the danger of the task hand. When conducting any manual handling activity, one must ensure to assess.
    - The **Task** – What does the task entail? What movements and body postures put pressure on the back.
    - The **Individual** – What characteristics of the person make them more at risk? (Age, Height, Fitness Level, Pregnant, Injured).
    - The **Load** – Is the load Heavy, Bulky, or unwieldy, difficult to grasp or hold, unstable,

etc., can the load that you're working with be divided so that it is easier to manage. (i.e. – Dividing the contents of a housekeeper's trolleys or linen basket, etc).

- **Environmental Factors** - Slippery floors, space constraints, are there steps present? Outdoors or Indoors, Lighting, etc.

Risk Assessment									
3. Hazard / Task: Using Stairs and Step Ladders.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members		Yes	Official Visitors/ Public:	No	Risk Rating				
Students:		Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
	Stairs								
1	Risk of slips, trips, and falls due to wet floors, loose floor coverings, clutter, or debris on stairways.					M			L
2	Risk of falling if pupils run, push, or fail to use handrails properly.					M			L
3	Overcrowding on stairs during busy transition times increasing the likelihood of collisions and falls.					M			L
4	Poor lighting leading to missed steps or misjudgement of stair height.					M			L
5	Risk of falls due to damaged steps, loose nosing's, or uneven surfaces.					M			L
6	Risk of injury from carrying bulky or heavy items that obstruct vision while using the stairs.					M			L
7	Potential for serious injury such as fractures or head injuries following a fall on a hard stair surface.				H				M
8	Increased hazard for younger pupils or those with mobility needs who may require supervision or support.					M			L
9	Risk of falls during emergency evacuations when movement is faster and visibility may be reduced.					M			L
	Ladders								
1	Risk of falls from height if the step ladder is unstable, damaged, or used incorrectly.				H				M
2	Over-reaching while on the ladder leading to loss of balance and falls.				H				M
3	Risk of the ladder tipping if placed on uneven, slippery, or unsuitable surfaces.				H				M
4	Injury from falling objects if items are carried while climbing or dropped from height.					M			L
5	Risk of pupils being injured if a ladder is left unattended in a classroom or corridor.					M			L
6	Musculoskeletal strain from lifting or moving ladders, especially for staff of smaller stature.				H				M
7	Risk of using the wrong type of ladder for the task, leading to instability or over-extension.				H				M
8	Falls caused by climbing a ladder while wearing unsuitable footwear.				H				M
9	Electrocution risk if a metal ladder is used near electrical sources or fixtures.				H				M
10	Lack of adequate training resulting in unsafe ladder setup, use, or storage.				H				M

Minimum PPE – Non-Slip Shoes and Gloves. ***Additional PPE – n/a.***
Implementation Responsibility: Principal, Deputy Principal, Caretaker, Teachers and Staff Members.

Control Measures In Place (or Required):

Stairs

1. All to use handrails while ascending and descending any stairs.
2. Handrails to be sturdy and fitted correctly.
3. Handrails to be sanitised regularly.
4. Step Nosing's to be made more noticeable with alternative colour or lighting at first and last step in each section. Ideally all steps to have top and bottoms steps demarcated as per Technical Guidance Document K, Building Regulations.
5. Rooms and stairs to be adequately lit.
6. Steps not worn or slippery.
7. Stairs not to be mopped during normal operating hours unless to make safe a spillage – to be mopped at end of shift or in quiet times.
8. Keep stairways clean, dry, and free from obstacles or clutter at all times.
9. Ensure stair surfaces, nosing's, and handrails are properly maintained and repaired promptly if damaged.
10. Provide adequate lighting on all staircases, including emergency lighting checks.
11. Install and maintain secure handrails on both sides of stairs where possible.
12. Enforce a "no running on stairs" rule and provide age-appropriate instruction to pupils.
13. Supervise younger pupils during high-traffic times such as break, lunch, and home time.
14. Use non-slip floor finishes and ensure mats at stair entrances are securely fixed.
15. Ensure staff and pupils do not carry loads that obstruct their view when using stairs.
16. Display safety signage reminding pupils to walk and use handrails.
17. Ensure stair edges and steps have clear visual contrast to help with depth perception.
18. Inspect stairs regularly as part of routine building checks, recording and fixing hazards quickly.
19. Keep external steps free of leaves, moss, ice, or snow, and treat/grit them in cold weather.
20. Include stairs in emergency evacuation drills to ensure orderly and safe movement.

Ladders

1. Allow step ladder use by trained staff only; pupils must never use step ladders.
2. Select the correct type and height of ladder for each task.
3. Inspect step ladders before use, checking for damage, loose hinges, worn feet, or instability.
4. Use ladders only on level, firm, and non-slip surfaces.
5. Ensure the ladder is fully opened and locked before climbing.
6. Maintain three points of contact (two feet and one hand) when ascending and descending.
7. Do not over-reach; keep the body centred and reposition the ladder instead.
8. Avoid carrying items while climbing; use tool belts or pass items up safely.
9. Wear suitable footwear with good grip.
10. Do not use step ladders near doorways unless the door is locked, blocked, or supervised.
11. Never stand on the top step unless the ladder is specifically designed for that purpose.
12. Store ladders securely to prevent falls or access by pupils.
13. Remove damaged ladders from service immediately and label them unusable until repaired or

replaced.

14. Include step ladder safety in staff induction and periodic refresher training.
15. All relevant health and safety awareness training is to be provided to all applicable workers with records kept on file with records kept on file.

Risk Assessment	
4. Hazard / Task: Sitting or Standing for Long Periods of Time.	Date: 01.10.2026 **Rev 001**

WHO MAY BE HARMED				
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating
Students:	Yes	Contractors:	No	

	SIGNIFICANT RISKS / POTENTIAL RISKS	H	M	L		With Controls
	Sitting					
1	Increased risk of musculoskeletal discomfort or pain, particularly in the lower back, shoulders, and neck.		M			L
2	Reduced circulation in the legs, potentially leading to stiffness, swelling, or varicose vein development.		M			L
3	Risk of poor posture resulting in long-term strain or repetitive stress injuries.		M			L
4	Fatigue and reduced concentration in staff or pupils due to lack of movement.		M			L
5	Increased risk of sedentary-related health issues, including reduced cardiovascular fitness over time.		M			L
6	Discomfort from unsuitable or poorly adjusted seating, especially for staff working at desks or pupils seated for long lessons.		M			L
7	Eye strain or headaches if seated at screens without adequate breaks.		M			L
8	Reduced engagement or attention from pupils if lessons require prolonged sitting without movement breaks.		M			L
	Standing					
1	Fatigue and muscle strain in legs, calves, and lower back.		M			L
2	Reduced blood circulation in the legs, increasing the risk of swelling or varicose veins.		M			L
3	Risk of discomfort or injury from working on hard floor surfaces without adequate footwear or matting.		M			L
4	Increased likelihood of slips, trips, and falls due to fatigue or reduced alertness.		M			L
5	Postural strain, especially if standing in awkward positions or leaning while supervising pupils.		M			L
6	Risk of faintness or dizziness, particularly for staff who remain standing for long periods without movement.		M			L
7	Potential long-term joint stress, particularly to knees and hips, from prolonged weight-bearing.		M			L

Minimum PPE – Non-Slip Shoes and Gloves.
Additional PPE – n/a.

Implementation Responsibility: All Staff Members.

Control Measures In Place (or Required):

Controls for Sitting for Long Periods

1. Encourage regular movement breaks for staff and pupils, such as standing, stretching, or short walks.
2. Incorporate movement-based activities into lessons to avoid prolonged pupil sitting.
3. Provide ergonomically suitable and adjustable seating for staff, particularly at desks or computer workstations.
4. Ensure pupils use appropriately sized chairs and desks suited to their age and height.
5. Promote good posture through staff awareness and classroom guidance for pupils.
6. Arrange timetables to avoid extended sedentary sessions where possible.
7. Encourage staff to vary tasks throughout the day to reduce time spent seated.
8. Position screens at correct heights and distances to reduce strain during seated work.
9. Provide footrests or back supports for staff where needed.
10. Review workstation set ups periodically to ensure ergonomic standards are maintained.
11. Encourage hydration and allow short standing breaks to reduce stiffness.

Controls for Standing for Long Periods

1. Encourage staff to alternate between sitting and standing tasks throughout the day.
2. Provide suitable supportive footwear guidance for staff.
3. Supply anti fatigue matting in areas where staff must stand for extended periods (e.g. hall supervision, entrances).
4. Allow scheduled seated breaks to relieve pressure on legs and lower back.
5. Rotate supervision duties to avoid prolonged standing in one area.
6. Ensure work surfaces are at appropriate heights to reduce leaning or awkward posture.
7. Promote gentle movement or weight shifting while standing to maintain circulation.
8. Ensure floors are well maintained, dry, and slip resistant to reduce strain and fatigue.
9. Train staff on correct posture when standing for lesson delivery or supervision.
10. Consider reasonable accommodations for staff with medical needs requiring reduced standing time.
11. All relevant health and safety awareness training is to be provided to all applicable workers with records kept on file with records kept on file.

Risk Assessment								
5. Hazard / Task: Violence / Threatening Behaviour.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Risk of physical injury to staff, pupils, or visitors as a result of aggressive actions.			H				M
2	Emotional distress, anxiety, or fear experienced by pupils or staff exposed to threatening behaviour.				M			L
3	Increased likelihood of accidents if individuals panic or try to escape a threatening situation.				M			L
4	Risk of escalation from verbal aggression to physical confrontation.				M			L
5	Potential for damage to school property during aggressive incidents.				M			L
6	Disruption to teaching and learning, impacting the wellbeing and progress of the wider class or school community.				M			L
7	Risk of inappropriate modelling of behaviour, leading to anxiety or imitation among pupils.				M			L
8	Reduced staff confidence in managing challenging situations, potentially affecting classroom management.				M			L
9	Increased absenteeism from staff or pupils following exposure to threatening behaviour.				M			L
10	Breakdown of positive working relationships between staff, parents, or pupils.				M			L
11	Risk of staff making unsafe decisions if they feel pressured, threatened, or intimidated.				M			L
12	Potential safeguarding concerns if a child's aggressive behaviour stems from unmet needs or external issues.				M			L
13	Risk of isolation or stigma for pupils involved in violent incidents.				M			L
14	Legal or disciplinary implications for the school if violent behaviours are not managed or recorded appropriately.				M			L
Minimum PPE – Non-Slip Shoes and Gloves. ***Additional PPE – n/a.***								
Implementation Responsibility: Board of Management, Principal, Deputy Principal, Teachers, Caretaker and Staff Members.								

Control Measures In Place (or Required):

1. Staff to be informed of zero policy of bullying and harassment on site.
2. CCTV installed in appointed places, clearly visible recorded and kept for up to 30 days.
3. Ensure all security notices are displayed e.g., Occupiers' Liability Act, CCTV in constant

operation.

4. Train workers on reporting procedures pertaining to Bullying, Harassment and Aggression.
5. Workers to report any incidents on the school incident report form and submit to the Principal/Deputy Principal.
6. EAS provides support to be offered to any Staff who become the victims of Bullying and Harassment.
7. Develop and implement a clear Code of Behaviour policy outlining acceptable behaviour and consequences.
8. Encourage consistent use of positive behaviour strategies across all staff and classrooms.
9. Maintain adequate supervision in classrooms, corridors, yards, and during transitions between activities.
10. Ensure staff understand procedures for summoning help during an incident (e.g. colleague support, office alert).
11. Create a safe room or designated space where distressed pupils can calm down under supervision – Sensory Room – The Garden
12. Establish individual behaviour support plans for pupils with repeated challenging or aggressive behaviour.
13. Carry out risk assessments for pupils known to display violent behaviour and ensure all relevant staff are informed.
14. Promote training on safeguarding, trauma-informed practice, and understanding behavioural triggers.
15. Ensure the physical environment is arranged to minimise risk (e.g. clear exits, uncluttered spaces, safe furniture layout).
16. Record all incidents of aggressive or threatening behaviour as per the Code of Behaviour.
17. Review incident records regularly to identify patterns, causes, or times requiring additional supervision.
18. Communicate with parents or guardians promptly following significant incidents.
19. Engage external agencies when appropriate and where available, such as NEPS, behaviour specialists, or social workers.
20. Encourage a whole-school approach to wellbeing, emotional regulation, and social skills development.
21. Provide staff with support after incidents, including opportunities to debrief.
22. Ensure staff never intervene physically unless trained, authorised, and only as a last resort in line with school policy.
23. Maintain clear visitor management procedures to prevent unauthorised or aggressive individuals entering the premises.
24. Promote a culture of respect, inclusion, and anti-bullying to help reduce triggers for aggression.
25. Review behaviour policies annually or after any significant incident.
26. All relevant health and safety awareness training is to be provided to all applicable workers with records kept on file with records kept on file.

Risk Assessment									
6. Hazard / Task: Personal Protective Equipment (PPE).								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating					
Students:	Yes	Contractors:	Yes						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Manual Handling Type Injuries.				M			L	
2	Slips, trips and falls.				M			L	
3	Serious personal injury.				M			L	
4	Fatalities.				M			L	
5	Covid-19			H				M	
Minimum PPE – Non-Slip Shoes, Gloves. ***Additional PPE – Face Mask, Apron.***									
Implementation Responsibility: Principal, Deputy Principal, Caretaker, and Staff Members.									

Control Measures In Place (or Required):

1. Ensure Staff are issued with suitable and appropriate PPE specific to any particular risk they may face and any personal protective equipment should only be issued as a last resort when no other form of risk reduction is possible.
2. Only suitable and appropriate PPE which complies with European Community Directives will be used/worn.
3. Replace any faulty/worn PPE.
4. Ensure safety signage is put up highlighting their requirement to wear PPE as applicable.
5. Ensure Staff wear personal protective equipment, if required, and conduct regular inspections. Potential PPE include:- Wearing Gloves for Manual Handling. (If sharp edges/objects). Handling chemicals, liquids, acids, etc. Wear disposable Gloves for standard Cleaners and Degreasers, unless alternative, specified by manufacturer. Wear Chemical Resistant Gloves for Chemical Use, unless alternative stated by the Manufacturer.
6. All relevant safety training to be carried out by a competent person, with records kept on file.
7. The PPE will only be used for the purpose specified and will be maintained in good working order and in a satisfactory hygiene condition.

Risk Assessment									
7. Hazard / Task: Infection Control.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members		Yes	Official Visitors/ Public:	No	Risk Rating				
Students:		Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Risk of infectious diseases spreading quickly among pupils and staff due to close contact environments.				**H**				**M**
2	Increased likelihood of outbreaks (e.g. colds, flu, stomach bugs) if hygiene practices are not followed.				**H**				**M**
3	Risk of cross-contamination through shared resources, toys, equipment, or classroom materials.				**H**				**M**
4	Spread of infection through inadequate handwashing after toilet use or before eating.				**H**				**M**
5	Risk of illness transmission through coughing, sneezing, or poor respiratory hygiene.				**H**				**M**
6	Exposure to bodily fluids (vomit, blood, saliva) without proper cleaning procedures in place.				**H**				**M**
7	Risk of infection from poor cleaning regimes of high-touch surfaces such as door handles, desks, and taps.				**H**				**M**
8	Increased risk of gastrointestinal illness from improper food-handling practices during school activities or lunches.				**H**				**M**
9	Spread of infection through inadequate ventilation in classrooms or staff rooms.				**H**				**M**
10	Risk of vulnerable pupils or staff (e.g. with underlying health conditions) developing more severe illness.				**H**				**M**
11	Transmission of infection if symptomatic pupils or staff attend school when unwell.				**H**				**M**
12	Risk of pests (e.g. rodents or insects) if waste is not managed or disposed of correctly.				**H**				**M**
13	Risk of infection during first aid incidents if PPE is not used appropriately.				**H**				**M**
14	Potential exposure to infections during toileting support, nappy changing, or intimate care procedures.				**H**				**M**
15	Spread of infection from inadequate cleaning of playground equipment or sports gear.				**H**				**M**
16	Risk of mould or damp contributing to respiratory issues if not addressed promptly.				**H**				**M**
Minimum PPE – N/a ***Additional PPE – Disposable Gloves, Face Mask, Hand Sanitisers.***									
Implementation Responsibility: Caretaker, Teachers, SNAs, Principal, Deputy Principal and Staff members.									

Control Measures In Place (or Required):

1. Promote regular handwashing for pupils and staff, especially after toilet use, before eating, and after outdoor play.
2. Provide adequate handwashing facilities, including warm water, soap, and hand-drying options.
3. Supply hand sanitiser in key locations such as entrances, classrooms, and staff areas.
4. Display age-appropriate posters and reminders on good hygiene practices throughout the school.
5. Encourage correct respiratory hygiene, including covering coughs and sneezes and using tissues followed by handwashing.
6. Ensure frequent cleaning of high-touch surfaces such as door handles, tabletops, taps, and light switches.
7. Implement thorough cleaning procedures for classrooms, toilets, and staff areas, using suitable disinfectants.
8. Clean and disinfect toys, shared equipment, and sensory items regularly, following manufacturer guidance.
9. Ensure proper ventilation in classrooms and communal areas by opening windows or using mechanical ventilation as required.
10. Provide PPE (e.g. disposable gloves, aprons) for staff handling bodily fluids or providing intimate care.
11. Clean and disinfect areas where bodily fluids (vomit, blood) are present, following safe spill management procedures.
12. Implement clear illness and exclusion procedures requesting pupils or staff to stay home when unwell.
13. Maintain safe food-handling practices for lunches, breakfast clubs, or school events involving food.
14. Ensure toilets are kept clean, stocked, and inspected regularly throughout the day.
15. Manage waste effectively, ensuring bins are lined, covered, and emptied daily.
16. Carry out training for staff on hygiene standards, infection prevention, and safe cleaning procedures.
17. Ensure safe handling and disposal of clinical or hygiene waste (e.g. from first aid or intimate care).
18. Review and update the infection control protocol annually or following any outbreak or guidance changes.
19. Maintain records of significant illnesses, outbreaks, or clusters and take corrective actions when required.
20. Provide appropriate cleaning schedules and checklists for caretakers and cleaning staff.
21. All relevant safety training to be carried out by a competent person, with records kept on file.

Risk Assessment	
8. Hazard / Task: Blood Borne Diseases.	Date: 01.10.2026 **Rev 001**

WHO MAY BE HARMED				
Staff Members	Yes	Official Visitors/ Public:	Yes	Risk Rating
Students:	Yes	Contractors:	Yes	

	SIGNIFICANT RISKS / POTENTIAL RISKS	H	M	L		With Controls
1	Risk of transmission of infections such as Hepatitis B, Hepatitis C, or HIV through contact with infected blood or bodily fluids.	H				M
2	Increased risk to staff providing first aid if cuts, grazes, or bleeding injuries are not managed using appropriate protective equipment.	H				M
3	Risk of exposure during incidents involving biting, scratching, or other injuries where blood is present.	H				M
4	Potential exposure for staff involved in intimate care, toileting support, or nappy changing without proper hygiene controls.	H				M
5	Risk of infection if pupils or staff come into contact with improperly cleaned areas contaminated with blood or bodily fluids.	H				M
6	Increased risk during clean-up of playground injuries, nosebleeds, or vomiting episodes if safe procedures are not followed.	H				M
7	Risk of cross-contamination through shared items (e.g. tissues, cloths, towels) if not discarded or cleaned appropriately.	H				M
8	Staff or pupils with open cuts or wounds may have increased vulnerability to infection if not covered properly.	H				M
9	Risk of infection during needle or sharp object incidents on school grounds if safe handling procedures are not followed.	H				M
10	Potential psychological distress for pupils or staff involved in incidents where blood exposure is suspected.	H				M
11	Increased risk for staff unaware of pupils' known medical conditions or infection status.	H				M
12	Possible legal or health implications for the school if exposure incidents are not reported, documented, and followed up correctly.	H				M

Minimum PPE - N/A.
Additional PPE - Disposable Gloves, Masks, Hand Sanitisers.

Implementation Responsibility: Principal, Deputy Principals, Teachers, Caretaker and Staff Members.

Control Measures In Place (or Required):

1. Ensure staff use appropriate personal protective equipment (PPE), such as disposable gloves and aprons, when dealing with blood or bodily fluids.
2. Provide training for all staff on infection control, blood-borne disease awareness, and safe handling of bodily fluids.
3. Implement strict hand hygiene procedures before and after providing first aid or dealing with any incident involving blood.

4. Ensure all cuts, grazes, or broken skin on staff and pupils are covered with waterproof dressings.
5. Clean and disinfect all surfaces or areas contaminated with blood using suitable disinfectants and spill-management procedures.
6. Provide dedicated clinical waste bags or containers for disposing of blood-contaminated materials.
7. Prohibit pupils and staff from sharing personal items such as towels, tissues, or cloths that may come into contact with bodily fluids.
8. Maintain well-stocked and readily accessible first aid kits throughout the school.
9. Use safer sharps-handling procedures, ensuring that only trained staff handle sharps (if found) and dispose of them in a designated sharps bin.
10. Ensure staff providing intimate care follow established hygiene procedures, including PPE and safe cleaning of changing areas.
11. Record all incidents involving blood exposure and follow appropriate reporting procedures.
12. Advise staff to seek medical guidance promptly if exposure to blood-borne risks is suspected.
13. Manage pupils with known medical conditions sensitively, ensuring confidentiality while implementing necessary precautions.
14. Maintain a clean environment with regular cleaning schedules focusing on hygiene-sensitive areas such as toilets, first aid rooms, and classrooms.
15. Ensure spill kits for bodily fluids are available and that staff know how to use them safely.
16. Prevent puncture wounds, cuts and abrasions.
17. Cover all breaks in skin by using waterproof dressings and suitable gloves.
18. Use good basic hygiene practices e.g. regular hand washing.
19. Ensure any spilt blood is effectively cleaned up with strong cleaning agents e.g. bleach in a timely manner.
20. No pregnant First Aid Responders to administer First Aid.
21. If there is a risk of infection, prompt professional medical advice must be sought.
22. Complete first aid report and file.
23. All First Aid Responders when contaminated with blood must:
    - Wash splashes off skin with soap and running water.
    - If your skin is broken, encourage the wound to bleed.
    - DO NOT SUCK the wound and wash under running water.
24. Adequate PPE to be provided to Staff where physical distancing is not suitable/appropriate, especially when administering first aid. Appropriate training to be given to ensure safe working practices.

Risk Assessment								
9. Hazard / Task: Legionella.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Risk of Legionnaires' disease if Legionella bacteria grow in the school's water systems and are inhaled through aerosols.				M			L
2	Increased risk during periods of low water use (school holidays, weekends, unused buildings) where water stagnates.			H				M
3	Risk of Legionella growth in hot- and cold-water storage tanks if temperatures are not maintained within safe ranges.				M			L
4	Potential for bacteria to develop in outlets such as taps, showers, drinking fountains, and classroom sinks if not flushed regularly.				M			L
5	Risk of aerosol generation from showers, spray taps, or hose attachments increasing exposure levels.				M			L
6	Possible contamination of water systems following plumbing works or system modifications if not disinfected correctly.			H				M
7	Biofilm build-up in pipework, tanks, or rarely-used outlets providing favourable conditions for Legionella growth.			H				M
8	Risk to vulnerable individuals (e.g. young children with respiratory conditions, pregnant staff, immunocompromised individuals) being more susceptible to infection.			H				M
9	Potential for air-conditioning or ventilation systems with humidifiers to harbour bacteria if not maintained properly.			H				M
10	Increased illness risk if staff are unaware of procedures for managing Legionella and fail to report stagnant or faulty outlets.			H				M
11	Risk of regulatory non-compliance if water systems are not monitored, recorded, or managed in line with guidance.			H				M
12	Disruption to school operations and possible temporary closures if Legionella contamination is detected.			H				M
Minimum PPE – Non-Slip Shoes and Gloves. ***Additional PPE – Face Mask.***								
Implementation Responsibility: Board of Management, Caretaker, Principal & Deputy Principal.								

Control Measures In Place (or Required):

1. Competent person with relevant skills, knowledge and experience identified to conduct site specific risk assessment of possible sources of legionella.
2. Sources of possible risk of Legionella identified from work activities and water systems at the workplace. To consider:
    - Potential for Legionella growth e.g. water stagnation, sources of contamination etc.
    - Potential for aerosol generation.

- Presence of susceptible persons.
- Adequacy of existing site management records and arrangements.
- Efficacy of existing preventative and control measures.
- Systems at greatest risk assessed, e.g. showers, cisterns, lawn sprinklers, firefighting systems – sprinklers or hoses, humidifiers in food cabinets, spray washing equipment, emergency showers, eye wash stations, etc.

3. Cold water pipework to be insulated and kept away from heat sources.
4. Water storage tanks are to be checked and cleaned any buildup of sludge/slime is cleaned, and tanks are disinfected annually.
5. Records of flushing and purging are to be kept.
6. Maintain hot water at temperatures that discourage Legionella growth (typically stored at 60°C and distributed at a minimum of 50°C where safe to do so).
7. Ensure cold water is stored and distributed below 20°C to minimise bacterial growth.
8. Carry out regular flushing of all taps, showers, and infrequently used outlets, especially after weekends or school holidays.
9. Implement a documented water hygiene monitoring programme, including temperature checks, flushing logs, and inspection records.
10. Ensure thermostatic mixing valves (TMVs) are maintained and inspected regularly to protect users from scalding while ensuring upstream temperatures remain high enough to control Legionella.
11. Arrange regular cleaning, descaling, and disinfection of showerheads, taps, and outlets in line with recommended schedules.
12. Have a competent contractor carry out routine Legionella risk assessments and update them every two years or after any significant changes to the water system.
13. Ensure cold-water storage tanks and hot-water cylinders are inspected, cleaned, and serviced as required.
14. Maintain circulation pumps and ensure adequate flow is maintained in all parts of the water system to avoid stagnation.
15. Ensure pipework is properly insulated to prevent heat gain in cold lines and heat loss in hot lines.
16. After plumbing works or changes to the system, ensure proper cleaning, disinfection, and recommissioning take place.
17. Label and identify all water system components clearly for ease of inspection and maintenance.
18. Remove, cap off, or modify dead legs or redundant pipework to reduce stagnation points.
19. Maintain good ventilation in plant rooms and ensure easy access for inspections.
20. Train caretaking and maintenance staff in water hygiene awareness and Legionella control responsibilities.
21. Keep detailed records of all monitoring, inspections, servicing, and remedial actions for compliance and traceability.
22. Act promptly on any abnormal results, temperature failures, or signs of system malfunction, arranging corrective action immediately.
23. Communicate any temporary changes (e.g., outlet closures, water supply interruptions) to relevant staff and ensure additional flushing when normal service resumes.

24. Ensure no dead legs or dead ends where legionella can develop. Click HERE for more information.
25. All relevant safety training to be carried out by a competent person, with records kept on file.
26. Appropriate PPE to be provided where required.

Risk Assessment									
10. Hazard / Task: Occupational Skin Dermatitis.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members		Yes	Official Visitors/ Public:	No	Risk Rating				
Students:		No	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS					**H**	**M**	**L**		**With Controls**
1	Body parts, particularly hands and arms when repeatedly exposed to solvents and lubricants can suffer from redness, itching, swelling, blistering, flaking and cracking.					**M**			**L**
Minimum PPE – Non-Slip Shoes and Gloves. ***Additional PPE – N/a.***									
Implementation Responsibility: Board of Management, Caretaker, Principal, Deputy Principal and Staff Members.									

Control Measures In Place (or Required):

1. When using chemicals – ensure that all are diluted to correct strength.
2. Use good basic hygiene practices e.g. regular hand washing.
3. Use a moisturising barrier cream.
4. Wear disposable latex gloves that area provided when working with chemicals.
5. If there is a risk of infection from dermatitis, prompt professional medical advice must be sought.
6. Wear a face shield, and protective coveralls when doing any job where liquids, fumes or dust might get on to your face, neck or body.

Use the APC approach.

1. **Avoid** direct contact between unprotected hands and substances, products and wet work where this is sensible and practical, for instance:
2. Get rid of the substance/product/wet work altogether.
3. Substitute the product/substance for something less harmful.
4. Introduce controls (such as tools or equipment) to keep a safe working distance between skin and substances/products/wet work.
5. Protect the skin. Avoiding contact will not always be possible so:
6. Provide suitable personal protective equipment such as gloves.
7. Provide mild skin cleaning cream that will do the job and washing facilities with hot and cold water.
8. Wash hands before eating and drinking, and before wearing gloves. Suitable cleaning systems exist for mobile workers.
9. Remind workers to wash any contamination from their skin promptly.
10. Provide soft cotton or disposable paper towels for drying the skin. Train workers about the importance of thorough drying after washing.

11. Protect the skin by moisturising as often as possible and particularly at the end of the day – this replaces the natural oils that help keep the skin's protective barrier working properly.
12. Use suitable pre-work creams.
13. Check hands regularly for the first signs of itchy, dry or red skin:
14. Regular skin checks will help spot the early signs of dermatitis or other skin problems caused by skin exposure
15. The earlier that health effects are recognised and treated, the more likely it is that the sufferer will make a full recovery
16. Checks can show whether an adequate standard of control is being maintained. They may give an early indication of lapses in control and a need to reassess the controls used.
17. Provide mild, skin-friendly soaps and avoid harsh or strongly perfumed products where possible.
18. Supply moisturising hand creams for staff to use after washing hands, especially during colder months.
19. Ensure staff receive training on good hand hygiene without over-washing, including when sanitiser is appropriate instead of soap and water.
20. Provide suitable PPE (e.g. nitrile gloves) for tasks involving cleaning chemicals, toileting support, first aid, or handling art materials.
21. Ensure gloves are the correct type, size, and material to reduce sweating, irritation, or allergic reactions.
22. Encourage staff to remove gloves immediately after tasks and wash and dry hands properly.
23. Use latex-free gloves to reduce the risk of allergic reactions.
24. Reduce exposure to irritant cleaning agents by providing pre-diluted solutions or using safer alternatives where feasible.
25. Ensure cleaning staff receive training on safe chemical handling, dilution, and avoidance of skin contact.
26. Provide clear instructions for safe storage and labelling of cleaning chemicals to avoid accidental misuse.
27. Ensure art and craft materials are age-appropriate and labelled as non-toxic; supervise pupil use to minimise skin contact.
28. Encourage staff with pre-existing skin conditions (e.g. eczema) to report issues early and seek adjustments as needed.
29. Advise staff to cover existing cuts or broken skin with waterproof dressings.
30. Conduct regular skin checks or self-assessment prompts for staff working with wet work or chemicals.
31. Encourage prompt reporting of symptoms of dermatitis so early intervention can occur.
32. Keep classrooms and cleaning areas well-ventilated to reduce exposure to chemical vapours.
33. Review cleaning schedules to minimise unnecessary exposure to cleaning products.
34. Maintain Safety data sheets for all cleaning chemicals and ensure staff can access them.
35. Provide regular health and safety updates or refresher sessions including dermatitis awareness.
36. Review all controls annually or if dermatitis incidents increase.
37. All relevant safety training to be carried out by a competent person, with records kept on file.
38. Appropriate PPE to be provided where required.

Risk Assessment								
11.	Hazard / Task: Workplace Temperature					Date: 01.10.2026 **Rev 001**		
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
	Risks from Low Temperatures (Cold)							
1	Risk of pupils or staff experiencing discomfort, reduced concentration, and decreased performance due to cold indoor conditions.				M			L
2	Increased likelihood of colds, respiratory issues, and exacerbation of conditions such as asthma.				M			L
3	Risk of stiffness, reduced dexterity, or slower reaction times, which can affect tasks requiring fine motor skills.				M			L
4	Potential for slips if condensation forms on cold surfaces near entrances.				M			L
5	Risk of portable heaters being used unsafely if the building is too cold, creating fire or trip hazards.				M			L
6	Risk of pipes freezing and bursting, leading to water damage and potential hygiene issues.				M			L
	Risks from High Temperatures (Heat)							
1	Reduced concentration and fatigue in both pupils and staff, affecting learning and teaching quality.				M			L
2	Increased risk of dehydration, headaches, heat stress, or fainting during very warm conditions.				M			L
3	Potential for exacerbation of medical conditions, especially among vulnerable pupils or staff.				M			L
4	Irritability or behavioural challenges in pupils due to thermal discomfort.				M			L
5	Risk of electronic equipment overheating, leading to malfunction or increased fire risk.				M			L
6	Increased likelihood of windows and doors being propped open for ventilation, which may affect security or create trip hazards.				M			L
Minimum PPE – Suitable Footwear. ***Additional PPE – Thermal Jacket/gloves.***								
Implementation Responsibility: Caretaker, Principal, Deputy Principal and Staff Members.								

Control Measures In Place (or Required):

Controls for Low Temperatures (Cold)

1. Maintain the school heating system in good working order through regular servicing and inspections.
2. Ensure classrooms, offices, and communal areas are heated to comfortable and safe temperatures in line with recommended guidelines.
3. Monitor indoor temperatures during cold weather and take prompt action if areas fall below acceptable levels.
4. Encourage staff and pupils to wear appropriate warm clothing during colder periods.
5. Keep doors and windows closed as far as practical to retain heat, unless ventilation is required for other safety reasons.
6. Use thermostats and timers to regulate heating and prevent sudden drops in temperature.
7. Restrict the use of portable heaters unless approved as safe; ensure they are placed away from combustible materials and not used near children.
8. Insulate pipes and water systems to prevent freezing and bursting.
9. Ensure entrance mats are adequate to reduce cold drafts and prevent slippery floors.
10. Relocate activities temporarily if a room becomes too cold to use safely or comfortably.

Controls for High Temperatures (Heat)

1. Promote good ventilation by opening windows and doors where safe to do so, or by using mechanical ventilation.
2. Use blinds or curtains to reduce direct sunlight and heat build-up in classrooms.
3. Encourage regular hydration for pupils and staff, ensuring water is easily accessible.
4. Adjust timetables or activities during very warm periods to reduce physical exertion.
5. Limit use of heat-producing equipment during hot days where practical.
6. Provide fans where appropriate, ensuring they are positioned safely and do not create trip hazards.
7. Monitor temperature levels regularly and take action if areas become too warm for safe learning conditions.
8. Allow flexibility in school uniforms or staff dress codes during hot periods to prevent heat stress.
9. Encourage teachers to incorporate short breaks for movement or cooling in very warm conditions.
10. Ensure electronic equipment is used in well-ventilated areas to prevent overheating or fire risk.

General Controls

1. Conduct regular thermal comfort assessments throughout the year, especially during seasonal changes.
2. Respond promptly to staff or pupil reports of discomfort due to temperature.
3. Include workplace temperature as part of routine building checks by caretaking staff.
4. Ensure maintenance staff are trained to recognise heating system faults early and report them.
5. Review temperature control measures annually or following any significant environmental changes.
6. The temperature in rooms in which Staff Members work must be adequate having regard to the:
    - Indoor or special work clothing normally worn by the Staff Members.
    - Physical activity involved in the work.
    - Other elements of the thermal environment, such as radiant heat, humidity, and air movement.

- Need for any special conditions arising from, or required for, the work being carried out, such as heat, cold, humidity etc.

7. Working temperatures to comply with General Application Regulations, 2007. e.g., 17.5°C within 1 hour of commencing work for staff.
8. In cases where it is difficult to maintain an adequate overall temperature, it may be necessary to provide effective local heating, protective clothing, or cooling at individual workstations.
9. Where it is deemed to be too cold, staff and students should be sent home or instructed not to come to school.
10. Where the temperature of the workplace falls below a comfortable level heating shall be put on.
11. Staff encouraged to take rest breaks in cooler conditions when required.
12. All relevant health and safety awareness training is to be provided to all applicable workers with records kept on file with records kept on file.
13. All relevant PPE is to be issued to all applicable workers.

Risk Assessment								
12. Hazard / Task: Welfare Facilities.					Date: 01.10.2026 **Rev 001**			
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Risk of Cross contamination from lack of handwashing facilities or incorrect Handwashing– E. coli, Weil's Disease etc.				M			L
2	Slips Trips and Falls – Unsafe Housekeeping/Slippery Floors due to spillages in toilets etc.			H				L
3	Staff Inadequately Trained in Toilet Hygiene Procedures/Checklist sign off lists etc.				M			L
Minimum PPE – Non-Slip Shoes and Gloves. ***Additional PPE – n/a.***								
Implementation Responsibility: Board of Management, Caretaker, Principal & Deputy Principal								

Control Measures In Place (or Required):

1. Facilities for washing to include running hot and cold water, as well as soap and paper towels or other suitable means of cleaning or drying – especially for any Staff working outdoors.
2. Area large enough to facilitate washing of face, hands, and forearms.
3. Ensure washing facilities are kept clean and Staff have a suitable change into another set of work clothes if necessary.
4. Employer to provide and maintain facilities and arrangements for the welfare of Staff Members at work e.g., place to sit and have meals, drinking water, place to warm up if they get cold and wet etc. (e.g. Maintenance in particular).
5. All relevant health and safety awareness training is to be provided to all applicable workers with records kept on file with records kept on file.
6. All relevant PPE is to be issued to all applicable workers.

Risk Assessment									
13. Hazard / Task: Waste Area.								Date: 01.10.2026 **Rev 001**	
WHO MAY BE HARMED									
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating					
Students:	Yes	Contractors:	No						
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**	
1	Untidy Waste Area Contamination – Weil's Disease/Infections.				M			L	
2	Refuse attracting vermin/pests, etc.				M			L	
3	Overflow of Bins – Litter.				M			L	
4	Untrained Staff on Correct Waste Management Procedures – Litter, Bad Housekeeping practices etc.				M			L	
Minimum PPE – Safety Gloves. ***Additional PPE – Non-Slip Footwear.***									
Implementation Responsibility: Caretaker, Cleaners, Teachers, Principal, Deputy Principals and Staff Members.									

Control Measures In Place (or Required):

1. Do not allow bins to overflow – empty regularly.
2. Have sufficient bins to cope with the waste.
3. Train Staff in the proper use of bins.
4. Keep lids closed on bins.
5. Regularly clean waste bins and surrounding yard.
6. Provide pest control techniques.
7. Wear PPE when working at/near bins.
8. Ensure that bins do not obstruct doors, access, or egress.
9. Use professional waste contractors.
10. Staff trained not to dispose of sharps, broken glass etc in black bins.
11. Train Staff on pest awareness.
12. Staff not to compress waste with bare hands or by standing on waste due to risk of lacerations or puncture wounds.
13. Safe Manual Handling techniques to be followed, especially when moving bales of cardboard.
14. Do not stockpile cardboard boxes – crush and package ready for removal.
15. Staff to wash hands thoroughly after using bins.
16. All relevant health and safety awareness training is to be provided to all applicable workers with records kept on file with records kept on file.
17. All relevant PPE is to be issued to all applicable workers.

Risk Assessment								
14. Hazard / Task: Smoking/Vaping in the Workplace.								Date: 01.10.2026 **Rev 001**
WHO MAY BE HARMED								
Staff Members	Yes	Official Visitors/ Public:	No	Risk Rating				
Students:	Yes	Contractors:	No					
SIGNIFICANT RISKS / POTENTIAL RISKS				**H**	**M**	**L**		**With Controls**
1	Exposed to harmful and toxic effects of tobacco smoke.				M			L
2	Smoking is a major cause of heart disease and a significant contributor to lung cancer.				M			L
3	Risk of Fire Starting.			H				M
Minimum PPE – N/A. ***Additional PPE – N/A.***								
Implementation Responsibility: Board of Management & All Staff Members.								

Control Measures In Place (or Required):

1. Smoking/Vaping is forbidden in the school and on premises.
2. Any person found guilty of breaching the ban on smoking in the workplace may be subject to a fine of up to €3,000.