

SAFETY STATEMENT

OF

SCOIL TRIEST

LOTA,
GLANMIRE,
CORK.

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NOVEMBER 2020

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Revision of Safety Statement

Rev. No	Date	Change	Reviewed by
4	November 2020	Updated for Covid, and reviewed for legislative updates	Tony Murphy of Ayrton Group

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Any changes made by a non staff member or person appointed by Ayrton Group will nullify all responsibility which Ayrton Group may have for this, as well as any associated documentation. Such reviews, revisions & changes to this, as well as any associated documentation, must only be made by an officially appointed person, who is competent to make such changes, carry out such reviews & deliver such revisions.**

1. GENERAL HEALTH AND SAFETY POLICY

This Safety Statement sets out the general policy of Scoil Triest, Lota, Glanmire, Cork.

The aim of this policy is to ensure Scoil Triest will do all that is reasonably practicable to secure the Safety, Health, and Welfare of our employees whilst at work and all others affected by our work.

Scoil Triest will endeavour to comply with all legal enactments relating to Safety, Health and Welfare in the workplace.

This Safety Statement is prepared in accordance with *Section 20 of the Safety, Health and Welfare at Work Act 2005*.

We will also endeavour to take account of the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016*.

Safety is everybody's responsibility, and it is the duty of all personnel to take all reasonable precautions to avoid injury to themselves and those who may be affected by their actions.

Scoil Triest recognise that the primary responsibility for providing and maintaining safe working conditions bears on Management and will endeavour to do everything that is reasonably practicable to comply with this responsibility. The achievement of a safe and healthy working environment requires the commitment and co-operation of all employees and others affected by our work.

SIGNED:

CHAIRPERSON
JUDITH CONWAY

DATE: ___/___/___

2. SAFETY MANAGEMENT & CONTROL

INTRODUCTION

Scoil Triest is a purpose-built school, built in 1998 catering for a maximum of 72 students with Autism and communication disorder. The school is comprised of 12 classrooms with 6 students in each. Each class has one teacher and at least two special needs assistants. Some classes have additional special needs assistants to cater for the particular needs of the children in that class.

Children enrolled in the school are required to present with a moderate or higher cognitive level of ability. In accordance with National Legislation pupils must have at least attained age 12 by September first of their initial school year. The school leaving age is 18 years.

The school is located on the Lota site which contains the administration headquarters of the Brothers of Charity Southern Services. The site also houses residential and training facilities for adults with disabilities.

Free special transport is provided for children by contractors recruited by Bus Eireann who in turn are funded by the Department of Education and Science. Most routes have the services of a bus escort.

The school believes that school staff working in close partnership with the parents contributes significantly to the child's progress in school. This is achieved using various methods including information evenings, newsletter etc. The school also has an 'open door' policy in relation to parents visiting the school.

The school day is from 9.30 – 3.10.

WHAT IS THE SAFETY STATEMENT?

The Safety Statement is the written policy of Scoil Triest detailing how Safety, Health and Welfare at Work, along with all related matters, are being managed.

WHO SHOULD READ IT?

Each staff member has a duty to familiarise themselves with the Safety Statement and its contents. The Safety Statement is freely available to employees. It will be read to any employee, who has difficulty in reading it, in a language that he or she can understand.

VISITORS, CONTRACTORS AND OTHERS WHO VISIT OR ARE INVITED TO THE PREMISES

Any person visiting, working or attending our workplace for any reason, or for whom we carry out work, is invited to read the Safety Statement.

UPDATES AND AMENDMENTS

Changes will inevitably occur from time to time in sections of our operations. These will be recorded in this Safety Statement.

NEW LEGISLATION AND STANDARDS

Scoil Triest will do all that is reasonably practicable to keep abreast of and to comply with new legislation and standards, as these become statutory.

REVIEW OF SAFETY STATEMENT

Scoil Triest must review this Safety Statement at regular intervals, at least every year or where major changes in equipment or work practices occur. Appropriate changes must be made where deemed necessary.

These changes are to be discussed with the workforce concerned by Management. This Safety Statement must be brought to the attention of all our staff at least annually.

3. RESPONSIBILITIES

It is the duty of employees at all levels within Scoil Triest to comply with the Safety Statement and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function, but ultimate responsibility still lies with the named individual.

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.

3.1 Management: Board of Management Chairperson Judith Conway

As the person responsible for the effective management of Scoil Triest, Judith Conway has the ultimate responsibility to represent Scoil Triest in taking control, establishing and maintaining a policy on Health and Safety. This policy shall be represented as this Safety Statement.

In accordance with the general duties placed upon us by *Sections 8 to 11 of the 2005 Act*, Person Responsible Name shall, in so far as is reasonably practicable, ensure compliance with the Safety Statement by:

1. Taking a firsthand interest in the Safety Policy and to support those whose function it is to implement it.
2. Provide the resources necessary, in terms of time, effort and finance in order to promote Health and Safety in this workplace.
3. Take an active part in reviewing any relevant Reports and Audits, relevant changes and improvements (and prioritising these) and ensure that Health and Safety is taken into account at the planning stage of all new work.
4. Ensure that all staff are held accountable for their performance in relation to Safety, Health and Welfare in the workplace, with regard to themselves, their fellow employees and others, who may be affected by their work.
5. Ensure that all staff are competent in their own individual tasks.
6. Ensure that all materials and equipment comply with the requirements of safety legislation and standards and that no items purchased shall interfere with standards of safety.
7. Ensure that the 'Safety Policy' is understood, by all employees by allowing each employee access to the Safety Statement. If any employee has a difficulty in reading or understanding the Safety Statement, it will be read to him in a language that he/she can understand. When changes / amendments occur, ensure these are appropriately circulated.
8. Ensure that all employees will receive adequate training to carry out their tasks safely.
9. Ensure that all employees accept training or literature given in relation to Safety and Health and also accept any advice given by a competent person.
10. Ensure that all employees understand that Health and Safety information about their work is available to them as a right.
11. Ensure the Safety Statement is brought to the attention of the employees at least annually.

3.2 Other Responsibilities of Management: Principal Geraldine Bond

Scoil Triest have appointed a Principal for the school and the following is an outline of the associated responsibilities.

1. Communicate Health and Safety at work by personal example.
2. Ensure that Scoil Triest's Safety Statement and other safety guidance is communicated, observed, understood and implemented.
3. Ensure that all processes and procedures are completed safely and free from ill health.
4. Ensure activities are planned so that they may be carried out safely.
5. Ensure all machinery, equipment and safety devices are properly maintained and safe to use.
6. Provide and maintain adequate guarding systems on machinery.
7. Ensure that only competent personnel adjust, operate and maintain machinery or equipment.
8. Ensure that the safety of lesser-experienced employees is never in jeopardy, from the work they are doing.
9. Where personal protective equipment (P.P.E.) is provided that it is worn, used and maintained.
10. Ensure that the adequate safety training is provided if necessary and availed of by employees.
11. Ensure that employees are aware of actions to be taken in case of an emergency and that properly maintained fire-fighting equipment is available.
12. Ensure good housekeeping standards are maintained and in particular access / exit routes as well as fire exits, and fire points are never obstructed.
13. Ensure all accidents and dangerous occurrences are thoroughly investigated and remedial action taken. Scoil Triest management must be informed as soon as is reasonably practicable.
14. Ensure that changes in processes, procedures or equipment by way of new purchases, maintenance or addition takes full account of health and safety and does not endanger the safety and health of an employee or any other person who may be affected by our work.
15. Considering and supporting any representation about Health and Safety from employees.
16. Provide effective supervision throughout all working practices in Scoil Triest.
17. Take direct interest in the Health and Safety of the employees.
18. Ensure that best practice and advice with regards to prevention of the spread of Covid-19 is complied with, communicating the HSE and Governmental up to date advice.

3.3 Employees

All employees are expected to co-operate fully with all provisions taken by Scoil Triest for ensuring the Safety, Health and Welfare of employees.

All employees are expected to:

- Immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the person in charge.
- Adhere to all safe systems of work, comply with and beware of hazard warning signs and safety signs, which indicate dangerous machinery, substances or procedures.

All employees have specific statutory responsibilities under the *Safety, Health and Welfare At Work Act, 2005, Sections 13 and 14*. This legislation is outlined as follows:

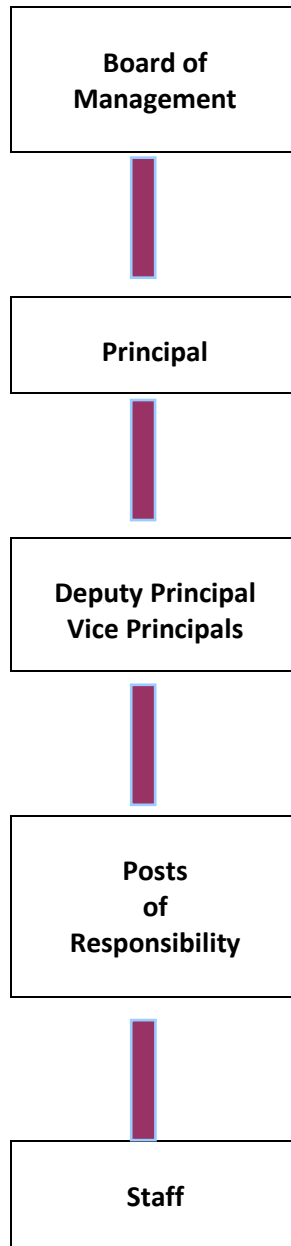
It shall be the duty of every employee while at work:

- To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his / her use alone or for use by him/her in common with others for securing his safety, health or welfare while at work) and
- To report to his/her employer or his / her immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of which he becomes aware.
- Not to be under the influence of alcohol or drugs to the extent that would pose a danger to themselves or to others
- If reasonably required by the employer, to submit to any appropriate, reasonable and appropriate tests as may be required by Statutory Regulations or as set out under the *2005 Safety, Health and Welfare at Work Act*.
- Not to engage in improper behaviour such as bullying or horseplay which could endanger any other person, in the workplace.
- Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate, any reasonable assessment required.
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities.

Other statutory employee responsibilities are as laid down in the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016*. These state that every employee has a duty to take into account training and instruction given by their employer in relation to:

1. Making correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.
2. Where personal protective equipment is provided that the employee:
 - a) Should make full and proper use of this.
 - b) Uses it in accordance with the information, instruction and training provided by the employer.
 - c) Take all reasonable steps to ensure that the employee returns this equipment to storage after its use.

3.4 Organisational Chart



3.5 Table of Responsibilities

OPERATION	TITLE	NAMES
Overall responsibility.	Chairperson	Judith Conway
Accident Investigation	Principal	Geraldine Bond
Risk Assessments	Principal	Geraldine Bond
PPE Identification	Principal	Geraldine Bond
First Aid Supplies	Member of Staff	Linda Devine
Trained First Aider	First Aider	Linda Devine, Sinead Madden, Rose O`Riordan
Safety Representative	Teachers	Joanne O` Callaghan, Maureen Farrell, Eileen McCarthy
Safety Officer	Principal	Geraldine Bond
Identification of Training Needs	Principal	Geraldine Bond
Delivery of Training	Principal/ External Consultants	Geraldine Bond
Safe Work Procedures	Principal	Geraldine Bond
Emergency Drill / Plan	Principal	Geraldine Bond
Preventative Maintenance	Principal	Geraldine Bond
Statutory Inspections	Principal/ External Consultants	Geraldine Bond
Design / New Product	Principal	Geraldine Bond
Purchasing	Chairperson/ Principal	Judith Conway/ Geraldine Bond
Supervision to Ensure Safety	Principal	Geraldine Bond
Remedial / Corrective Action	Principal	Geraldine Bond
Health Surveillance	Chairperson/ Principal	Judith Conway/ Geraldine Bond
Consultation	Chairperson/ Principal	Judith Conway/ Geraldine Bond
Employee Co-operation	Principal	Geraldine Bond
Review Process / Auditing	Chairperson/ Principal	Judith Conway/ Geraldine Bond
Covid 19 Lead Worker Representatives	Staff/Teacher	Linda Devine, Colette Butler

4. RESOURCES

Scoil Triest shall dedicate the resources necessary to ensure in so far as is reasonably practicable, the Safety, Health and Welfare of employees.

The following resources will be dedicated:

1. The Management and if necessary, Consultants or Competent Persons for appropriate safety consultancy, auditing and training input.
2. Time for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.
3. Effort for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee Safety, Health and Welfare to carry out their functions.
4. Finance to ensure, in so far as is reasonably practicable, the Safety, Health and Welfare of employees. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or starting of new provisions for securing the Safety, Health and Welfare of our employees.
5. The resources to ensure that Safety, Health and Welfare in the workplace is taken into account at the planning stage of all new work, where this new work may have effects on employee Safety, Health and Welfare.

4.1 Consultation

Where possible, projects involving or affecting Safety, Health and Welfare at Work will be discussed in advance in this method and all opinions will be taken into consideration before management decisions are taken, as is required in *Section 26 of the Safety, Health and Welfare at Work Act, 2005*.

Each employee will be given the opportunity to make representations to management as applicable.

Section 25 of the Safety, Health and Welfare at Work Act 2005 makes provision for the election from amongst the employees of a Safety Representative. Management will assist employees in this regard and will recognise the role of the Safety Representative.

Employees will be given access to any information in the possession of Management that pertains to the Safety, Health and Welfare of employees, subject to the exclusion of:

- Information relating to an individual.
- Information pertaining to Scoil Triest taking or defending a legal action.
- Information, which may not be disclosed without contravening a legal prohibition.

Where required we shall put in place the necessary arrangements for the provision by the staff of a SAFETY REPRESENTATIVE.

(Please refer to Section 3.5. Table of Responsibilities for details).

5. TRAINING

In relation to the training of employees we intend to comply with the duties placed upon us by the *Safety, Health and Welfare at Work Act, 2005, Section 10*.

It is recognised that ongoing Safety Training is required in order to assist in the maintenance of a high standard of service. Safety Training and Safe Work Procedures, such as Manual Handling training, will be built into every training package. However specific training will be provided for matters such as Fire Safety, Emergency Procedures and First Aid.

All employees will receive induction training upon commencing employment, to include good housekeeping practices and hygiene. Scoil Triest will ensure that the employees are made aware of the hazards present and the safety precautions necessary. The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing the work safely.

All training will be recorded.

Where it is deemed to be necessary, employees will be given further training or retraining as required and this will also be recorded, and progress monitored.

Areas of training completed are:

- First Aid Training – 3 qualified First Aiders
- Fire Safety Training
- Manual Handling
- Behaviour Intervention Training
- Behaviour Management Training
- Administering of Medication Training

Suggested areas for training:

- Fire Warden training

6. DISCIPLINARY PROCEDURE

Breaches of Health and Safety regulations at Scoil Triest may be treated as a matter for discipline and depending on the seriousness of the breach, may be dealt with by suspension without pay or dismissal without notice.

For breaches of the Health and Safety regulations, which do not warrant such action, the employee will be warned and given a reasonable opportunity to put them right.

All such records will be kept in the Employees Personnel files.

In the event of a breach of Scoil Triest rules or failure to work to an appropriate standard, the following procedure will be followed.

1.	Verbal Warning / Counselling	Record. Copy of form to personnel file.
The employee will initially be given a verbal warning and counselling by his or her immediate supervisor which will be recorded on the employee's personnel record.		
2.	Written Warning / Formal	Record. Copies to person concerned, supervisor / manager and personnel file.
In the event of a <u>further</u> breach of conduct, poor attendance or lapse of performance, the employee will be issued with a formal written warning. This warning will remain on the employee's personnel file.		
3.	Final Written Warning	Record. Copies to person concerned, supervisor / manager, shop steward and personnel file.
In the continuing event of further breaches of conduct or performance, the employee will be issued with a Final Written Warning. At this stage, Scoil Triest may also impose a period of suspension without pay.		
4.	Suspension / Dismissal	Record. Inform the person of the right to appeal. Note to personnel file.

If, following a period of suspension without pay and / or a final written warning, an employee is guilty of further breaches; the employee will be dismissed.

All warnings will remain on file one year from date of issue, subject to the attainment of the necessary sustained improvement.

In cases of misconduct warranting summary dismissal - the following procedure applies. For incidences as listed above, Scoil Triest may summarily dismiss an employee without recourse to the procedure outlined in clauses 1-4 above.

In cases where Scoil Triest considers that the summary dismissal is warranted, it may suspend an employee with pay in order to facilitate investigation of the particular case. Following investigation of any matter under this clause, Scoil Triest may decide either to impose another form of discipline i.e. dismissal, suspension without pay and / or final written warning, without recourse to procedure in 1 to 4.

If behaviour alters or becomes satisfactory, the employee needs to know that Warnings are not held over them.

In brief Scoil Triest disciplinary procedure consists of:

1. A verbal warning.
2. A written warning for repeat, or more serious first offences.
3. Final warning, suspension or probationary period.
4. The right to immediately dismiss employees is retained for the more serious offences.

6.1 Examples of Gross Misconduct

The following lists examples of gross misconduct: -

1. Negligence resulting in injury or possible injury to others, destruction / damage to Scoil Triest property or goods.
2. Drunkenness while at work.
3. Possession, use of, or being under the influence of drugs while at work.
4. Wilful neglect or destruction of Scoil Triest property.
5. Falsification of returns or other official documentation.
6. Working while on sick leave.
7. Fighting or threats of acts of physical violence.
8. Possession, on Scoil Triest premise, of firearms or arms defined by law.
9. Theft of Scoil Triest or other employee's property.
10. Interference with or theft of First Aid or other safety equipment.
11. Sabotage, attempted sabotage or threatened sabotage of Scoil Triest or any employee's property.
12. Deliberately restricting output or quality of our work.
13. Violation of other employee's rights / freedom by threats of violence or other action.
14. Serious misconduct affecting the interests of the employees and / or Scoil Triest.
15. Refusal to carry out a lawful instruction given by a level of authority.
16. Unauthorised use, possession or disclosure of Scoil Triest private information.
17. Disregard of Scoil Triest Safety Rules and Regulations, the contents of this Safety Statement or specific instructions given.
18. Disregard the fire precautions, particularly those relating to smoking in prohibited areas.

All employees are advised that failure to comply with the above can result in prosecution by the enforcing authority and / or use of the Scoil Triest. Disciplinary Procedures in relation to serious offences, which can carry an instant dismissal penalty.

7. ACCIDENTS AND DANGEROUS OCCURRENCES

7.1 Reporting and recording of incidents e.g. injury, accidents, damage to personal property or school property etc.

Please refer to our policy with regards to Reporting & Management of Incidents and Accidents Policy

1. Introduction

1.1 Definition of an Accident/Incident

An event or series of events that result or could result in physical harm (injury or disease) to an individual, damage to property, a loss or any combination of these effects.

1.2 Purpose

The prevention of accidents and incidents is fundamental to Scoil Triest.

An effective procedure for the reporting and management of incidents will assist us, as a school to ensure that people:

- are safe and in comfortable environments,
- are free from abuse and neglect.
- are treated fairly,
- are respected,

The management of incidents is about ensuring that when an incident happens:

- those involved are safe and receive whatever medical attention they require,
- the appropriate recording is done,
- those who need to be informed are informed,
- any actions that need to be taken are taken, in a timely fashion, and
- the information generated through incident reporting is turned into management knowledge that can be used to ensure that such incidents are reduced or eliminated.

This document outlines why it is necessary to report and manage incidents and accidents and it describes the process by which this will be done.

1.3 Principles of a good Incident Management and Reporting System

We aim to provide environments that are pleasant, reflect the preferences, and meet the needs of the people who use them. Even when we pay attention to the quality of life issues, incidents and accidents will occur in our school.

It is essential that we have a mechanism for managing them effectively when they do occur and that they are recorded in a way that facilitates the school team to learn from them.

2 Incident Reporting

It is the responsibility of all staff to report all incidents, not just those that lead to the injury of a student or staff member.

All incidents and injuries will be recorded and monitored; treated as important and reviewed by the school principal/senior teacher.

Written Record of Incident: It is vital that incident data is recorded in such a way as to allow us to learn important lessons about how we manage incidents. The incident data should be factual and without prejudice

Sharing of Information: A strong incident management practice requires the continuous sharing of information and values throughout the work experience of colleagues.

Enhancing Quality of Life: Incident management is closely tied to the quality of life of our students and the quality of work life for our school staff

Easily Accessible Records: The information about what happened to bring about an incident or injury must be presented clearly and easily located.

Quick and accurate recording and investigation of all incidents and injuries must be carried out. This enables suitable measures to be introduced to adapt to situations as quickly and as effectively as possible and to ensure, as far as is reasonably practicable, that a re-occurrence does not occur.

Health and Safety: Those people with a particular responsibilities for all Health and Safety should review all incident forms where injuries have occurred as a result of defective or damaged buildings, facilities or equipment. Repair or maintenance may well be required to prevent future reoccurrence of the incident or injury

Other organizations or institutions: Other organisations may wish to examine the information contained. These organizations will require the appropriate consents and mandates to comply with the Freedom of Information Act.

<p>3. What to do if there is an incident The procedures outlined here apply to incidents involving both staff and students. STEPS TO FOLLOW</p>		
Step 1	Ensure The Immediate Safety Of All Persons Involved	<p>The primary responsibility of staff in the event of an incident or injury is to take the necessary action to ensure the immediate safety of all persons involved. This may involve calling the emergency services and/or administering first aid. It will involve ensuring that all people are safe and accounted for. Only when this is attended to should members of staff focus on the reporting procedure.</p>
Step 2	Inform Senior Staff on duty	Report all incidents to Principal/Senior Teacher as soon as possible
Step 3	Document Incident using the School Incident form provided (Appendix A)	<p>An Incident form is completed to include the following information</p> <ul style="list-style-type: none"> • Pupil(s) involved • Date of Incident • Time of Incident • Location of incident • What was happening at the time • Brief description of incident: The information here requires to be precise, describing exactly what happened at the time. • Name of witness / position: • Signature of person conducting the report • Signature of Principal • All signatures should be written clearly and legibly <p>• Completed incident forms should be given to the Principal / Senior teacher</p> <ul style="list-style-type: none"> • Principal will read and sign and file in the school incident folder
<p>4. What to do if there is an Serious Incident / Accident An accident / serious Incident is deemed to have occurred if a person is injured and requires medical attention</p>		

	The Incident Management Procedures should be followed	Follow Steps 1 to Step 3
	Procedure for injury to Students	<ul style="list-style-type: none"> • Any injury to student must be reported immediately to the Principal or Senior Teacher • First Aid Responder should be called to assess the injury • Parents should be contacted and given an outline of the injury by the teacher or Principal • If in any doubt as to whether medical attention is required, the parents are requested to collect the student. In the event of not being able to contact parents, ambulance should be called to take student to the hospital if deemed necessary. • Where parents are not present, a staff member should accompany the student. The student's main file should be taken with him / her to the hospital. It should contain consent forms, list of allergies and any other relevant information. • All Students are covered by Allianz Pupil Personal Accident Cover. Where a student requires medical attention parents should be advised to complete the Public Liability Accident available on www.allianz.ie
	Procedure for Injury to Staff	<ul style="list-style-type: none"> • Any injury to staff should be reported immediately to Principal or Senior teacher. • First Aid Responder should be called to assess the injury. • If the staff member requires medical attention, the Principal / Senior teacher should request that the staff member has the injury medically evaluated by their own G.P. If physiotherapy is required, a written recommendation from the G.P. is required to be issued to the Board of Management. • The cost of the initial doctor's visit, initial prescription and a maximum of three physiotherapy visits, if recommended by doctor, will be reimbursed by the Board of Management when receipt of payment is supplied. In a case where a staff member has private health insurance or has a medical card, the Board of Management will reimburse the balance / excess of monies paid. Self-declaration form (Appendix C) should accompany receipt.

<p>Step 4</p> <p>If medical attention is required, as details emerge the Injury Reporting Log needs to be completed. This form (Appendix B) should be completed as soon as possible (2 to 3 days at most) after the accident if possible.</p> <p>Step 5</p> <p>The Injury Reporting Log is forwarded to the insurers on a monthly basis.</p>		<p>An Injury Report log is completed in consultation with the Principal or Senior Teacher</p> <ul style="list-style-type: none"> • Date • Time • Name (initials only) • Details of incident / cause • Any injury sustained • Was treatment required? if so what? • Any witnesses <p>• As per step 4</p>
<p>Step 6</p>	<p>Follow Up Procedures</p>	<ul style="list-style-type: none"> • A report is submitted by the Principal to the Health and Safety Authority if a staff member is absent for more than 3 days as a result of an accident or injury • Application for assault leave will be made to the Department of Education and Skills as per Department Guidelines – Circular 0061/2017 (teachers) Circular 0062/2017 (SNAs)
<p>Step 7</p>	<p>Debriefing (Support and Communication)</p>	<ul style="list-style-type: none"> • In the event of a serious incident / accident staff members should be given an opportunity to debrief with the In School Management team member or trusted colleague from their bubble to talk through the event or events in order to acknowledge and listen to the emotions that events of this type generate. • An Incident Analysis Guide (ABC form) (Appendix D) should be used to support staff in the analysis of a serious incident / accident as soon as possible after the event. • Emergency contact number should be entered in staff details page in welcome pack.
	<p>Damage to Personal Property</p>	<ul style="list-style-type: none"> • Staff are required to take every care of their own personal belongings. The Board will not take responsibility for items stolen or lost where due care was not exercised. • Claims for damage to personal property are processed through the Board of Management. Where a settlement is made from the board of Management a staff member is required to sign a declaration of full and final settlement.

Related Policies:

- Code of Behaviour
- Health and Safety Policy
- Anti- Bullying Policy

Appendices:

- Appendix A: School Incident Reporting Form
- Appendix B: School Injury Reporting Log
- Appendix C: Reimbursement of Expenses Declaration Form
- Appendix D: Incident Analysis Guide

APPENDIX A

SCHOOL INCIDENT REPORT FORM

Pupil (s) Involved: _____

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

What were you doing at the time?

Description of incident:

<i>Name of witnesses</i>	<i>Position</i>
_____	_____
_____	_____

Signature: _____

APPENDIX B

SCHOOL INJURY REPORTING LOG

Date of incident	Time of incident	Employee name (initials only)	Details of Incident (what caused the incident)	Any injury sustained	Was treatment required / if so what	Any witnesses

APPENDIX C

Re- Imbursement for medical expenses after injury during work

I accept payment of _____ in respect of money I spent receiving medical attention resulting from an injury I received in the course of my duties in Scoil Triest on _____ (date)

I accept this payment without prejudice to any claim I may make in respect of the injury/ies incurred and also with the understanding that the Board of Management are not at the present time accepting liability with regard to any claim which may be made.

*I do not have Private health insurance /medical card. I am claiming for _____

*I do have Private health insurance/medical card. I am claiming for a balance of _____

Please see attached receipt from my medical insurer, initial doctor's visit, initial medication, Physiotherapy visits (delete as relevant)

Signed: _____

Name: _____

Date: _____

APPENDIX D

Incident Analysis Guide

Environmental & Emotional Context.

Was (Name of child) expecting something that did not happen?
What was (Name of Child's) emotional state prior to the incident?
Who else was in the room at the time?
What issues were affecting (Name of Child) around the time of the incident?
What issues were affecting other people in the vicinity of (Name of Child)?
Were there any recent changes to his or her environment?

Antecedents:

What happened just before the incident?
What requests were made of (Name of Child)?
What work was s/he engaged at (materials or equipment)?
How was his time structured or unstructured?

Behaviour:

What did (Name of Child) actually do?
How long did it go on for?
How was this situation managed?

Consequences:

What happened immediately after the incident?
How was (Name of Child) afterwards?
Was s/he calmer?.... more agitated?..... upset?
How were other people affected?
Did (Name of Child) get anything as a result of the incident?
Did (Name of Child) avoid or escape anything as a result of the incident.

<u>Date</u>	<u>Staff</u>	<u>Antecedents</u>	<u>Behaviour</u>	<u>Consequences</u>

8. FIRE / EXPLOSION / EVACUATION

FIRE

CALLING THE FIRE BRIGADE

1. DIAL 999 or 112.
2. ASK THE OPERATOR FOR THE FIRE BRIGADE.
3. WHEN THE FIRE BRIGADE ANSWERS, STATE DISTINCTLY:
FIRE AT:

SCOIL TRIEST

NEAREST MAIN ROAD OR LANDMARK:

LOTA, GLANMIRE, CORK. T23 W920

YOUR PHONE NUMBER IS:

021-4822916

4. DO NOT ASSUME that the call has been received until the above information has been acknowledged by the Fire Brigade.
5. If safe to do so, remain near the telephone in case the Fire Brigade should ring back to confirm details.
6. IF Evacuation is necessary, proceed to the ASSEMBLY POINT.
7. Bring the daily attendance sheet and visitor book to conduct a roll call.
8. DO NOT RE-ENTER THE PREMISES, remain at assembly point until otherwise advised.

USEFUL PHONE NUMBERS:

Emergency	999/112
Hospital (CUH)	021 4546400
Garda (Anglesea Street, Cork)	021 4522000
Garda (Glanmire)	021 4831002
Fire Brigade (Anglesea St, Cork)	999/112

FIRE

EVACUATION PROCEDURES

Should you discover a fire, or one is reported to you, **IMMEDIATELY** raise the **ALARM** and:

1. **Open the nearest available exit in your area and direct people to this exit.**
2. **Make sure that all areas (i.e. toilets, cloak rooms, storerooms) are searched for stragglers. If safe to do so, close all doors and windows behind you.**
3. **Evacuate the facility immediately. Do not take anything with you.**
4. **If safe to do so, close all doors and windows behind you.**
5. **Once evacuated, no person should be allowed back into the building under any circumstances.**
6. **Rescue: If any personnel are discovered missing or are injured, they will need assistance to bring them to safety. You should only re-enter the area under these circumstances, if you are not placing yourself in danger and have permission to do so.**
7. **Fire Control: You should only attack the fire if you know what you are doing and if you are not placing your own life in serious danger. Fire Extinguishers and fire fighting equipment are provided for this purpose.**
8. **Management must complete a roll call.**
9. **Carry out any special task or tasks allocated by Management.**
10. **Do not go home. You must wait until you have been given permission to leave.**

8.1 General Fire Precautions

All staff members should familiarise themselves as soon as possible with:

1. The layout of the premises.
2. The location and operation of emergency exits.
3. The location and operation of extinguishers, hose reels and break glass units where fitted.
4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

EACH MEMBER OF STAFF SHOULD OBSERVE THE FOLLOWING RULES:

- Refuse or wrappings to be disposed of only at points intended for the purpose.
- Always discard your cigarette safely (i.e. in an appropriate metal bin).
- Smouldering material to be extinguished before disposal.
- Escape routes, extinguishers and emergency exits to be kept clear at all times.
- Fire Doors must never be fixed in an open position.
- Faults in Electrical, Gas, Extinguishers and Fire Alarm Equipment to be reported to Management immediately.
- NO SMOKING or Naked Lights where Smoking is forbidden or in any indoor location.
- Except with Management permission, no work to be carried out involving any Fire Hazard.
- Never use Fire Equipment for other uses besides Fire Fighting.
- **NEVER** smoke in the vicinity of gas cylinders, petrol or other flammable substances.
- **NEVER** direct water at any electrical installation, equipment or wiring.

8.2 Fire Fighting Equipment

Fire Fighting Equipment may be selected as per the table below:

FIRE RISK	FIRE EXTINGUISHER COLOUR CODES			
	WATER	FOAM	CARBON DIOXIDE	DRY POWDER
LABEL COLOUR	Signal RED	Pale CREAM	BLACK	French BLUE
Paper, Wood, Textile & Fabric.	✓	✓		✓
Flammable Liquids.		✓	✓	✓
Flammable Gases.			✓	✓
Electrical Hazards.			✓	✓
Vehicle Protection.				✓

9. ENVIRONMENTAL POLICY

Scoil Triest commits itself to work in a manner that conserves our Environment and protects the Safety, Health and Welfare of our employees and sub-contractors, customers and the community.

Our objective in the environmental health and safety area is to assume a responsible position.

In accomplishing this we will:

1. Comply with all local, and national legislation.
2. Ensure that our operations and products used do not create unacceptable risks to human health or the environment.
3. Assess the discharges and waste generated from our sites / premises and their effects, if any, on the environment and community.
4. Ensure that all of our waste is disposed of properly.
5. Where possible waste generated will be recycled.
6. We will endeavour to keep these sites and grounds as tidy and clean as possible for the local communities.

NEVER THROW ANYTHING HAZARDOUS INTO A DRAIN, STREAM OR RIVER.

Our goal of a less hazardous environment can be achieved by a conscientious effort and commitment to excellence from all staff.

10. WELFARE

Scoil Triest undertakes to protect the Health and Welfare of staff and others affected by our works such as sub contractors and customers.

We intend to comply with current legislation covering this subject; *2005 Act and 2007 to 2016*. Issues of welfare will always be treated in the strictest confidence.

10.1 Hygiene Facilities

Employees are encouraged to wash hands regularly, particularly before eating.
Wash hand basins, towels, toilet facilities, running water are provided at our premises.

10.2 Canteen Facilities

Canteen facilities are provided for staff.

10.3 Smoking

No smoking is allowed in any indoor work area under The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) and where flammable substances are in use or stored. Employees found smoking in these areas will face disciplinary procedure.

The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) will be strictly implemented by this company.

10.4 Pregnant Employees

The health status of pregnant employees must not be affected in any way by our work, whether on site, in the office or elsewhere.

As per Chapter 2 of Part 6 and the related schedule 8 of the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2016*, we shall endeavour to:

- Inform all female employees of their rights & duties when they start work with us.
- Carry out a specific risk assessment of her work.
- Inform her that she must inform Management of her condition as soon as it is practicable after it occurs, and at the time of notification, give to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition.
- Provide suitable work for this employee, should her situation require a change from her present activities.
- Provide suitable rest facilities for her.
- Provide paid Safety & Health leave should we not have alternative, safe work for her, as is required under these regulations.

10.5 First Aid

Adequate First Aid kits are provided by Scoil Triest. Please report to Linda Devine if any item needs to be replaced.

Linda Devine, Sinead Madden & Rose O`Riordan are trained First Aiders.

The table below is the minimum recommendation by the Health and Safety Authority.

RECOMMENDED CONTENTS OF FIRST AID BOXES & KITS				
MATERIALS	TRAVEL KIT CONTENTS	FIRST AID BOX CONTENTS		
		1 – 10 Persons	11– 25 Persons	26 – 50 Persons
Adhesive Plasters	20	20	20	40
Sterile Eye Pads, bandage attached.	2	2	2	4
Individually wrapped Triangular Bandages.	2	2	6	6
Safety Pins.	6	6	6	6
Medium individually wrapped Sterile un-medicated Wound Dressing (approx. 10 x 8 cms.)	1	2	2	4
Large individually wrapped Sterile un-medicated Wound Dressing (approx. 13 x 9 cms.)	1	2	6	8
Extra Large individually wrapped Sterile un-medicated Wound Dressing (approx. 28 x 17.5 cms.)	1	2	3	4
Individually wrapped Wipes.	10	10	20	40
Paramedic Shears.	1	1	1	1
Pairs of Latex Gloves.	3	5	10	10
Additionally, where there is no clear running water, Sterile Eye wash. **	2 x 20ml	1 x 500ml	2 x 500ml	2 x 500ml
Pocket Face Mask	1	1	1	1
Water Burns Dressing small 10cm x 10cm ***	1	1	1	1
Water Burns Dressing large***	1	1	1	1
Crepe Bandage 7cm	1	1	2	3

NOTE:

Where more than 50 people are employed, pro-rata provision should be made.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. The container should be CE marked. **Eye bath / eye cups / refillable containers should not be used for eye irrigation.

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

AED. The provision of Automated External Defibrillators (AED) in the workplace should be considered, especially where there is a trained Occupational First Aider. The training of other staff members in the use of the AED is also encouraged by the H.S.A.

10.6 Contractors

Every contractor or subcontractor to Scoil Triest is bound to the rules as laid down under the Safety Statement of the Company. The *Safety, Health and Welfare at Work Act 2005, sections 17 (3) and 21* govern all contractors to the company and they are requested to make themselves familiar with these sections.

The contractor shall be responsible for the area he is working in. Trailing leads and cables shall be brought from overhead whenever possible. A contractor should erect barriers around his work area where personal injury is possible.

A contractor's work method must be carried out according to the terms of the contract if and where applicable, safe working conditions agreed upon prior to commencement of work or explained during the work. All work must be to standards as governed by legislation. The contractor is obliged to hand over a copy of his Safety Statement, job Hazard / Risk assessment and job method statement for review by the company before work commences. They may be asked to make changes to any element where considered necessary by Scoil Triest.

Contractors are requested to familiarise themselves with the Company Safety Procedures prior to commencement of work. This should include reading and understanding our Safety Statement and or explanations from our employees. An outline of the plan of work and intended safe working practices will be requested.

Contractors appointed to design, build or carry out any form of maintenance work on behalf of Scoil Triest must abide by all legal requirements, including their roles and responsibilities as per the Construction Regulations of 2013, S.I. No, 291.

11. HARASSMENT AND BULLYING POLICY STATEMENT

As part of its overall commitment to equality of opportunity, Scoil Triest is fully committed to promoting a good and harmonious working environment where every employee is treated with respect and dignity and in which no employee feels threatened or intimidated because of his or her religious beliefs, political opinion, gender, marital status, disability or race. This aim of the policy is to prevent harassment, provide guidance to resolve any problems should they occur and prevent re-occurrence.

Harassment detracts from a productive working environment and can affect the health, confidence, morale and performance of those affected by it, including anyone who witnesses or knows about the unwanted behaviour. This can have a direct impact on the profitability and economic efficiency of the organization.

Harassment at work in any form is unacceptable behaviour and will not be permitted or condoned. Sexual, sectarian and racial harassment, as well as harassing a disabled person constitutes discrimination and is unlawful under the sexual discrimination, fair employment, race relations and disability legislation.

Harassment is inappropriate behaviour at work and will be treated by Scoil Triest as misconduct, which may include gross misconduct warranting dismissal.

All employees must comply with this policy.

Please refer to our Policy on Bullying and Harassment for further details.

12. PERSONAL PROTECTIVE EQUIPMENT

It is Company Policy that Protective Equipment is issued for your own safety. Following a Hazard Identification / Risk assessment, Personal Protective Equipment (P.P.E.) will be issued and must be when the risk cannot be reduced by other means.

Scoil Triest will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, the EC Directive on PPE 89/656/EEC and of 2007 to 2016, Chapter 3 Part 2, Regulations 62 to 67 and Schedule 2 as far as is reasonably practicable.*

Each employee who is issued with personal protective equipment is responsible for its use and safe storage and must immediately report loss or damage to those in charge.

If protective equipment is supplied but not used, both the employee and Scoil Triest are breaking the law. It is unacceptable and against Safety Policy to condone non-use of the equipment by effectively turning a 'blind eye' to the non-user: the regulations and standards must be enforced for the health and safety of the individual.

Any individual who refuses to wear the equipment should be counselled as to the reasons why the equipment must be used. If the individual persists in refusing to use the equipment, they should be advised that Scoil Triest regards this as a matter of gross misconduct. If the individual continues to refuse to use the equipment, our disciplinary procedure will be invoked.

RESPONSIBILITIES:

1. It is the responsibility of Scoil Triest to provide adequate Personal Protective Equipment where no other method of risk reduction is reasonably practicable.
2. We intend to supply PPE to adequate standards, sizes and amounts as it is required, as per *General Application Regulations 2007 to 2016, Chapter 4, Part 2, Regulations 68 & 69 and Schedule 2 of these Regulations.*
3. We intend to ensure that all PPE, which requires maintenance, is maintained to an adequate standard, in good working order and in a satisfactory hygienic condition, so as not to provide risk to *Safety, Health and Welfare of the user, as per 2007 to 2016, Regulation 66.*
4. We intend to make provisions for ensuring that where P.P.E. is provided that it is used.

Employees (Safety Health & Welfare at Work Act 2005, Section 13 & 14)

1. Where employees have been provided with Personal Protective Equipment for protection of their Safety and Health it is their duty to wear it. The only exception to this is where a medical condition stipulates against its use.
2. Any defects in his equipment should be reported to Scoil Triest and a replacement obtained.

13. MANUAL HANDLING

Injury can occur from lifting even relatively light loads if proper precautions are not taken. We will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, and 2007 to 2016 Chapter 4 Part 2, Regulations 68 and 69 and Schedule 3 as far as reasonably practicable.*

13.1 Factors to be considered as lifting hazards

1. Weight of load.
2. Size of load.
3. Bulky load.
4. No proper grip.
5. How often is load lifted?
6. Is there enough space to lift safely?
7. Is lifting done outside best lifting range (above chest / below hip).
8. Is best lifting technique employed?
9. Health and ability of person lifting.
10. How far is item lifted (distance)?
11. Are platforms provided?
12. Is training given?
13. Is area kept free of obstruction - trip hazards?

Consideration must be given to reduce the incidence of injury in manual handling situations.

13.2 Principles of Lifting

1. Assess the Risk
2. Bend the Knees
3. Broad Stable Base
4. Back Straight
5. Palmer Grip
6. Arms Close to the Trunk
7. Weight Close to Centre of Gravity
8. Feet Point in Direction of Movement

ALWAYS USE MECHANICAL LIFTING EQUIPMENT WHERE POSSIBLE.

14. COMPANY MECHANICAL EQUIPMENT

The following is a non-exhaustive list of equipment, which may be in use on specific types of work by employees at any stage:

Office: Office Equipment

Canteen Equipment: Fridge, Knives, Cutlery

Art Materials

Soft playroom

Boiler House

Bikes / Scooters

Swimming Pool

Gym Room

15. Covid-19

Background: COVID-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called CoronavirusSARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection. This is at the core of this document.

This virus is here to stay for the foreseeable and until a vaccine is discovered. This will change the way we live, work and socialise.

The background situation regarding precautions, updates and so on is a very fluent & ever-changing situation.

The following are useful links to help keep up to date with this evolving situation:

<https://www2.hse.ie/conditions/coronavirus/protect-yourself.html> and the H.S.A.

https://www.hsa.ie/eng/news_events_media/news/news_and_articles/coronavirus.html

[https://www.nsai.ie/images/uploads/general/Covid19 Workplace Protection and Improvement Guide.pdf](https://www.nsai.ie/images/uploads/general/Covid19_Workplace_Protection_and_Improvement_Guide.pdf)

<https://cif.ie/coronavirus/>

The Department of Education have issued guidance for Educational facilities, the details of which are available at:

<https://www.education.ie/covid19>

- **Symptoms**
 - ensuring no person with symptoms attends site - fever (temperature), cough, shortness of breath, breathing difficulties. All staff must follow H.S.E. guidelines in relation to restricted movement and self isolation.
- **General Health**
 - personnel living with “at risk groups” as defined by the HSE, must consider if there is a heightened risk from attending work.
- **Travel**
 - persons returning to the island of Ireland should refer to national advice issued by the HSE / the Department of Foreign Affairs.
- **Hand Hygiene**
 - ensuring everyone is washing hands regularly and thoroughly or sanitizing and sufficient facilities are provided and maintained to allow this to happen.
- **Social Distancing**
 - ensuring workers maintain 2-metre (2m) separation insofar as possible while working, when using toilets, canteens, drying rooms etc. Also, to promote social distancing when travelling to and from work (public transport, vans etc.), and in their daily lives, in order to limit exposure.
- **Cough Etiquette / Respiratory Hygiene**
 - ensuring people cough / sneeze into sleeve or elbow, always cover up, dispose of tissues.
- **Cleaning**
 - ensuring that all frequently touched objects and surfaces are regularly cleaned and disinfected.

Policy Statement:

Scoil Triest will endeavour to comply with all advise issued by:

- HSE (Health Service Executive)
- WHO (World Health Organisation)
- The office of public health at all times when dealing with the Covid-19 outbreak.
- The Covid-19 Department of Education and Skills guidelines.
- All the latest information will be monitored and shared with all employees.
- All Risk Assessments will be reviewed and communicated to the work force.
- A shared and unified approach is required in these challenging times between Employer & Employees.

Roles & Responsibilities:

Management has a responsibility to provide all employees with all the necessary information and training when made available with regards to COVID-19. All policy's and work practices require review, this can be achieved by the implementation of mitigation measures to combat the spread of COVID-19 in the workplace.

Scoil Triest are reducing the number of persons in any work area to comply with the 2-metre physical distancing recommended by the HSE.

Scoil Triest have advised all operatives via email and verbally of the controls that will be applied to prevent the spread of the virus.

All operatives must follow the guidance provided and review the attached Risk Assessment.

Control Measures:

- All workers to be inducted and briefed on the controls before returning to work.
- All documentation must be updated prior to attending school- i.e. the safety statement & Risk Assessment.
- All workers must travel to work separately and where possible maintain distance in line with the guidelines issued in the CIF Action Plan.
- A Covid19 Compliance Officer has been appointed to ensure that the controls as highlighted in the Action Plan and Risk Assessment are enforced at site level.
- The Management must ensure that all school facilities are sufficient to allow for the social distancing and hygiene requirements of the SOP/ Action Plan and to take appropriate immediate action where they are not.
- Disinfection stations & Hand Wash/ Sanitizing stations need to be provided to all employees and the COVID-19 Compliance officer will ensure that good hygiene is maintained.
- Refer to the Attached Risk Assessment for a more extensive list of control measures.

16. Covid-19 Remote Working Mental Health & Well Being.

During this phase of COVID 19 pandemic many employees have been asked to work from home on a temporary basis.

Under the Safety, Health and Welfare at Work Act, 2005 employers have a duty to ensure the safety health and welfare of their employees.

Employee Responsibilities include:

- Cooperating with their manager and following their instructions
- Protecting themselves and others from harm during the course of their work, e.g. taking
- Care of any work equipment provided and reporting any defects immediately to their employer
- Reporting any injury arising from work activity to their employer, and
- Following procedures that have been put in place by their employer.

Employers should consider the following:

- Arranging regular updates via phone, web or email with each employee
- Providing employees with emergency contact numbers
- Arranging IT support in the event of technical problems where relevant
- Providing employees with information detailing when it is important for them to contact their employer
- Making sure work is organised in such a way that the employee takes regular breaks and can separate his/her work life and daily life
- Providing employees with regular feedback on their work
- Encouraging employees to maintain contact with colleagues
- Engaging an EAP (employment assistance programme) service

The Safety, Health and Welfare at Work Act, 2005 places specific duties on both Employers and Employees. Incidents and injuries which result in the inability to work for more than three days are still required to be reported. A risk assessment of premises and equipment to be carried out taking account of additional risk factors.

The main risk factors which need to be considered when staff are working from home include:

- Work environment
- Work equipment
- Staff wellbeing
- Incident management

In addition, consideration may need to be given to the security of data.

Appendix

- Hazard Identification & Risk Assessment
- Safety Statement Acknowledgement Record
- Incident Report Form (IR1)
- PPE Record
- Work at Heights Risk Assessment Form

ACKNOWLEDGEMENT OF SAFETY STATEMENT & RISK ASSESSMENT

I wish to acknowledge receipt of the Safety Statement & Risk Assessment

I confirm that I have read, understand and accept its contents and will abide by all the rules and procedures contained in it.

Safe working is a condition of employment.

DATE	EMPLOYEE NAME	EMPLOYEE SIGNATURE	MANAGERS SIGNATURE

Please sign the above and return immediately to your Supervisor.

SCOIL TRIEST HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Scoil Triest	PERSONS RESPONSIBLE:	Chairperson, Principal, Employees, Students, Visitors
DATE:	November 2020	Page No.	Page 1 of 40
ADDRESS:	Lota, Glanmire, Cork	ASSESSED BY:	Tony Murphy of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Hazard Identification & Risk Assessment

Prepared By	Tony Murphy
Date	November 2020
Issue	Version 4

Hazard Identification & Risk Assessment

A Hazard Identification & Risk Assessment has been carried out on 6th November 2020. This assessment is intended as a guide to use for the purposes of attempting to reduce the possibility of accidents or ill health occurring.

Taking into account the constraints of time and resources, every effort has been made to identify the existing hazards and recommend possible solutions. It is not reasonably practicable to expect a single audit to state all hazards or that all other hazards are under control at the time of the audit.

This Hazard Identification & Risk Assessment Report is to be advisory and the final decisions must be made Management of Scoil Triest.

The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.

HAZARD: Is taken to mean “anything that can cause harm”.

RISK: Is “the chance, great or small, that someone will be harmed by the hazard”.

SEVERITY: Is “the possible outcome of an accident / incident, e.g. broken leg, explosion”.

LIKELIHOOD: Is “the possibility of the accident / incident occurring”.

In the Risk Assessment SEVERITY and LIKELIHOOD have been graded as follows:

SEVERITY		LIKELIHOOD	
Major	3	High	3
Serious	2	Medium	2
Slight	1	Low	1

The **Risk Factor** is the multiple of **Severity** and **Likelihood**. **RISK** is then graded as follows: -

GRADE OF RISK	VALUE	RISK	CHARACTERISTICS
High Risk	7 – 9	“H”	Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	4 – 6	“M”	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low Risk	1 - 3	“L”	The possibility of injury or material loss is unlikely, although conceivable.

Hazard / Risk Controls

Control measures stated on the attached sheets are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are recommended to rectify this. The Hazard Identification & Risk Assessment should be reviewed at least every year.

SCOIL TRIEST HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Scoil Triest	PERSONS RESPONSIBLE:	Chairperson, Principal, Employees, Students, Visitors
DATE:	November 2020	Page No.	Page 2 of 40
ADDRESS:	Lota, Glanmire, Cork	ASSESSED BY:	Tony Murphy of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

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SCOIL TRIEST HAZARD IDENTIFICATION & RISK ASSESSMENT			
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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Poor working Posture.....	40
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General Safety Risks associated with Scoil Triest

Location: All Areas

Persons Affected: Teachers & Students

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Violence at the school	Personal injury. Stress.	See code of behaviour for students and teachers. Any breaches of discipline to be dealt with as per Department of Education and Skills policies. Ensure access to all potential 'weapons' is restricted. Procedure for staff to report all violent and aggressive incidents even of a minor nature to be in place. This to include violence or threat of violence from pupils or adults. Inform local Gardai if there is suspected trouble. Provide counselling to staff member if required. Prepare staff for stress factor tell-tale signs.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Suspected illness of pupil	Fatality, permanent injury / illness. Improper treatment. Worsening of condition	On suspicion of any medical condition, the local Doctor should be called immediately, or the child taken to the Doctor where necessary. Parent/Guardian to be informed immediately.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Playground Area	Egress outside of playground to road or adjacent grounds	The outdoor play area is to be checked each morning for hazardous items or conditions. Ensure that all break times/lunch times and other outdoor activities are fully supervised. All points of access must be fully supervised at all times. Playground areas fenced with controlled access/egress.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Set down and collection area	Contact with vehicles, Serious personal injury to children and staff	Ensure adequate staff supervision at peak times during set down and collection times. All points of access must be fully supervised at all times. Make Parents / Guardians of children aware of the necessity for care in the set down areas. All people dropping or collecting children must take due care and attention in the drop off area.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Pupils with crutches or special needs in relation to mobility	Slips, trips and falls. Manual handling injuries to staff.	Avoid unnecessary movement around school at start/end of day, break, lunch, change of lessons. <ul style="list-style-type: none"> • Ensure pupil is competent in use of crutches. • Corridors, etc checked to ensure floor surfaces are dry and clear of obstructions. • Buddy assigned to carry books, etc. • High standards of housekeeping in place e.g. spills cleaned up immediately. • Classroom floors kept clear. • Ensure that crutches do not present a trip hazard to other pupils in classroom. • Responsible person assigned on one to one basis to assist in evacuation. • Assessment made to ensure that pupil can evacuate the building safely within a reasonable time limit – if not temporary, personal evacuation plan may be required. • Buddy system in place to assist in practical subjects. • Alternative activities arranged if required, such as PE. • Medication kept in office – to be administrated in line with school’s medication policy. • Administration of medication forms completed (see board’s Manual for Principal’s and Governors). • Record kept of medication given to pupil during school day. • Pupil allowed access to disabled toilet if available. • Assessment of ability to be decided on age/ capabilities/ extent of injuries. See also Manual Handling			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Cleaning floors	Slips, trips, falls. Broken bones. Cuts and bruises	<p>All classrooms and school rooms have no dangerous bumps, holes or slopes and are fixed, stable and so far is reasonably practicable, not slippery.</p> <p>If any damage occurs to floor surfaces these are promptly repaired.</p> <p>Good maintenance of floor covering to be in place.</p> <p>Clean up all spills and breakages immediately.</p> <p>Wear non-slip protective footwear where necessary.</p> <p>Minimise spillages by safe working techniques.</p> <p>Keep all aisles, walkways and stairs clear.</p> <p>Place warning signs re “slippery surface” or “wet floor” at the premises of any spillage or danger.</p> <p>Do not allow access to other staff or pupils until danger is cleared.</p> <p>Report hazards and dangers immediately including spillages and breakages.</p> <p>Walk slowly on wet or greasy surfaces.</p> <p>Remove all waste and other unnecessary items from floor ways / walkways.</p> <p>Do not allow cables to trail across floor ways / walkways. Carry cables and leads overhead where possible.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Stepladders: in use for 'Short Duration' purposes, also "A" frame ladders, trestles, light weight staging	Falls from heights Material / tools dropped Serious Personal Injury Fatality Material Damage (The H.S.A. have not defined 'short duration'. Short duration has been described by the <i>Health and Safety Executive</i> in the UK as 'where carrying is necessary by a single person up to 10kg is acceptable, such as a bucket of material. Up to 25kg must be justified by a detailed Manual Handling Risk Assessment. Above 25kgs is not acceptable. The time limit is described as maximum of 15-30 minutes work at a single position before the ladder is moved).	Many of the general rules for Safe Use of Ladders also apply to stepladders. In addition, the following points should be considered: 1. The legs of stepladder should be positioned as far apart as the returning cord or hinges allow, with all four legs firmly and squarely on the ground. 2. They should be set at right angles to the work whenever possible. 3. When stepladders are used, the knees of the person using the stepladder should be kept below the top step. 4 The top tread of a stepladder should not be used as a working platform, unless it has been constructed as a platform with a secure handhold. 5. "A" frame ladders and stepladders are intended as access means for light type of industrial work. This business will ensure that an "A" frame ladder is used for work at height where our risk assessments have demonstrated that a more suitable work equipment is not justified because of low risk and: (a) The short duration of use and / or (b) Existing features on site cannot be altered. Records of inspection of stepladders should be made on form GA3 , as per the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2016, Regulation No 119. Refer to CITB Manual GE 700. Note: Generally, "A" frame "ladders" should be considered as "trestles". The reason for this is where the gap between the rungs is greater than a regular ladder as per B.S. 1129.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Contractors	Serious personal injury.	We will monitor the ongoing activities of all sub-contractors to Scoil Triest on our projects. Induction training must be provided for Contractors, their staff and all others on site. Presentation of Site Safety Plan by Sub-Contractor to the Supervisor. A Method Statement must be prepared for each necessary job by the Contractor and Sub-Contractors. Ensure that all scaffolds and equipment are inspected regularly, and results recorded – weekly on GA3 form, as required by statute. Ensure proper isolation of areas under reconstruction, so as to prevent accessibility or persons falling in. Use 110 V supply to all portable equipment The PSCS is responsible for all site activities.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
First Aid Equipment	Worsening of condition Onset of infection Fatality, permanent injury / illness	Adequate first aid kits to be provided and filled to HSA guidelines. They must be regularly checked and refilled by designated person			
Lack / Absence of First Aiders	Improper diagnosis Improper treatment Delay in seeking professional medical help. Worsening of condition Onset of infection Fatality, permanent injury / illness	We have three trained First Aiders at Scoil Triest. Trained first aider's to be present where practicable. All employees to be aware of emergency procedures.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Lighting	Eyestrain. Trip / fall. Knock against.	Regular checks on condition of light fittings to take place, at least annually. Replace faulty bulbs, tubes or fittings as soon as possible. Provide extra lighting for fine work where needed. In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2016, <i>Part 2 Regulation 8</i> , We must ensure that <ul style="list-style-type: none"> Sufficient natural light is received and equipped with artificial lighting adequate for the protection of the safety and health of the employees. Lighting installations are placed in such a way that there is no risk of accident to the employees as a result of a type of lighting fitted. Places of work where employees are especially exposed to risks in the event of failure of artificial lighting are provided with emergency lighting of adequate intensity.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Housekeeping and General Tidiness	Slips, trips or falls. Serious personal injury. Fractures. Burns etc.	All goods should be stacked and stores in a tidy and safe fashion. All open containers should be sealed and stored in the correct location. All waste/empty chemical containers must be disposed of in a safe manner and in accordance with the guidelines set out by EPA.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Falling Objects	Head injury. Serious Personal Injury.	Ensure safe storage areas for all goods. Keep heaviest goods at ground or low level. Don't overload shelves.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Situations which may lead to fire	Burns. Fume inhalation. Serious personal injury. Loss of lives. Damage/Destruction of buildings and property. Explosion. Electrically Powered Tools	<p>A 'No Smoking' policy is in force except in designated areas within our premises and grounds.</p> <p>A proper evacuation procedure is in place and is checked regularly.</p> <p>An assembly point is to be identified.</p> <p>6 monthly fire drills are to be carried out and recorded by management.</p> <p>A system of fire extinguishers is installed and maintained by contract.</p> <p>Training for all personnel in selection and use of fire extinguishers is required.</p> <p>Extinguishers must always be provided near possible sources of fire.</p> <p>Fire points are clearly identified, kept clear and maintained.</p> <p>Emergency lighting is provided in crucial locations, stairs, passageways etc. and tested twice yearly.</p> <p>The fire alarm installation is tested regularly and maintained under contract.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Fire Detection & Fire Fighting	Burns Entrapment Delay in building evacuation	<p>In Accordance with the Fire Services Acts 1981 and 2003 (No. 30 of 1981 and No.15 of 2003) and any other legislation, an employer shall ensure that:</p> <p>A place of work is equipped with appropriate firefighting equipment and as is necessary, fire detectors and an alarm system.</p> <p>A non-automatic firefighting equipment is easily accessible and simple to use and is indicated by signs in accordance with Part 7, Chapter 1 of the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2016, and the signs are place in appropriate points and are adequately durable.</p> <p>Ensure that Fire Fighting equipment is inspected frequently, as necessary, and serviced be a competent person.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Canteen Area	Serious personnel injury. Burns / scalds to face and body. Permanent disfigurement. Fire.	<p>All users of the canteen and its facilities are responsible for its cleanliness.</p> <p>Provide adequate first aid equipment to deal with burns, scalds and cuts.</p> <p>Firefighting equipment must be in place and checked regularly, as per the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2016.</p> <p>A house keeping programme should be in place.</p> <p>All appliances should be maintained in good working order. Report any defects to management. Use appliances in accordance with the manufacturer's guidelines.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Microwave Oven	Shocks. Burns. Fire. Explosions of containers and products.	Use this appliance as per the Manufacturers Handbook. This appliance must be properly earthed. Do not use higher voltage than specified as this could result in fire. The oven must be on a flat surface with the air vents clear of obstruction. The overheat cut-out must operate. The general instructions for use and maintenance as contained in the manufacturer's handbook must be adhered to. Check regularly for damaged or damp leads or plugs. Remember that any repairs must be undertaken by a qualified service person. Turn off at the first sign of sparks and report this to your supervisor immediately. Use the recommended cooking / heating times only to avoid the risk of fire. Door seals should be checked and cleaned on a weekly basis, when in regular use. Never operate the microwave without food in the oven due to the risk of fire. Use appropriate dishes / containers only. Never use if any damage is apparent, report this to management Do not store any item on top of Microwave oven.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	H
Food & Environmental Waste (Bottles, cans, paper, plastic etc.)	Contamination and Injury From. Biological Diseases Including "Weils Disease".	All waste must be collected and discarded in a safe and secure manner. Where appropriate waste should be sent for re-cycling. Authorised and licensed handlers should carry out all waste collection. All waste food holding containers must be covered and sealed to avoid contamination by rodents and birds. Educate staff to the dangers and methods of prevention of biological diseases and contamination. Personal Protective Equipment to be provided and used where necessary			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

GENERAL HEALTH & SAFETY ISSUES

PERSONS AFFECTED BY THIS WORK:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Manual Handling	Back, Neck, Shoulder Injury. Prolapsed Disk. Permanent Injury. Trip / Fall. Hit Against. Dropped Object.	<p>All Scoil Triest staff and subcontractor's employees must be trained in Manual Handling. In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2016, No 69, an employer must ensure that he/she takes appropriate organisational measures, or use the appropriate means, in particular mechanical equipment, to avoid the need for the manual handling of loads. Minimise all manual-handling tasks where possible.</p> <p>Provide suitable mechanical handling equipment such as lifts, hand trolleys etc. Ensure these are used.</p> <p>Assess all weights being lifted per the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2016 and where necessary reduce these to acceptable levels.</p> <p>Machine controls and instrumentation to be designed and arranged for best control and posture (1994 European Machinery Regulations).</p> <p>Work locations to be designed to eliminate over-reaching.</p> <p>Provide Manual Handling training to all staff whom have not received it.</p> <p>Personal Protective Equipment including gloves to be provided and used.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Chemicals	Eye injury / loss. Skin infection. Burns. Inhalation. Ingestion with food. Worker chemical exposure levels exceeded. Injury to pregnant employees / unborn / new-born. Fire. Explosion. Serious personal injury. Fatalities.	<p>Safety Data Sheets to be obtained for all chemicals and strictly followed. Copies to be available in case of an emergency.</p> <p>Evaluation of chemicals at purchasing stage to take place.</p> <p>Proper chemical inventory / records to be kept.</p> <p>Containers to be properly labelled (hazard signs).</p> <p>Safe storage and dispensing of chemicals to be practiced.</p> <p>Follow manufacturer's requirements for handling, mixing, storage and first aid etc.</p> <p>Personal Protective Equipment to be provided and used.</p> <p>Regular (annual) medical checks for personnel who work with chemicals to take place where indicated as necessary by risk assessment.</p> <p>Training to be provided for staff working with chemicals.</p> <p>Familiarisation to be provided with the emergency procedure to all staff.</p> <p>Best possible hygiene procedures to be in place and enforced by Management.</p> <p>Sources of flame / ignition to be eliminated where flammable materials are used and / or stored.</p> <p>Spillage's to be immediately dealt with.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Carbon Monoxide	Asphyxiation Overcome by fumes Death	<p>What is Carbon Monoxide? Carbon Monoxide (also known as CO) is a poisonous gas, which can be given off by any appliance, which burns a fossil fuel such as gas, coal or oil. CO can enter or accumulate in a room if:</p> <ul style="list-style-type: none"> • There is a faulty appliance. • The appliance has not been maintained. • The room is not properly ventilated. • The chimney or flue is blocked. <p>Carbon Monoxide is colourless, odourless and has no taste. It is a killer. Gas appliances need air to burn safely. With enough oxygen, burning Natural Gas produces Carbon Dioxide and water in safe amounts. These products are normally taken away by a chimney or flue. However, Carbon Monoxide can be produced if there is too little oxygen, or if the chimney or flue is blocked or obstructed. Look out for the danger signs.</p> <p>The Danger Signs A number of things may indicate that your appliance is unsafe:</p> <ol style="list-style-type: none"> 1. Stains, soot or discolouring around a gas fire at the top of a gas water heater could mean that the flue or chimney is blocked. 2. Appliances that burn slowly, badly (floppy flames), or go out. 3. Condensation or dampness on surfaces in the room once the appliance is lit. 4. There should not be a strange smell when the appliance is on. <p>If you are at all worried about a gas appliance, seek help. Don't delay and put yourself in danger.</p> <p>Symptoms Symptoms of Carbon Monoxide poisoning can be similar to those caused by other illnesses, such as a cold or flu. But if anyone in the area has any of the following symptoms when using a gas appliance, turn it off, report to the Supervisor, and go to the Doctor:</p> <ol style="list-style-type: none"> 1. Unexplained headaches, chest pains or muscular weakness. 2. Sickness, diarrhoea or stomach pains. 3. Sudden dizziness when standing up. 4. General lethargy. <p>Stop using the appliance immediately and do not use it again until a Registered Gas Technician or a qualified service agent has checked it.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

ELECTRICITY AND ELECTRICAL WORK

PERSONS AFFECTED BY THIS WORK:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Electrical work	Electric Shock Shock. Burns. Falls. Contact with electricity, resulting in serious injury or death	<p>Ensure only competent staff (a qualified electrician) carry out these tasks. Carry out the Electrical work according to established industry practices as laid down by RECI and ETCI.</p> <p>Workers must make dead all circuits prior to working on them and use a safe work procedure system to make it impossible for a circuit to become accidentally energised. Fuses can be removed as part of this process.</p> <p>Return all tools to stores and tidy area after work is completed.</p> <p>Assess the area & work for the most suitable form of access to work at height on this Scoil Triest project. Person Responsible Name will assess this at tender stage.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Suitability of Electrical Equipment and Installations	Burns. Electrocution. Fire. Serious Personal Injury. Damage to property. Trip / Fall.	<p>In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2016, Regulation no 76, an employer must ensure that all electrical equipment and electrical installations are: Designed, Constructed, Installed, Maintained, Protected and Used.</p> <p>Such installations and equipment require inspections from time to time. Records of all such inspections must be kept.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Electricity & Electrical Installations & Equipment	Burns. Electrocution. Fire. Serious Personal Injury. Damage to property. Trip / Fall.	<p>No employee is will work, interfere or tamper with any electrical work, installation, fitting or fixture unless they are fully aware of what they are doing, competent and authorised by management.</p> <p>Installation to be serviced and maintained by competent people.</p> <p>Personnel employed must provide evidence of qualifications and experience.</p> <p>Employees to be trained in use and danger of electrical items.</p> <p>Task related training to be provided by Scoil Triest.</p> <p>Equipment to be regularly inspected, as per statutory requirements or best practice. Measures should be taken to avoid damage to cables. Avoid trailing leads, as they lead to damaged cables and slips/trips/falls.</p> <p>All control panels are to be kept closed and locked. Access is to be kept clear.</p> <p>Warning signs to be in place regarding such control panels.</p> <p>Don't overload sockets or use adaptors.</p> <p>"CHECK THAT IT IS DEAD BEFORE YOU ARE".</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

MAINTENANCE

PERSONS AFFECTED BY THIS WORK:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Grass Cutting Tractor mounted	Entrapment. Crushing. Tractor overturning. Impact with machinery. Serious bodily injury / fatality. Collision.	Check power take off guards are in good condition and in place on equipment being used. Please report defects immediately to management. Check guards are in good condition and in place before operating. Fit and adjust grass-cutting equipment to manufacturer's specifications. Equipment should be checked and maintained in accordance with manufacturer's requirements. Wear Hi-Visibility vest when working with moving equipment. Keep in operator's line of view. No passengers to travel on tractor. Watch out for objects nearby, particularly when reversing. Travel up or down a hill, not across it. Special care must be taken when operating in public areas or near public roadways. Provide road signage and cones if necessary. Use flashing amber beacon when operating in public areas or near public roadways.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Grass Cutting Hand operated	Falls. Entrapment. Crushing. Impact with machinery. Collision. Flying objects. Vibration. Fire/Burns.	Check guards are in good condition and in place on equipment being used. Please report defects immediately to management. Equipment should be checked and maintained in accordance with manufacturer's requirements. Special care must be taken when operating in public areas or near public roadways. Provide road signage and cones if necessary. Watch out for objects nearby, such as stones, kerbs, litter etc. Special care must be taken while refuelling. Abide by manufacturer's instructions. Check for animal faeces prior to grass cutting operations, if possible. Vibration: Check all handles and shock absorbers to be working properly to reduce vibration from the machine. Safety footwear and hand protection must be worn.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Strimmer's	Eye injury Permanent damage to eyes Loss of sight in one or both eyes. Flying objects. Vibration. Burns. Illness from contact with animal faeces.	Use appropriate Personal Protective Equipment- <ul style="list-style-type: none"> Safety helmet with visor and ear defenders. Gloves. Leg and body protection. Safety boots with protective guarding, good grip is essential. Precautions to be taken when refuelling the strimmer as exhaust could be hot. Do not use the strimmer before checking it. Ensure other people are at least 2 strimmer lengths away from the operator. Switch off the engine when moving to another location or when not in use. Strimmer to be checked and maintained regularly to manufacturer's requirements. Check for animal faeces prior to grass cutting operations if possible.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Litter Picking	Laceration. Cuts and Bruises Infection. Lockjaw (Tetanus). Hepatitis.	Use appropriate Personal Protective Equipment: - <ul style="list-style-type: none"> Gloves. Overalls. Safety boots, good grip is essential. Special care must be taken when handling broken glass or discarded syringes. Keep glass and other sharp objects in separate rubbish bags to prevent personal injury when carrying the bags. A litter picker should be used where possible. Wash hands before eating, drinking or smoking			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Power Washer	Chemical risks. Electrocution. Burns from power washer exhaust. Eye Injury Trip Injuries Chills and colds from wet clothing.	Procedures for handling chemicals must be followed. The power washer must be of required type electrical isolation with waterproof sockets and leads. Empty excess water from the hose when you are finished the procedure and isolate the power. Precautions to be taken as per the manufacturer's instructions, while refuelling a petrol-powered washer. Safety Glasses and appropriate PPE to be worn and appropriate clothing. Hoses to be placed in a fashion least likely to present a trip hazard. Never direct a power washer jet toward a person or use to clean your own person.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

SCOIL TRIEST HAZARD IDENTIFICATION & RISK ASSESSMENT

NAME:	Scoil Triest	PERSONS RESPONSIBLE:	Chairperson, Principal, Employees, Students, Visitors
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ADDRESS:	Lota, Glanmire, Cork	ASSESSED BY:	Tony Murphy of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Access/ Egress Routes Emergency Routes	Delay in evacuation of premises, Delay in entry of emergency services	<p>The access / egress route, doors and passageways and all fire exits must be kept completely clear at all times on Scoil Triest sites or projects.</p> <p>The assembly point to be located away from the area and kept clear at all times.</p> <p>In Accordance with the Fire Services Acts 1981 and 2003 (No. 30 of 1981 and No.15 of 2003) and any other legislation, an employer shall ensure that:</p> <ul style="list-style-type: none"> Emergency routes to emergency exits and exits themselves are kept clear at all times and lead as directly as possible to the open air or to a safe area. In the event of danger, it is possible for employees to evacuate all workstations quickly and as safely as possible. <p>Ensure emergency access doors open outwards.</p> <p>Ensure the number, distribution and dimensions of the emergency routes and exits are adequate for the use, equipment and dimensions of the place of work and the maximum number of persons that may be present.</p> <p>Ensure any sliding or revolving doors are not used or intended to be used as emergency exits.</p> <p>Emergency doors and gates are not locked or fastened to obstruct emergency exiting.</p> <p>Specific emergency routes are to be indicated by signs in accordance with Part 7 Chapter 1 of the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2016, and such signs are placed at appropriate points and are adequately durable.</p> <p>Ensure emergency routes and exits requiring illumination are provided with emergency lighting of adequate intensity in case the lighting fails.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Uneven or Slippery Floors	Slips, trips, fall. Broken bones. Cuts and bruises.	<p>Ensure the floors of rooms have no dangerous bumps, holes or slopes and are fixed, stable and so far are reasonably practicable, not slippery.</p> <p>Good maintenance of floor covering to be in place.</p> <p>Clean up all spills and breakages immediately.</p> <p>Wear non-slip protective footwear where necessary.</p> <p>Minimise spillages by safe working techniques.</p> <p>Keep all aisles, walkways and stairs clear.</p> <p>Place warning signs re "slippery surface" or "wet floor" at site of any spillage or danger.</p> <p>Do not allow access to other members of staff, pupils or public until danger is cleared.</p> <p>Report hazards and dangers immediately including spillages and breakages.</p> <p>Walk slowly on wet or greasy surfaces.</p> <p>Remove all waste and other unnecessary items from floorways / walkways.</p> <p>Do not allow cables to trail across floorways / walkways. Carry cables and leads overhead where possible.</p> <p>Floor areas must be kept clean to help reduce contamination of product etc.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

SCOIL TRIEST HAZARD IDENTIFICATION & RISK ASSESSMENT			
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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Glass	Cuts. Personal injury. Manual handling injuries.	Broken material must be cleared immediately. An inner cordoned off area should be set up around a breakage and additional signage erected denoting the specific hazard. No persons should be allowed in the area until the hazard has been removed. Appropriate PPE to be worn where necessary.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

OFFICE IN SCOIL TRIEST

PERSONS AFFECTED BY THIS WORK:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Office Environment	Slips, Trips, Falls, Electric shock, Cuts, Entrapment Fire Arm, shoulder, wrist, neck injury	<p>Maintain floor coverings at Scoil Triest are in a safe to use working condition. Any staff member who notices damage of unsafe floors must report this immediately & have it repaired.</p> <p>Keep floor areas clear & tidy at all times.</p> <p>Carry out regular inspection of all electrical appliances and fittings.</p> <p>All electric cables on equipment is to be suitably tied (tie wraps).</p> <p>Ensure there is a sufficient number of power points to minimise the use of extension leads.</p> <p>Ensure a minimum floor space of 4.7 square metres for each individual including the desk and chair but excluding any other equipment or furniture.</p> <p>Proper consideration to be given to humidity levels.</p> <p>Under the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2016. Regulation 7.1, an employer must ensure the workplace is well ventilated and that sufficient fresh air is provided.</p> <p>For sedentary office work a minimum temperature of 17.5°C is to be achieved and maintained at every workstation after the first hours work at dry bulb temperature at 1.1 metres above the floor surface.</p> <p>Where a substantial amount of the work is done sitting down, ensure a minimum temperature of 16°C is achieved and maintained after the first hours work at dry bulb temperature at 1.1 metres above the floor surface.</p> <p>The room temperature needs to be appropriate having regard to the work methods used and the physical demands placed on employees.</p> <p>In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2016, Regulation 18 Part C, where any employees have during the course of their employment reasonable opportunities for sitting without detriment to their work or, where a substantial proportion of ay work done by employees can be done sitting, Ensure that</p> <ul style="list-style-type: none"> <input type="checkbox"/> Suitable facilities for sitting are provided and maintained for their use. <input type="checkbox"/> If this is not practical, they are otherwise ergonomically supported. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		1	2	2	L
Improper Ventilation of enclosed Places of Work	Lack of Fresh Air Exposure to Drafts Discomfort Pollution of Atmosphere	<p>Ensure sufficient air is provided in enclosed places of work having regard to the working methods used and the physical demands placed on the employees.</p> <p>If a forced ventilation system is used, it is maintained in working order and any breakdown is indicated by a control system if necessary, for the safety and health of employees.</p> <p>If air conditioning or mechanical ventilation installations are used, they need to be operated in such a way that employees are not exposed to draughts, which cause discomfort, and any deposit or dirt likely to create an immediate danger to the safety and health of employees by polluting the atmosphere is removed without delay. In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2016 Part 2 Regulation 6</p>			
Risk After Control Measures		S	L	S x L	Risk
		1	1	1	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Natural and Artificial Lighting	Lack of Natural Light Electric Shock Failure of Artificial Lighting General sickness / illness	<p>In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2016. Part 2 Regulation 8:</p> <p>In the place of work ensure sufficient natural light is received and are equipped with artificial lighting adequate for the protection of the safety and health of the employees. Ensure lighting installations are placed in such a way that there is no risk of accident to the employees as a result of a type of lighting fitted.</p> <p>Ensure places of work where employees are especially exposed to risks in the event of failure of artificial lighting are provided with emergency lighting of adequate intensity.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Windows Skylights Glass Panels	Personal Injury Lack of Ventilation	<p>Ensure where possible for employees to open, close, adjust or secure windows, skylights and ventilators so that:</p> <ol style="list-style-type: none"> It may be done safely. When open such windows, skylights and ventilators are not positioned so as to constitute a hazard to employees. <p>Ensure windows and skylights can be cleaned without risk to the safety, health or welfare of persons carrying out this work or of other persons present:</p> <ol style="list-style-type: none"> By Design By being fitted with devices In conjunction with the use of equipment. <p>All full or near full length glass panels should have easily identifiable "strips" at a height to ensure visibility for any persons who might otherwise accidentally walk into such glass panels.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
V.D.U. Usage (Visual Display Unit)	Eye strain Repetitive Strain Injury (R.S.I). Work Related Upper Limb Disorders (W.R.U.L.D.S.)	V.D.U. screens must be correctly positioned, relative to light sources so as to prevent reflective glare. Blinds may need to be installed in VDU use areas, to prevent glare from windows. Ergonomically designed workstations should be provided, which are adjustable in height and which allow the operator to find a suitable working position for operator comfort. This includes the chair, desk or other equipment. Document holders, adjustable armrests and footrests to be provided where required. Daylight fluorescent tubes / tubes of colour to be installed where required. Establish a cleaning and maintenance programme on all V.D.U equipment.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Material Storage	Slip, trip or fall Fire Objects falling from shelves Person falling	All materials should be stored in suitable locations, tidily & inaccessible according to their hazardous nature. Storage shelving must be secure for the equipment stored thereon. Keep heavier items at lower levels.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Office Equipment Photocopiers , printers etc.	Fatal electrocution. Explosion / fire. Burns. Fume inhalation. Serious personal injury.	Read the label before installing toner powder. Gloves should be worn. Switch off equipment and unplug if you have to service or maintain equipment. Equipment manuals to be available near the equipment. Trailing leads should not be allowed across walking areas or where they may be a trip hazard. Sockets should not be overloaded. Adaptors should not be used, as they are a fire risk. The area around equipment which needs to be used must be kept clear. Be aware that some parts of equipment operate at high temperatures and take care when handling these. Ask for assistance when moving office equipment. Equipment should be serviced regularly by competent people, as per manufacturers requirements. Training may need to be provided in the safe use of office equipment. Switch off equipment and unplug equipment when not in use, for example, overnight.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Filing Cabinets and Storage Cabinets	Bodily injury. Cuts, bruises.	Keep drawers and doors of cabinets closed when not in use. Don't overload top drawers to avoid cabinet toppling. Keep heavier items at the bottom of cabinets. Don't place anything on top of cabinets.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

HOMEWORKING

PERSONS AFFECTED BY THIS WORK:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Work Environment	Poor Ventilation – overheating, build-up of mould growth Inadequate lighting causing eye strain Inadequate heating causing illness Poor workstation set up resulting in R.S.I. Insufficient storage space for documents and equipment resulting in potential trip hazards or falling objects Poor floor coverings causing trip/ fall Excessive noise affecting concentration resulting in poor productivity	Ensure adequate ventilation by working in an area where there are windows. Ensure the windows can be opened. Provide mechanical ventilation/ fan if required. Ensure lighting is sufficient at the workstation location to avoid eye strain Replace defective light fittings Provide adequate heating system / portable heaters. Ensure gas systems if present are maintained regularly by a qualified gas installer. Ensure sufficient space is provided for all equipment and furniture used (at least 4.7m ²) Ensure suitable filing cabinets storage arrangements are provided. Ensure heavier items are stored at lower level. Remove unnecessary build up of paperwork to the archives in the head office. Ensure good maintenance of floor coverings. Clean up spillages when they occur. Remove/ replace any mats with the edges turning up Ensure a suitable location away from distractions such as children/ persons/ televisions.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Electrical Installations and equipment	<p>Faulty sockets installations at the place of work resulting in personal injury/ shock/ burns/ fire</p> <p>Insufficient number of electrical sockets resulting in overloading/ fire</p> <p>Use of extension leads, potential trip hazard, wear and tear resulting in electric shock / fire</p> <p>Faulty electrical equipment resulting in personal injury / fire</p>	<p>Ensure installations are in good condition. Inspect installations regularly for signs of arcing/ burning Repair faulty installations where necessary by a qualified electrician.</p> <p>Avoid the use of adaptors. Minimise the use of extension leads. Install a suitable number of power points where necessary.</p> <p>Ensure extension leads are suitably tied away and kept near edges or walls to avoid trips and falls. Extension leads to be inspected regularly for wear and tear and identify obvious defects to the lead or plugs. Replace damaged extension leads. Do not use adaptors on extension leads.</p> <p>Ensure electrical equipment has regular PAT testing, as per the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2016 & subsequent Amendment regulations. Inspect electrical equipment regularly for obvious signs of defects Report defects to your supervisor.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	4	M
Poor working Posture	<p>Repetitive Strain injury Work related upper limb disorders</p>	<p>Provide training on the correct way to set up a workstation location Ensure the chair used has sufficient lumbar support Ensure the chair be adjusted so that a person can sit with their shoulders in a relaxed position and their elbows at a 90-degree angle, with the upper arms vertical and forearms horizontal whilst keying and using the mouse. Ensure the work desk is of sufficient size to accommodate the work equipment used. Use document holders if referring to documents while typing Ensure there is sufficient leg space to allow stretching. Provide a footrest where necessary Take regular breaks before fatigue sets in. Report pain or discomfort to your supervisor</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

SCOIL TRIEST HAZARD IDENTIFICATION & RISK ASSESSMENT

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Visual strain fatigue	Damage to eyesight. Fatigue Poor productivity	Ensure the screen is positioned at the correct height and viewing distance? <i>(The employee's line eye-line should be just below the top of the screen and the screen should be positioned directly in front of the user at approximately an arm's length away).</i> Ensure the screen is free from glare or reflections. Position the screen at 90 degrees to the window. Provide blinds or curtains on windows Ensure the screen is free from flickers and images are clear and stable. Report defective screens to your supervisor. Report headaches or discomfort to your supervisor if persistent. Take regular breaks from the screen. Attend eye test appointments provided by your supervisor.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Stress	Ill Health. Poor work ability. Depression. Lack of concentration. Absenteeism from work.	Ensure sufficient segregation from disruptions e.g. children, pets, other family members Ensure regular contact is maintained between the supervisor and the home worker Ensure there are arrangements in place to conduct regular supervision/ personal development reviews with the home worker Ensure support / advice is readily available to the home worker to deal with either IT problems or other specific work queries. Ensure the home worker has access to sufficient training, information & instruction to enable them to undertake their work safely.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Emergency Procedures	Fire. Injury. Illness. Attack.	Ensure adequate smoke alarms are provided at the place of work. Ensure the home worker has identified what they will do in the event of a fire Ensure emergency escape routes are identified and what they would do if the route was unavailable do to fire/smoke, e.g. having to tools to break double-glazed windows etc. Ensure first aid kits are provided at the place of work. Have a list of emergency contact phone numbers available.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

COVID 19 HAZARD IDENTIFICATION AND RISK ASSESSMENT

Hazard Identification and Risk Assessment

A Hazard Identification and Risk Assessment has been carried out. This assessment is intended as a guide to use for the purposes of attempting to reduce the possibility of the spread of COVID 19.

Taking into account the constraints of time and resources, every effort has been made to identify the existing hazards and recommend possible solutions. This Hazard Identification and Risk Assessment Report is to be advisory and the final decisions must be made Management of SCOIL TRIEST.

The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.

HAZARD: Is taken to mean “anything that can cause harm”.

RISK: Is “the chance, great or small, that someone will be harmed by the hazard”.

SEVERITY: Is “the possible outcome of an accident / incident, e.g. broken leg, explosion”.

LIKELIHOOD: Is “the possibility of the accident / incident occurring”.

In the Risk Assessment SEVERITY and LIKELIHOOD have been graded as follows:

SEVERITY		LIKELIHOOD	
Major	3	High	3
Serious	2	Medium	2
Slight	1	Low	1

The **Risk Factor** is the multiple of **Severity** and **Likelihood**. **RISK** is then graded as follows: -

GRADE OF RISK	VALUE	RISK	CHARACTERISTICS
High Risk	7 – 9	“H”	Possibility of a single death from this illness or of a serious illness to a large number of people.
Medium Risk	4 – 6	“M”	Possibility of a single death from this illness or of illness to a number of people.
Low Risk	1 – 3	“L”	Possibility of illness to a number of people.

Hazard / Risk Controls

Control measures stated on the attached sheets are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are recommended to rectify this. The Hazard Identification and Risk Assessment should be reviewed at least every week as the COVID-19 situation is ever evolving.

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Covid 19 Virus	<p>Serious Personal Illness Fatality.</p> <p>Symptoms: Fever (high temperature), shortness of breath, coughing, breathing difficulties, 'flu' like symptoms & others.</p>	<p>Follow the HSE of Ireland information, which is also linked to the WHO international best practise at this time- https://www.hsa.ie/eng/news_events_media/news/news_and_articles/dept-of-health_covid-19-poster_for-public-offices_5_.pdf</p> <p>Follow the other guidance as it becomes available from the recognised bodies & authorities, including the Guidelines and advice issued by The Department of Education and Skills</p> <p>Display the HSE Covid 19 posters & how to wash your hands posters.</p> <p>Update all precautions & controls as per best practise in this ever-evolving situation.</p> <p>Avoid the common handshake. If necessary, use a hand sanitiser or wash hands with soap & water afterwards.</p> <p>Wash hands- encourage all persons in your workplace to wash their hands regularly (at least TWICE as often as before). Soap & water are great for proper hand washing- do it for at least 20 seconds.</p> <p>Place alcohol-based hand sanitisers around your workplace, in reception areas, canteen areas, public congregating areas, meeting rooms & other applicable areas.</p> <p>Avoid touching your mouth, nose lips or eyes.</p> <p>Clean all surfaces regularly. At least daily is the minimum advised. This depends on usage & exposure of the workforce & public. For example, for very frequently used surfaces & items such as door handles, toilets, office desks, tables & so on should be cleaned with an alcohol-based substance at least daily.</p> <p>Canteens that are in constant use should be cleaned in between all users.</p> <p>Stagger work breaks, so less people congregate in canteen areas at the same time. Allow up to 20 minutes between work breaks if there is more than one group using a canteen at a time. Open windows of canteens during breaks.</p> <p>Hold Toolbox Talks/ short training sessions/ meetings with all staff at least twice per week, due to this ever-evolving situation. Use this video; https://www.gov.ie/en/publication/472f64-covid-19-coronavirus-guidance-and-advice/#how-covid-19-coronavirus-spreads</p> <p>Explain how to hand wash properly, hand sanitising & all other aspects of this Risk Assessment to all staff & management.</p> <p>Cover your mouth when coughing or sneezing.</p> <p>Throw away tissues to a waste bin & then wash your hands immediately.</p> <p>Encourage any staff with signs & symptoms to self-isolate as early as possible & do not enter the workplace. Encourage such staff to seek medical advice as soon as possible.</p> <p>Meeting arrangements:</p> <p>Consider re arranging meetings & large gatherings in school if possible.</p> <p>Hold smaller meetings & hold multi- media meetings, to save personnel travelling.</p> <p>Travel arrangements:</p> <p>Avoid foreign travel for staff if possible.</p> <p>If staff have recently travelled, either on work travel or holidays, consider if 'self isolation' is required upon their return. Immediate return to the workplace should be discouraged.</p> <p>Finally, Do Not Panic!</p>			
Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Travelling to work	The spread of COVID-19 on construction sites.	<p>Where a worker exhibits any signs of COVID-19 or has been exposed to a confirmed case, they should not travel to work.</p> <p>Wherever possible, workers should travel to site alone using their company vehicle or their own means of transport.</p> <p>Where public transport is the only option for workers, then regular toolbox talks outlining how to reduce the possibility of infection should be considered.</p> <p>Consider the use of face masks when using public transport.</p> <p>Maintain social distancing on public transport.</p> <p>Sit down where possible to avoid touching surfaces, handrails, roof straps to keep balance.</p> <p>Sanitize regularly throughout your journey.</p> <p>Wash your hands/ sanitise when journey is complete and before entering the working environment.</p> <p>Adhere to HSE guideline advice- only 1 person allowed travel in a 2-seater van, 2 persons in a 3-seater van.</p> <p>Single occupancy of vehicles is preferable. Sit as far apart as the vehicle allows.</p> <p>No carpooling.</p> <p>Dispose of used wipes/cleaning materials in a designated bin/sealed bag and wash hands for at least 20 seconds.</p> <p>RECOMMENDED MAXIMUM ROAD VEHICLE OCCUPANCY</p> <p>The diagram illustrates three vehicle types with their recommended occupancies: a 2-seater van (e.g., Small Van) with 2 seats, a 3-seater flatbed (e.g., Flatbed) with 3 seats, and a 3-seater car/van with 3 seats. Each seat is represented by a green circle.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Arriving at the school has the potential for virus droplets to have made contact with your hands during the journey.	Transfer from person to person.	Avoid the potential for transmission of COVID-19 through hand contact. When you arrive, wash your hands with soap and hot water. Where it is available use the sanitizer on your hands between washing to protect them from contaminated surfaces. Maintain the social distance clearance from others at all times. Maintain verbal greeting only. Do not shake hands or make physical contact with others.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

SCOIL TRIEST HAZARD IDENTIFICATION & RISK ASSESSMENT

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Use of common equipment where infectious surfaces could exist.	Handling any infectious surfaces or equipment could be a means of transferring the virus amongst persons on the site.	<p>Do not share PPE with any other persons. Do not bring your hands to your face. Wipe down exterior surfaces. Keep up to date with the latest COVID-19 information posted in school and follow the advice. When in consultation with fellow workers in school, ensure you follow the rules on distance, touching and sharing. Wash your hands on a regular basis throughout the day. If you do cough or sneeze, cover your mouth with a tissue or your sleeve so as not to infect others. Restrict the workplace to those who need to be there. If you are sharing tools or equipment, ensure you are wearing gloves or use wipes to clean each time. Colour code all equipment and allocate to one individual where possible. Dispose of used wipes/cleaning materials in a designated bin/sealed bag and wash hands for at least 20 seconds.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Not Complying with physical distancing COVID-19 Covid-19 Officer	Transfer from person to person.	<p>Reduce the number of persons in any work area to comply with the 2-metre physical distancing recommended by the HSE. A designated person (Covid-19 Officer/ Lead Worker Representative) will be appointed to school to monitor physical distancing and ensuring the controls highlighted in the Covid Action Plan are being enforced at site level. Their role is supported by all management and workers. A C-19 Compliance Officer/ Lead Worker Representative must not put themselves at risk while carrying out their duties on our site. Failure to take it seriously could result in an outbreak of COVID-19 onsite. He will make representations to school management with regards any COVID-19 concerns raised by site personnel to the C-19 Compliance Officer.</p> <p>The following controls reflect best available guidance and are proven defences against the likelihood of anyone being at work who is a prospective transmitter of the virus. Advice must be that any workers who may be Feeling Unwell Should Stay at Home. The aim is to prevent anyone displaying symptoms of COVID-19 (coughing, sneezing, high temperature or shortness of breath) from entering the workplace without first contacting their doctor or the HSE first to determine their fitness for work. All workers on site to wash their hands regularly (at least TWICE as often as before). Soap & water are great for proper hand washing- do it for at least 20 seconds and avoid touching your mouth, nose lips or eyes.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
PPE Supplies	Transfer from person to person	<p>This is being monitored by the Covid Officer.</p> <p>Consider the below: Reusable (i.e. washable) CE rated cloth face mask Surgical grade mask – noting that a person will go through three of these per shift. FFP2 or FFP3 mask, noting that an operative will use one per day.</p> <p>Adequate supplies of PPE must be provided.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
First Aid Equipment/ Supplies	Worsening of condition Cross Contamination.	<p>Adequate first aid kits to be provided and filled to HSA guidelines. They must be regularly checked and refilled by designated person. These kits must now have the appropriate PPE supplied to protect the First Aid responders from contracting Covid-19.</p> <p>COVID-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes.</p> <p>The greatest element of risk for a First Aid Responder is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth.</p> <p>The key interventions to manage this risk are to minimise hand contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel.</p> <p>This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).</p> <p>If, as a First Aid Responder, you can avoid close contact with a person who may require some level of first aid, do so.</p>			
Risk to those carrying out First Aid					
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Cleaning Standards within School	<p>Transfer from person to person.</p> <p>Poor cleaning of site facilities.</p> <p>Inadequate supply of hot water and ventilation.</p>	<p>Ensure all facilities are subject to correct cleaning methods as stated in the Covid Action Plan and government and health guidelines.</p> <p>Follow the Covid 19 Management Plan at all times.</p> <p>Check that fresh air is passing into office and welfare units - leave doors and windows open where possible.</p> <p>All welfare facilities must be regularly cleaned throughout the day, i.e. between each grouping break time.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Lack of Procedure and instructions- Documentation requirements	<p>Resulting in poor practices and breaching of the rules.</p>	<p>All workers and visitors must complete the Covid-19 self-declaration checklist/ form.</p> <p>No turning up unannounced- this must not be facilitated.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Lack of knowledge and information concerning Coronavirus / COVID-19	Transfer of Covid-19 from person to person	<p>Scoil Triest are communicating all up-to-date guidance from the HSE, HSA and the Department of Education and Skills to their employees, both at the office Location and those working on sites.</p> <p>Covid-19 information is now included as part of all new employee inductions, which are communicated by email.</p> <p>Additional signage and information are being displayed in the office.</p> <p>Visitors and contractors should complete a self-declaration form before arrival at the office, to confirm the following:</p> <ul style="list-style-type: none"> - They are not experiencing any symptoms of Covid-19, such as dry cough, fever, sore throat, shortness of breath and/or lethargy - They have not been in close contact with another confirmed Covid-19 case - They have not travelled from another country (excluding Northern Ireland) within the past 14 days <p>Visitors or contractors who cannot confirm these questions must not be allowed into the office and should contact their GP or the HSE for advice.</p> <p>Each contractor must complete a daily risk assessment highlighting Covid-19 as a hazard and identifying controls that will be applied while working in the Victoria Road office.</p> <p>Employees should not come to work if they display symptoms of Covid-19 or if they have a close contact who has symptoms of Covid-19 - <u>whether or not</u> testing has been performed or positive test results have been received.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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Risk Before Control Measures	S	L	S x L	Risk
		3	2	6
COVID-19 Developing Covid-19 or transferring Covid-19 from person to person	Implement appropriate COVID-19 hygiene regime at the office premises, including consideration of the following aspects: <u>Offices:</u> <ul style="list-style-type: none"> • Arrange office seating to allow Social Distancing of at least 2 metres between persons. • Remind office personnel and visitors to maintain a social distance at all times while entering, leaving and spending time in the office. • Arrange for personnel to avail of staggered start times, finish times and break times, to reduce congestion in the entryway, stairs, canteen etc. • Visitors and contractors must be accompanied by their host during their time on the premises. Visitors and Contractors must abide by HSE guidance in particular regarding social distancing from employees and others. <u>Canteen:</u> <ul style="list-style-type: none"> • Consider closing the canteen area and encouraging employees to eat and drink at their desks • Staff should eat and drink separately and not share plates, cups, cutlery etc. • If used, communal tables and chairs are to be cleaned between uses • Enhanced cleaning of all facilities daily – with particular attention paid to frequently-used areas such as fridge handles, kettles, microwaves, taps and sinks • Ensure all waste is disposed of appropriately <u>Toilet facilities:</u> <ul style="list-style-type: none"> • Restrict the number of people using toilet facilities at any one time. Ensure there is a social distance of 2 metres maintained while using the toilet facility • Hot / cold running water and soap is provided • Ensure soap and hand-washing pictorial guides provided for washing hands are clearly visual and in a form, manner and language understandable by all. • Enhanced cleaning of all facilities daily – with particular attention paid to frequently-used areas such as door handles, door push plates, toilet flush handles, taps and sinks • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal <p>Employees should not come to work if they display symptoms of Covid-19 or if they have a close contact who has symptoms of Covid-19 - <u>whether or not</u> testing has been performed or positive test results have been received.</p>			
Risk After Control Measures	S	L	S x L	Risk
	3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Staff working at their desk in site offices during COVID 19 Outbreak.	The spread of COVID-19 on construction within the school environment.	<p>HSE public health advice will be followed and communicated to staff at all times. Wash hands before entering and on leaving the offices. A 'social distancing' of 2 metres will be implemented. Personnel working in site offices should be dispersed so there is always a social distance of 2m. Do not use or handle site tools, plant etc. Risk assess every task before carrying it out, taking into consideration the COVID-19 hazard. Enhanced cleaning procedures will be in place across our school to prevent cross contamination, particularly in communal areas and at touch points including: Taps and washing facilities, toilet flush and seats, door handles. Eliminate non-essential visitors attending offices. Use I.T software to support online meetings both in and out of the office. Keep workstation surfaces clear and wipe with disinfectant regularly. Hand sanitizers should be made available at main entry and exit points.</p> <p>Each person is responsible for maintaining hygiene standards in their own work space. Do not share utensils/cups/ stationary etc. Wipe down equipment used including printers and general office equipment.</p> 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Incorrect Hand Washing COVID-19	Transfer from person to person.	<p>There are sufficient numbers of toilet blocks in the compound hand washing facilities are now available here also. Adhere to the controls as set out by the HSE. Signs are in place site wide on how to correctly wash your hands to avoid the spread of COVID-19. The latest HSE advice will be followed.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

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Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Dealing with a suspected case of COVID-19 at school	Transfer of Covid-19 from person to person	<p>The symptoms of Covid-19 include the following:</p> <ul style="list-style-type: none"> • A new, continuous cough – this means coughing a lot, for more than an hour, or having 3 or more coughing episodes in 24 hours. • Flu-like symptoms such as a cough, fever (high temperature of 38 degrees Celsius or above), chills • Difficulty in breathing <p>If a person becomes unwell with Covid-19 symptoms, Scoil Triest deal with the suspected case as per the following actions:</p> <ol style="list-style-type: none"> 1. Immediately isolate the suspected case Maintain a safe distance and guide the person to an area at least 2 metres away from other people. Where possible, find a room or area where the person can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so to ensure adequate ventilation. 2. Contact their GP The individual who is unwell should immediately contact their doctor or the HSE (1850 24 1850) and outline their current symptoms. The unwell person should not go to a doctor/GP surgery, pharmacy or hospital. 3. Take precautions to minimise exposure to others Whilst the unwell person waits for advice, they should remain at least 2 metres from others and avoid touching people, surfaces and objects. The individual should cover their mouth and nose with a disposable tissue if they cough or sneeze and dispose of the tissue in a bin. If no tissues are available, they should cough and sneeze into the crook of their elbow. The area in which they waited should be thoroughly sanitized after they depart (see Cleaning Procedures Risk Assessment). 4. Wait for feedback from GP or HSE before making any decisions on site operations. Closure of the workplace is not recommended. In the event of diagnosis for COVID-19, the management team of the office or workplace will be contacted by the HSE to discuss the case, to identify persons who have been in contact with them and to advise on any actions or precautions that should be taken. <p>A risk assessment of each setting will be undertaken by HSE with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment.</p> <p>The HSE will also be in contact with the affected person directly, to advise on isolation and identifying other contacts, and will be in touch with any contacts of the suspected case to provide them with appropriate advice.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Dealing with a confirmed case of COVID-19	Developing Covid-19 following contact with confirmed case of Covid-19	<p>When individuals in the workplace have had contact with a confirmed case of COVID-19, the HSE will provide the relevant staff with advice.</p> <p>Such persons include:</p> <ol style="list-style-type: none"> Any employee in close face-to-face or touching contact, talking with or being coughed on for any length of time while the confirmed case was symptomatic. Anyone who has cleaned up any bodily fluids. Close friendship groups or workgroups. Any employee living in the same household as a confirmed case. <p>Contacts are not considered cases and if they do not display symptoms of COVID-19, they are very unlikely to have spread the infection to others.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Cleaning Procedures after a suspected or confirmed case of COVID-19	Transfer of Covid-19 from person to person.	<p>Cleaning Procedures after a suspected case or a confirmed case are as follows:</p> <p>Select a suitable time for cleaning - if an area can be kept closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of viable virus present on surfaces will have reduced significantly within 72 hours.</p> <p>Putting on PPE: Select suitable PPE (personal protective equipment). Disposable gloves and apron are mandatory for anyone entering the room. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</p> <p>Ensure all items of PPE are put on prior to entering the room or area. This should include gloves, apron, eye protection and face mask if cleaning.</p> <p>Cleaning First, clean hard surfaces with warm soapy water using a disposable cloth. Then disinfect these surfaces with a suitable household disinfectant and a disposable cloth.</p> <p>Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles and door push plates.</p> <p>All disposable cloths are to be disposed of in a designated bin once used.</p> <p>Removing PPE: After removing disposable gloves, aprons and other protection used for cleaning, dispose of them immediately into a designated bin. Wash hands thoroughly with soap and water for at least 20 seconds after removing PPE.</p> <p>Used PPE (and disposable cleaning cloths) should be double bagged, then stored securely for 72 hours before being disposed of with the regular rubbish. (See Waste Management Risk Assessment).</p> <p>Anyone involved in cleaning a Covid-19 contaminated area should also change their clothes when they get home, put work clothes in a pillowcase and put this straight to a wash (minimum 65°C), then wash hands thoroughly with soap and water for at least 20 seconds.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Waste Management after a confirmed case of Covid-19	Transfer of Covid-19 from person to person	Waste from suspected or confirmed cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) should be managed as follows: <ol style="list-style-type: none"> Place all waste in a suitable plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied ('double-bagging'), then placed in a suitable and secure place and marked for storage until the individual's test results are known or 72 hours have passed, whichever is the sooner. Waste should be stored safely and away from the general public and site operatives. Waste should not be stored in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. If the individual tests negative, the waste bag can be put in with the normal waste. If the individual tests positive, then store the waste bag for at least 72 hours and put in with the normal waste. See also Cleaning Procedures Risk Assessment.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Disposal of potentially contaminated materials from school.	Poor disposal standards of tissues and paper hand towels, paper cups and other consumable products.	Follow the Covid 19 Management Plan at all times. Ensure that tissues, hand towels/blue paper, cups, food packaging etc are safely disposed of. Ensure adequate number of bins are in place on site and that they are emptied regularly. Cleaners instructed to ensure that all bin liners are tied at all times. Once disposed please ensure you wash your hands thoroughly in line with the recommended guidance. Ensure that cleaners dispose of all waste correctly. All waste to be double bagged and labelled.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Waste Management	Slips, trips or falls. Serious personal injury. Fractures. Burns etc	<p>All such PPE used will be removed and disposed of in a responsible manner. It will be removed and placed in a black bag and labelled. This must be placed in a secure location and disposed immediately. Such arrangements must be clearly set out in the Covid Action Plan by the PSCS. All containers should be sealed and stored in the correct location. All waste/empty chemical containers must be disposed of in a safe manner and in accordance with the guidelines set out by the HSE. Management and removal of waste in skips & bins must be highlighted in the Covid-19 Action Plan.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Returning to work after being infected with COVID-19	Transfer of Covid-19 from person to person	<p>Stay at home if you have either: cough, fever (high temperature of 38 degrees Celsius or above, or chills) or difficulty in breathing.</p> <p>A new, continuous cough – this means coughing a lot, for more than an hour, or having 3 or more coughing episodes in 24 hours.</p> <p>It is essential that we all follow the advice given by the Health Service Executive (HSE) and our local GPs/doctors.</p> <p>Your GP should be the first port of call if you have symptoms consistent with COVID-19.</p> <p>Your GP will act a triage and a COVID-19 test may be advised based on information you provide.</p> <p>Do not go to a GP, pharmacy or hospital if you have symptoms. Assessments will be done by your GP over the phone and advice given regarding self-isolation/restricted movements or testing.</p> <p>Please contact the HSE on 1850 241 850 or visit https://www2.hse.ie/coronavirus/ for additional information.</p> <p>How long to stay at home: A decision should be made to return to work only if you feel well and in conjunction with medical advice, either from your GP or the HSE.</p> <p>The general guidelines from the HSE are as follows:</p> <ol style="list-style-type: none"> 1. If it has been 14 days since you developed symptoms 2. If you have not had a fever for 5 days. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

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COVID-19 REMOTE WORKING MENTAL HEALTH AND WELL-BEING

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
REMOTE WORKING DURING COVID 19	Stress Ill Health. Poor work ability. Depression. Lack of concentration. Absenteeism.	Ensure sufficient segregation from disruptions e.g. children, pets, other family members Ensure regular contact is maintained between the supervisor and the remote worker Ensure there are arrangements in place to conduct regular supervision/ personal development reviews with the remote worker Ensure support / advice is readily available to the remote worker to deal with either IT problems or other specific work queries. Ensure the remote worker has access to sufficient training, information & instruction to enable them to undertake their work safely.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
MENTAL HEALTH DURING COVID 19 Employees	Ill Health. Feelings of Isolation, fatigue or stress	<ul style="list-style-type: none"> • Stick to your normal routine as much as possible, starting your day as you normally would: shower, getting dressed and eating breakfast. • Keep times for lunch, dinner as close to normal as you can. • When taking breaks resist the temptation to just go and make a coffee and come back to your workspace. • Log off for your lunch break. • Give your eyes a break, for 5 to 10 minutes every hour. Get up, move around and take your eyes off the screen. • Try to limit your social and news media intake. • Exercise, stretch and go out for a walk if possible. • Make sure you rest and get a good night's sleep. • Restrict the amount of alcohol you consume during the week to help you stay focused. • Eat healthy foods even though as it is tempting to increase your intake of snack foods. • Do take annual leave even if your travel plans have been cancelled, it may help to take even a portion of the leave planned so you can concentrate on your own health and wellbeing. • Keep in touch with your colleagues, pick up the phone or video call colleagues that you would usually spend breaks or lunchtime with and chat to them for a few minutes. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

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Risk Before Control Measures		S	L	S x L	Risk
		3	2	4	M
Poor working Posture	Repetitive Strain injury Work related upper limb disorders	Provide training on the correct way to set up a workstation location Ensure the chair used has sufficient lumbar support Ensure the chair be adjusted so that a person can sit with their shoulders in a relaxed position and their elbows at a 90-degree angle, with the upper arms vertical and forearms horizontal whilst keying and using the mouse. Ensure the work desk is of sufficient size to accommodate the work equipment used. Use document holders if referring to documents while typing Ensure there is sufficient leg space to allow stretching. Provide a footrest where necessary Take regular breaks before fatigue sets in. Report pain or discomfort to your supervisor			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Visual strain fatigue	Damage to eyesight. Fatigue Poor productivity	Ensure the screen is positioned at the correct height and viewing distance? <i>(The employee's line eye-line should be just below the top of the screen and the screen should be positioned directly in front of the user at approximately an arm's length away).</i> Ensure the screen is free from glare or reflections. Position the screen at 90 degrees to the window. Provide blinds or curtains on windows Ensure the screen is free from flickers and images are clear and stable. Report defective screens to your supervisor. Report headaches or discomfort to your supervisor if persistent. Take regular breaks from the screen. Attend eye test appointments provided by your supervisor.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Emergency Procedures	Fire. Injury. Illness. Attack.	Ensure adequate smoke alarms are provided at the place of work. Ensure the home worker has identified what they will do in the event of a fire Ensure emergency escape routes are identified and what they would do if the route was unavailable do to fire/smoke, e.g. having to tools to break double-glazed windows etc. Ensure first aid kits are provided at the place of work. Have a list of emergency contact phone numbers available.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

INSTRUCTIONS ON HOW TO COMPLETE THIS FORM

PLACE X IN ONE BOX ONLY IN EACH SECTION, UNLESS OTHERWISE STATED. e. g. Gender: Female Male

(A) EMPLOYER/ SELF-EMPLOYED INFORMATION:

A. 1: NAME OF EMPLOYER/ COMPANY NAME:

Insert the registered legal name of your organisation, where applicable, or the name of the sole trader or individual who employs the injured person.

A. 2: COMPANIES REGISTRATION OFFICE NO:

This number maybe found on a company's letterhead or invoice paper, and may be verified at www.cro.ie. The provision of this number is essential in order to ensure that accidents reported by employers with similar names are not assigned to the wrong company inadvertently.

A. 3: BASE ADDRESS OF THE INJURED PERSON (if different from head office):

Address where injured person is based e. g. depot, sub- office or construction site. For travelling workers it is the depot or office they report back to. For non- workers it is the base address of an employee who was involved in the accident.

A. 4: NATURE OF BUSINESS:

Give a brief description of the nature of the business carried out at the base address of the injured person. If several different types of business are carried out, chose the one that involves the biggest number of employees.

(B) DETAILS OF INJURED PERSON :

B. 1: OCCUPATION:

Occupation or job title that best describes the injured person's normal work.

B. 2: AGE:

Enter the persons age if known. If not known, enter best estimate.

B. 3: ACTUAL/ ANTICIPATED CALENDAR DAYS UNABLE TO CARRY OUT NORMAL DUTIES:

This should not include the day of the accident. Saturdays, Sundays and bank holidays are counted.(For example, an employee who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays returns to work the following Monday, the absence is deemed to be four calendar days.)

(C) ACCIDENT INFORMATION:

C. 1: TYPE OF ACCIDENT:

Use "fatal" if the accident caused a death. Use "non fatal injury" if no life was lost but the person was unable to carry out normal duties for more than three calendar days, not including the day of the accident.

C. 2: ACCIDENT DESCRIPTION:

Give the known circumstances of the accident including what the injured person was doing immediately before the accident, what happened and how the person was injured.

C. 3: WHAT TRIGGERED THE ACCIDENT?:

Choose the most appropriate description. If none of the options listed are considered appropriate, choose "Other" and describe it.

C. 4: WHICH OF THESE BEST DESCRIBES HOW THE PERSON WAS INJURED?:

Choose the most appropriate description. If none of the options listed are considered appropriate, choose "Other" and describe it.

C. 5: INDICATE MOST SEVERE TYPE OF INJURY:

Choose the most appropriate description. If the person sustained more than one type of severe injury, choose "Serious multiple injuries". If none of the options listed are considered appropriate, choose "Other" and describe it.

C. 6: INDICATE PART OF THE BODY MOST SERIOUSLY INJURED:

Choose the most appropriate option. If none of the options listed are considered appropriate, choose "Other" and describe it.

ENQUIRIES ABOUT THIS FORM SHOULD BE ADDRESSED DIRECTLY TO THE HEALTH AND SAFETY AUTHORITY;
Tel: 1890 289 389. Callers outside Republic of Ireland: 00353 - 1 - 614 7000

INCIDENT REPORT FORM (IR1)



THIS FORM IS APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS AND IS THE ONLY FORM THAT MAY BE USED TO REPORT ACCIDENTS TO THE HEALTH AND SAFETY AUTHORITY.

BY LAW, WORKPLACE ACCIDENTS MUST BE REPORTED TO THE HEALTH AND SAFETY AUTHORITY AS SOON AS POSSIBLE. THE INFORMATION CONTAINED IN AN INCIDENT REPORT FORM HELPS TO IDENTIFY THE CAUSES OF AN ACCIDENT AND MAY THEREFORE ENSURE THAT SIMILAR ACCIDENTS ARE PREVENTED IN THE FUTURE. SERIOUS ACCIDENTS AND ACCIDENTS REPORTED LATE, OR NOT REPORTED, MAY BE INVESTIGATED BY THE AUTHORITY. IT IS AN OFFENCE NOT TO REPORT AN ACCIDENT AS SOON AS PRACTICABLE.

THIS FORM MAY ALSO BE COMPLETED ONLINE AT www.hsa.ie.
Employers can register to view summary reports of accidents they have reported online.

THE FOLLOWING TYPES OF ACCIDENTS MUST BE REPORTED:

- the death of any employed or self- employed person, which was caused by an accident during the course of their work.
- an injury sustained in the course of their employment, which prevents any employed or self- employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable.)
- a death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. Deaths or injuries caused by normal medical treatment (e. g. surgery or medication) do not need to be reported.
- a road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
- a road traffic accident that meets the criteria (c) above as a result of construction work on or adjacent to a public road.

THE FOLLOWING PERSONS ARE RESPONSIBLE FOR REPORTING ACCIDENTS:

- employers (in the case of the death or injury of employees at work).
- persons providing training (in the case of the death or injury of a person receiving training for employment).
- self- employed persons (in relation to accidents to themselves).
- persons in control of places of work in relation to:
 - the work- related death or injury of a person not at work
 - the death of a self- employed person.
- the next of kin (in the event of the death of a self- employed person at a place of work under that person's control).

WORK- RELATED ACCIDENTS MUST BE REPORTED PROMPTLY:

- Fatal or potentially fatal accidents must be reported immediately, by telephone in the first instance.
- Non- fatal accidents should be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.
- Major accidents notifiable under the major accident hazards regulations must be reported immediately, by telephone in the first instance.

HOW TO COMPLETE THIS FORM:

Instructions on how to complete this form are given on page 4.

CONFIRMATION OF RECEIPT:

Confirmation of receipt of this form will be issued by email to those who submit reports of accidents online.

PLEASE RETURN THIS FORM TO:

Workplace Contact Unit
Health and Safety Authority
The Metropolitan Building
James Joyce Street
Dublin 1

(A) Employer /Self-employed information PLEASE USE BLOCK CAPITALS

Name of employer /company name:

Companies Registration office no:(if any): Telephone: -

Head office address:

Premises:

Street/townland:

District:

Town/city:

County: Country: (if not Ireland)

Base address of the injured person (if different from head Office). If the injured person is a non-worker see section A.3 on page 4:

Premises:

Street/townland:

District:

Town/city:

County: **Place X in one box only**

Total No. employed by organisation: 0 (Self-employed) 10 - 49 250 - 499 1 - 9 50 - 249 500 or more
 Number employed at base address: 0 (Self-employed) 10 - 49 250 - 499 1 - 9 50 - 249 500 or more

If accident did not occur at an address above, state where it occurred:
 County:

Nature of business: (See section A.4 on page 4):

(B) Details of injured person PLEASE USE BLOCK CAPITALS

First name: Date of Accident: / / **Place X in one box only**

Surname: Eg: 01/01/04 D D M M Y Y

Nationality: Irish Other EU Non-EU Gender: Female Male

Occupation: Time of accident: : Hours Mins

Age: Is the injured person: employee employed part-time self-employed trainee family worker non-worker

Is the injured person: not back at work? back at work? Actual/ anticipated calendar days unable to carry out normal duties (See section B.3 on page 4): 0 - 3 days (non-reportable) 4 - 6 days 7 - 13 days 14 - 20 days 21 days - less than one month one month - less than three months three months - less than six months six months or more

Notifier information PLEASE USE BLOCK CAPITALS

e-mail address:

Place X in box if you wish the Health and Safety Authority to use your e-mail address to contact you with health and safety information. Your e-mail address will not be RELEASED by the Health and Safety Authority to third parties unless required to do so by law. Notification Date: / / Eg: 01/01/04 D D M M Y Y

Name (in BLOCK CAPITALS):

Job title (in BLOCK CAPITALS): Signature:

(C) Accident information PLEASE USE BLOCK CAPITALS

Type of accident: fatal non fatal injury Did the injured person: become unconscious? require an ambulance? suffer long-term loss of function? none of the above? **Place X in all boxes that apply**

Accident description (See section C.2 on page 4):

Did the work activity involve construction, structure maintenance or roadworks? YES NO

What was the item associated with the accident? (e.g. ladder, forklift, chemical substance)

Place X in one box only. From the range of workplace environments listed below, choose the one that best describes where the injured person was located at the time of the accident:

- Factory, industrial site or warehouse
- Construction site, opencast quarry or mine
- Public area (road, rail, park, etc.)
- Office, school, shop, restaurant, hotel, theatre etc.
- Healthcare establishment
- Farm, fish farm, forest or park
- Private home or related area
- Sports area
- Underground (excluding construction)
- In the air or at a high elevation (excluding a construction site)
- High-pressure air or water environment (excluding a construction site)
- On/over water (excluding a construction site)
- Other

What triggered the accident? **Place X in one box only**

- Lifting or carrying
- Pushing or pulling
- Twisting or turning of body
- Slips, trips or falls on the same level
- Fall from a height
- Other movement by injured person (e.g. walking, sitting)
- Fall, collapse or breakage of material
- Explosion
- Fire
- Electrical failure
- Shock, fright, violence or movement of other person/s
- Loss of control of:
 - Machine
 - Road traffic transport (excluding commuting)
 - Other transport or handling equipment (excluding commuting)
 - Object that the person was working on
 - Hand tool
 - Animal
 - Other
- Overflow, leakage or emission of:
 - Solid material (e.g. stones)
 - Liquid
 - Gas
 - Smoke/dust
 - Other (e.g. radiation, biological agent.)
- Person (the injured or other) entered inappropriate area
- Other:

Which of these best describes how the person was injured?

- Physical stress or strain to body
- Slips, trips or falls on the same level
- Fall from a height
- Struck by a falling, moving or flying object
- Injured by a vehicle or transport:
 - on a public road (excluding commuting time)
 - In the workplace
- Contact with something sharp, pointed or rough
- Trapped or crushed by an object or machinery
- Hit against something fixed or stationary
- Injured by person:
 - Violent
 - Non-intentional
- Psychological shock or trauma
- Injured by animal
- Contact with electricity
- Frostbite
- Drowning or burial
- Burns, scalds (Excluding those caused by chemicals)
- Suffocation
- Contact with welding arc or spark
- Sudden hearing loss
- Contact with chemical or biological substances:
 - Skin or eyes
 - Inhalation
 - Ingestion
 - Effects of radiation
 - Other:

Indicate most severe type of injury: **Place X in one box only**

- Sprain, strain
- Bruising, grazes, bites
- Closed fracture
- Open fracture (i.e. bone exposed)
- Internal injuries (excluding the head)
- Internal head injuries
- Other:
- Open wounds
- Infection
- Poisoning
- Dislocation
- Amputation
- Serious multiple injuries
- Indicate part of body most seriously injured:
 - Head
 - Eye(s)
 - Ear(s)
 - Teeth
 - Face
 - Neck
 - Shoulder
 - Other:
 - Arm
 - Wrist
 - Hand
 - Finger(s)
 - Back
 - Chest
 - Pelvic and/or abdominal area
 - Hip
 - Leg
 - Foot
 - Ankle
 - Toe(s)
 - Torso and organs
 - Whole body (systemic effects)
 - Multiple sites affected

Place X in one box only

PERSONAL PROTECTIVE EQUIPMENT ISSUE FORM

This is to state that the undersigned has been supplied with the following items of personal protective equipment:

ITEM	DATE SUPPLIED & SIGNED FOR	DATE SUPPLIED & SIGNED FOR	DATE SUPPLIED & SIGNED FOR	DATE SUPPLIED & SIGNED FOR
Hearing Protection				
Ear Muffs				
Disposable Ear plugs				
Respiratory Protective Equipment				
Disposable Respirators				
Safety Footwear				
Eye / Face Protection				
Safety Glasses				
Full Face Shield				
Goggles				
Overalls				
Gloves (rigger)				
Safety Helmet				
Safety Harness				
Hi-Viz Vests				
Other:				

NOTE:

Store according to the instructions provided. Keep your equipment in good working condition. Report all damage or requirement for parts to Management.

I agree to wear & use the Personal Protective Equipment at all times as may be required and / or necessary for my work. I have received the personal protective equipment as detailed above.

Name (Block Letters) _____ Date: _____

Signature_____

DISCLAIMER:

In the event of this Personal Protective Equipment not being worn by the above employee, The Company reserve the right to enforce its disciplinary procedure which may involve:

1. Dismissal - Permanently
2. Suspension - With or without pay, for a period of time as decided by Management.

Work at Height Regulations 2007 to 2016, Part 4, Work at Height Regulation 95 Risk Assessment Guidelines

This Risk Assessment is aimed at assisting site Management with the evaluation of the dangers of Work at Heights on site, as they arise.

Assess the risks to help you decide how to do the job safely.

Responsible Person: _____
 Date: _____
 Location: _____
 Job Description: _____

1. Is there a risk of a person falling a distance likely to cause personal injury?

YES NO

2. Are there any other practical ways of doing this job?

YES NO

3. How many people are likely to be affected? _____

4. What are the ground conditions like? (please describe)

5. What will be the safe means of access? (please describe)

6. What plans will be put in place to ensure good housekeeping? (please describe)

7. What is the condition of the boards? (please describe)

8. How long will the job take? _____

9. What plans will be in place to ensure regular inspection of the chosen method?

10. Will P.P.E. be made available and will it be ensured that it is worn by the operative?

YES

NO

11. What P.P.E. is necessary to reduce the risk of injury?

Helmet		Safety Footwear		Hi – Viz		Harness	
Lanyard		Inertia Reel		Inertia Rope			

Risk Assessment

Severity of exposure to the hazard and likelihood of exposure to the hazard.	Rating	Scoring	Choose 1, 2 or 3	Multiply these to get result
What is the severity likely from exposure to this hazard?	Minor - scratch.	1		
	More serious - broken bone, hospital treatment.	2		
	Very serious - fatal, broken major bone, permanent disability or injury.	3		
How likely is it that people will be exposed or effected by this hazard?	Most unlikely – less than weekly.	1		
	Very Likely – daily or weekly.	2		
	Definite exposure – daily or more frequently.	3		

Result	1 – 3 Minor Risk
	4 – 6 Medium Risk
	7 – 9 Very Serious Risk

How will you reduce the risk?

Signed: _____ Date: _____

Circulated to: _____
