

## **POLICY STATEMENT**

### **SAFETY HEALTH AND WELFARE AT WORK**

**(revised 03/2009)**

**Pobalscoil Neasáin,**

**Baldoyle,**

**Dublin 13**

This document contains the policies, rules and procedures relating to Safety, Health and Welfare within this location.

In addition to all Safety and Health legislation the Management will take heed of all Codes of Practice on Safety Health and Welfare that exist or may be introduced from time to time.

The Management will particularly work to those Codes of Practice produced by **The Association Community and Comprehensive Schools**, either by the Association itself or by the Association in conjunction with other associations or service bodies.

It is the intention of the Board of Management to comply with all other relevant legislation and to provide all employees with a safe working environment, and to protect those who may be affected by our activities, from harm.

All employees will be expected to comply with procedures as described in the relevant sections of this Safety Statement, in order to achieve our objectives.

**The policy is designed so that it caters for all people equally and does not discriminate on the grounds of their religious belief, political opinion, sex, disability, marital status or age**

**STATEMENT OF POLICY**

The Safety, Health and Welfare at Work Act 2005 imposes a statutory duty on employers to ensure the health and safety of their employees whilst at work. this duty and duties outlined in preceding and subsequent legislation are understood as part of this duty. This duty extends to others who may be affected by that work. Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

In addition to the legislative duties in safety, health and welfare, the normal duty of care is always an natural overriding duty. To execute these duties, all responsibilities for health and safety matters are effectively assigned and fulfilled at all levels of the management and employees..

In its administration, the management will ensure adequate resources, both financial and otherwise are made available to provide for safety, health and welfare.

Through this statement, the undersigned will, themselves and with associates and others as outlined, ensure that

Ensuring that adequate resources are made available for safety, health and welfare.

Risk assessments are carried out and continuously reviewed.

Systems of work are provided and maintained that are safe and are without risk.

Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.

Employees are provided with appropriate information, instruction, training and supervision so as to ensure their safety and those who may be affected by their actions.

In circumstances where it is not practicable to control an eliminate hazards, such protective clothing and equipment that is appropriate will be provided.

The provision of maintenance of all plant, and equipment to ensure they are safe.

The working environment of all employees is safe and without risk to health.

Ensuring that there is safe access to and egress from all places of work.

Monitoring activities are undertaken to maintain standards.

Accidents and dangerous occurrences are recorded and reported as per statutory duty and notifications are completed and submitted to the Enforcing Authority.

Ensuring that adequate welfare, first aid and fire fighting facilities and equipment are available on site.

Ensure that all staff under their immediate control are aware of actions to be taken in case of emergency and that properly maintained fire fighting equipment is available.

Ensure that good housekeeping standards are maintained.

**Notification.** : This statement is available to all employees, Parents Council, Students Council, Contractors employed by the School and Statutory Inspectors.

**Implementation** This policy statement will be implemented by **Mr. Pat Mc Kenna, Principal** , with the assistance of the pertinent staff as detailed in the statement.

**Signed** .....

**Pat Mc Kenna**

I, the undersigned, endorse and take responsibility on behalf of the Board of Management, for the implementation of this policy statement.

**Signed** \_\_\_\_\_

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

**John Hogan, Chairperson Board of Management**

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## SAFETY STAFF STRUCTURES

**Pat Mc Kenna, Principal, Safety Manager**

**Brid Ni Annrachain, Deputy Principal**

**Seamus Mc Intyre, Assistant Principal, Health & Safety Adviser**

**Padraic Quinn, Assistant Principal**

**Paul O' Driscoll, Assistant Principal**

**Rachel Scriney, Assistant Principal**

**Caroline Gallagher, Assistant Principal**

**Aisling Mhic Shamhrain, Assistant Principal**

**Caroline Bond, Assistant Principal**

**Maureen Breaden, Assistant Principal**

**Pat Seaver, Assistant Principal**

**Michael O' Donoughue, Director Adult Ed., Safety Representative**

**Paula Mansfield, First Aid**

Ger Farragher

Kathleen Twomey

Paul Nolan

Mary Jennings

John Montcalm

David Lydon

Clare Webster

Des Mooney

Sean Murphy

Anne Patton

Catherine Sexton

Claire Mc Nerney

Fergus Kennedy

Sheena O Hanrahan

Dermot Harrington

Celine Donohue

Lisa Carey

John Coleman

Joy Creighton

Jennifer Donohue

Theresa Glennon

Mary Kelly

Claire Mc Loughlin

Sarah Mulvey

Eimear O' Hehir

Barbara Smyth

Patricia Wade

Ciaran Weafer

Slaine Ni Chonchuir

Sheryl Climo  
Karen Spillane  
Orla O'Kelly

**Special Needs Assistants**

Anne Mc Farlane  
Maura Bruton  
Geraldine Sheanon  
Elizabeth Murphy  
Barbara Smith  
Adrienne Millar Conroy  
Gerardo Pesque

**Secretarial Staff**

Mary Mc Veigh  
Claire Brett  
Brenda Coyle

**Caretakers**

Prim St. Louis  
Noel Lennon

**Canteen**

Monica Hynes  
Eileen Sherwin

**Attendants**

Catherine Ward  
Lucija Poplavska  
Maggie Bobak  
Linda Flanagan  
Sheila Mulligan

## **RESPONSIBILITIES OF EMPLOYEES**

All employees are reminded that the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

1. Take responsibility for the Safety, Health and Welfare of him/herself and of all other parties who may be affected by their acts or omissions at work.
2. To co-operate with Management and any other person to such an extent as will enable management to comply with all relevant statutory provisions.
3. To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or object provided (whether for their own use or for use by them in common with others) for securing their safety, health and welfare while at work.
4. To report to management or immediate superior, without unreasonable delay any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which they become aware.

Remember it is an offence under the Legislation to fail to discharge the above duties or intentionally or recklessly to interfere with or misuse anything provided in the interests of Safety, Health and Welfare under the current statutory provisions.

Staff will encourage students to report to them any items or situation which in the pupils opinion are hazards or potential hazards.

## **RESPONSIBILITIES TOWARDS THIRD PARTIES.**

The Management's representatives charged with the responsibility for the application of the legislation in accordance with this policy statement must ensure that:

- (1) All third party visitors including contractors, visitors and other members of the general public are made aware of all known hazards of the Management's concerns and also means of escape by means of notices.
- (2) Where contractors and sub-contractors are on the premises, the management must advise employees, customers, visitors and other third parties likely to be affected, of the potential hazards arising from the work being undertaken.
- (3) There is no interference with contractors' staff in the performance of their duties, but where it appears that unsafe practices are being followed, they should contact the main contractor and the party engaging the main contractor where appropriate.
- (4) That the contractor or sub-contractors equipment is in good repair and in a safe condition.
- (5) All the contractors and sub-contractors have a Safety Policy Statement.

Note: The Management, in determining the regulations and activities governing the use for other purposes rather than educational classes of the school buildings or grounds at times which do not affect school work, shall include the appropriate legislative requirements in Safety and Health matters.

### **CONSULTATION PROCESS.**

Management at all times wish to encourage co-operation in Safety, Health and Welfare matters with all parties who may be affected by their work practices.

- (1) The law requires that staff must report defects of which they become aware without delay so that remedial action can be taken.
- (2) The person to whom these defects are reported will record the information and if within their power rectify the defects. Should this not be practicable it should be reported to the next line of authority who will arrange to have the defect rectified.
- (3) Suggestions for improvements in Safety and Health matters should be conveyed to the management.

The staff have appointed **Mr. Michael O' Donoghue** as **Safety Representative**, and the normal rights afforded under the legislation will be honoured by the Management.

These rights are as follows:

- (a) To make representations on Safety, Health and Welfare at the place of work.
- (b) To investigate accidents and dangerous occurrences provided he does not interfere or obstruct statutory performances.
- (c) To make oral or written representations to inspectors and to receive advice and information from an inspector of the National Authority.
- (d) To carry out inspections with prior agreement and notice to the school principal or the vice principal.
- (e) To investigate potential hazards (again with prior notice and approval) and complaints made by staff that he represents.
- (f) To accompany an Inspector from the National Authority on an inspection tour other than one which is a result of an accident.

## **TRAINING AND INFORMATION**

### **Policy:**

It is our policy to ensure that all our employees are aware of policies and procedures. This includes the identification of the risks associated with hazardous situations or substances they may come in contact with.

Demonstrations are given in the risks associated with fire fighting, the use of fire fighting equipment and areas of evacuation of the premises.

Certain employees are trained for action in an accident situation and in first aid treatment.

### **Information:**

It is also our policy to ensure that all relevant information is made available on aspects of health and safety to employees, visitors and contractors.

This will include:

- a) Contents of the Safety, Health and Welfare Policy.
- b) Safe Working Procedures.
- c) Safe Working Guidance Notes.
- d) Information on Training.

### **Responsibility of Employees:**

All employees have a legal responsibility to co-operate with the management's training and information requirements. They must attend any training session requested and put into practice any new instruction or guidelines provided.

Employees must also follow any revised working procedure drawn up in the interest of safety, once they have received the appropriate information, instruction and training.

## **INDUCTION TRAINING**

A short period of induction will take place for new employees joining the staff.

This programme will include:-

1. A tour of the premises for familiarisation purposes.
2. Fire emergency procedures, location of exits, assembly points and training on fire fighting apparatus.
3. A discussion of the hazards in the work place and the preventative measures in force.
4. An explanation on the consultative processes in force.
5. A detail of the new employees safety responsibilities.
6. Details of any further training required.

## **HEALTH AND SAFETY RULES**

Because of the constantly changing environment in the workplace it is not possible to write rules for all aspects of Safety, Health and Welfare at work, but by reading and understanding those listed here you will be helping to comply with your legal duty and contributing to the safe running of our operation.

If you do not understand what is expected of you or if you are not sure of our safety rules, consult the management.

### **A) WORKPLACE**

- a) Ensure that a clear means of access to and access from the place of work remains free from obstruction at all times and from slipping and tripping hazards.
- b) Do not leave cables or hoses trailing across floor unless absolutely necessary and then only if the appropriate warning is used.
- c) It is important that your work area is kept clear and tidy and that you pay attention to the general housekeeping of the workplace by regularly removing rubbish and waste.
- d) All spillage must be cleaned up as soon as possible.

### **B) MACHINERY AND EQUIPMENT**

- a) Do not operate any machinery or use equipment unless you have been authorised to.
- b) You must not clean any moving machinery or carry out repairs or maintenance work unless a risk assessment has been carried out and a safe system of work is in operation.
- c) Do not use machinery without effective guards and safety devices in place and ensure that proper use is made of them.
- d) Report any defect in machinery, equipment guards or safety devices immediately.
- e) Never interfere or wilfully damage any guard or safety device.

### **C) PROTECTIVE CLOTHING AND EQUIPMENT**

- a) You must properly use all protective clothing and equipment provided for your personal protection. Any unsuitable, defective or lost item must be immediately reported.

### **D) NOTICES**

- a) You must read and comply with all notices, instructions, hazard and warning signs provided for your information.

### **E) FIRE**

- a) Make sure you are familiar with the fire procedures for your workplace.
- b) For your own safety do not tamper with fire fighting equipment. Any damage to such equipment should be reported immediately.
- c) Be aware of the procedure if you discover an unplanned fire or a fire out of control. Raise the alarm immediately.
- d) Be aware of the position of the nearest fire fighting appliance and how to use it, provided you do not put yourself in danger.

### **F) HAZARDOUS SUBSTANCES**

- a) Make sure you have sufficient information on any hazardous substances before use.
- b) Always read the instructions. Only use substances in accordance with their instructions.

- c) With substances in containers, only use substances in the original containers and do not transfer substances from one to another if it does not have the correct labelling on it.
- d) Make sure you return the substances to its designated safe storage area when finished.
- e) Only dispose of waste substances as instructed.

## **EMPLOYER HAZARD REPORTING AND RECORDING**

### **A) REPORTING**

The following circumstances must be reported verbally immediately.

- a) On discovery of a fire.
- b) If you have an accident, injury or illness which affects your ability to carry out your work.
- c) If you see an accident, or injury sustained by a non-employee.
- d) If you see any potential accident, incident or dangerous occurrence.
- e) If any guards or safety devices are ineffective, defective or have been removed.
- f) If protective clothing or equipment is inadequate, ineffective, damaged or missing.
- g) If a fault occurs to any machinery, plant or equipment which will affect its safe operation.
- h) If you have not been provided with suitable information with regard to the safe operation of machinery, plant or equipment.
- i) If you are not provided with suitable hazard information for a substance.
- j) If you are not aware of the correct way of using and handling a substance.
- k) If there is a spillage of a hazardous substance.

### **B) RECORDING**

As stated above all hazards will be reported verbally to the management without delay and the action and the priority it will receive will be decided.

This verbal report will be followed immediately with a written report on the school; special accident/incident report forms.

The report is then assessed and an investigation may be carried out if deemed necessary.

Records of these reports are retained in Part 2 of this statement

### **ACTION BY ENFORCING AUTHORITY**

Should a serious incident occur at work, an inspector from the Enforcing Authority will carry out his/her own investigation.

It should also be noted that enforcement officers may visit our premises for routine inspections and will not necessarily visit just because of an accident or complaint.

Following an investigation, they can take action against our organisation or an individual, either management or employee. This can lead to prosecution in the courts, which level of court depends on the seriousness of the offence.

The courts have the power to impose fines or custodial sentences in cases referred to higher courts.

### **ACCIDENT REPORTING.**

- (1) All accidents will be reported regardless of their severity. The term accident in this context refers to all accidents including "near misses" and property damage.
- (2) All accidents will be reported to the person in charge.
- (3) The injured person will complete an accident report form. If this is not feasible it must be completed by the person in charge.
- (4) In the event of a serious injury the site must be left undisturbed, after treatment to the injured party, until such time as clearance has been given.

Details of all accidents will be recorded and copies retained and files as Part 2 of this statement.

Whenever any of the items listed below occur, the event will be reported in writing to the Health and Safety Authority and a record of the report will be retained.

- (a) The death of a person, irrespective of whether or not they are at work, as a result of an accident arising out of or in connection with work.
- (b) The death of an employee which occurs sometime after a reportable injury which leads to that employees death, but not more than one year afterwards.
- (c) A person at work (including a self employed person) being disabled from performing his normal work for more than 3 days.
- (d) A person who is not at work but who as a result of a work activity sustains injury requiring medical treatment.
- (e) One of a list of specific dangerous occurrences arising out of or in connection with work.

In the event of the death of any employee or the death of, if a person is not at work, as a result of a work activity or of a dangerous occurrence the responsible person must first of all notify the Health and Safety Authority about it by the quickest practicable means e.g. by telephone or fax.

## **GENERAL RISK ASSESSMENTS**

Health and safety can be successfully managed by first identifying the hazards, measuring and evaluating the risks associated with the hazards, removing or controlling the risks, followed by educating all exposed to the risk, implementing an action programme, monitoring and reviewing the performance and the control of risks.

Hazard is taken to mean any substance, material or practice which has the potential to cause harm to the safety, health or welfare of employees at work and others effected by that work.

Risk is taken to mean the potential to cause harm in the actual circumstances of use and the likelihood of that potential being realised.

### **Policy**

We will carry out suitable assessments of the risks to the health and safety of our employees and others affected by our work activities in compliance with the legislation as follows by: -

- 1) Identifying all hazards with a potential to cause harm to our employees and others affected by our work.
- 2) Evaluating the probability and severity of injury or damage.
- 3) Where we identify a risk or imminent danger: - (A) Establishing appropriate procedures, including the stopping and resumption of work, for controlling exposure to this special risk. (B) By nominating sufficient competent persons to implement the procedure for evacuation of the premises. (C) By restricting access to the danger area for all who have not received adequate instruction.
- 4) Analysing the options for eliminating, reducing or controlling the risks and then take the appropriate action.
- 5) Reviewing the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities or processes.
- 6) Keeping records in writing or electronic form of the significant findings of risk assessments and identifying employees who may be especially at risk.
- 7) Providing appropriate health surveillance and identifying employees who may be especially at risk.
- 8) Appointing competent persons to assist us in complying with our statutory duties for safety, health and welfare.
- 9) Providing our employees and contractors on our premises with comprehensive and relevant information on risks, preventative and protective measures,

emergency procedures and competent persons.

Risk Assessment forms are used to control this process and are included in **Part 2** of this policy statement.

### **MAIN GENERAL HAZARDS ASSOCIATED WITH CENTRE**

The Management carry out surveys of its premises and activities and submit a report on this survey. From the reports it is evident that the following general hazards are those where the risk to employees and third parties are most applicable.

#### **Violence, Fire Hazards, Electrical Equipment, Handling Disciplines, Slips and Falls and Cuts/Bruises**

To reduce the risks the following hazards are highlighted together with the suggested means of eliminating or mitigating the risk and in all cases the resources required have already been made available as outlined in this safety policy statement.

### **SPECIFIC HAZARDS.**

**Violence and Harassment.** Incidents where any employee is abused, threatened or assaulted by a fellow employee, pupil or other third party in circumstances arising out of the course of the employee's employment are treated as major hazards by the management. Employees looking after premises, working alone, home visiting, dealing with pupils with behavioural difficulties, looking after money or valuables, disciplining pupils, dealing with angry parents or relatives are recognised as being at risk. The management takes into account the guidelines M18/99 issued by the Department of Education and Science and will fully investigate by means of an incident report form, any violence or threat of aggression against staff. This is operated in conjunction with the schools own Anti Bullying Policy.

#### **Fire hazards.**

Formal evacuation procedures will be carried out at least twice yearly and evidence will be logged. These procedures are posted throughout the school.

Portable fire fighting equipment will be checked on a yearly basis and evidence of these checks will be recorded.

All fire points will be kept clear at all times and will be highlighted.

Exits and entrances will be kept un-locked during normal operating hours. They will be kept clear at all times and will be adequately signposted.

Fire Evacuation Procedures are attached in **Appendix A**

#### **Electrical Equipment.**

The management have a healthy respect for electricity and its inherent hazards as applied to their particular plant and consequently make provisions for the safety of all employees from any association with the generation, transformation, conversion, switching, controlling, regulation, storage, transmission, distribution and use of electrical energy in their workplace in compliance with Electricity Acts 1927 - 1988.

The following precautions will apply:

All electrical equipment will be suitably identified and live parts will be covered.

Precautions will be taken by earthing or automatic disconnection, to prevent danger from

any exposed conductive part that may become live.

Due practices will be complied with in choosing and using electrical portable tools. Over-current protective devices will be fitted.

**Note:** Only appropriately qualified trained personnel will work on electrical equipment.

**Guarding of Moving Parts on Plant and Equipment.**

Unguarded drives, couplings, etc. may occur due to human factors. Strict attention will be given by means of communication, supervision and notices that all moving machine parts will have safety guards in place and that they will only be removed in authorised situations. Attention will be drawn to the dangers associated with loose pendant type jewellery, long hair, neckties, scarves, loose clothing and flowing robes. A programme of fitting tripping mechanisms to prevent equipment operating on the removal of guards will be an ongoing programme with the Management.

**Manual Handling.**

The Management lay special emphasis on the manual handling of loads as follows; Appropriate organisational measure(s) will be taken or the appropriate mechanical means to avoid the need for manual handling of loads.

**Service Isolation:** Particular emphasis is placed on the dangers associated with services provided to particular locations. Where gas and electricity are supplied to a particular location, clear and understandable means of safe isolation and start up will be maintained. Where automatic systems are not provided clear notices and instructions will be provided. These will be continually checked by responsible personnel for safe operation.

**Floors.**

Floors will not be made slippy by polishing or otherwise. If necessary, a non slip polish will be specified. Washing of floors, as far as is possible, will be conducted outside school hours.

Warning signs of work in progress on floors will be displayed. Trailing leads will be avoided possible or be highlighted by notice.

## **HAZARD ANALYSIS & RISK ASSESSMENT PROCEDURES**

It is the policy of the management to draw attention to intrinsic hazards in their specific areas. This enables constant attention to be paid to them not alone by teachers, pupils and other staff but also by third party visitors. These areas and some of the associated points of importance are listed hereunder. The comments listed hereunder are intended as guidance for safe operation in the particular areas, but may not be assumed to cover all eventualities. Please note that :

- (1) On going **risk assessment** will highlight new, unforeseen problems. These assessments are part of the schools safety policy.
- (2) The **suppliers safety instructions** for all plant and equipment will be full heeded by all people operating or supervising the operation of that equipment. **Safe Work Practice Sheets** will be consulted regularly.
- (3) **Potentially harmful substances** used in all areas of the school will receive the due emphasis. In the event that they may be poisonous, corrosive, irritant, harmful, flammable or explosive the label should also be consulted. If there is no label or if the container is not properly labelled the suppliers **Material Safety Data Sheet** should be consulted.

e anchorage of the installation of permanent goal posts and frames will be included in the risk assessment process, in line with the advice from the State Claims Agency.

The hazard analysis for the risk assessment contained in this statement is based on initial audits carried out at the school under the direction of the School Principal  
Individual assessment methodology will be used by individuals, but essentially the assessment systems used in the school is based on five separate steps :

### **Step 1, Looking for the hazards**

Walking around the workroom, looking afresh at what could reasonably be expected to cause harm, concentrating on significant hazards and ignoring trivia. Colleagues, and in some cases pupils, can be consulted. Suppliers handbooks, if they exist, will be consulted

### **Step 2. Identify who may be harmed**

Decide if the particular hazard can apply to pupils, trainee teaching staff, visitors, contractors, caretakers, attendants, members of the public. This is most important where classrooms are used by different teachers or for different subjects.

### **Step 3. Evaluation of the Risk**

Consider the likelihood of each hazard to cause harm, in order to decide if you wish to

take further action to reduce the risk, as some risk may remain after all precautions have been made. Classify the remaining risk, i.e. either high, medium or low. Having completed this, even though you are satisfied with your action, the legal requirement must be checked, even though it may appear excessive.

#### **Step4. Recording of Findings**

You must show that :

A proper check was made

Affected people were consulted

The obvious significant hazards were dealt with

The precautions taken were reasonable, leaving no hazard, or only a low risk remains.

#### **Step 5. Review of Assessment**

If there is any new apparatus, substance or new procedures introduced, these may have created new hazards. The assessment will take these into account, and the frequency of assessments may require increasing for these.

Notes:

(i) The following pages contain risk assessments of some machinery, equipment and work procedures used in the school.

**The file containing the on going completed risk assessment sheets are kept with this statement and are part of the actual policy statement.**

(ii) Risks are assessed as to their severity rating, and are rated as low, medium or high

**Low (H) = Near miss or incident of negligible injuries . scratch bruise, scald etc.**

**Medium (M) = Minor to medium damage Bone break or fracture, minor illness**

**High (H) = Loss of limbs, eyes serious illness or fatality.**

## **PRACTICAL ROOM MACHINERY, GENERAL PRECAUTIONS**

### **Positive safety procedures to follow when using machines.**

- Always wear safety glasses or goggles
- Wear dust masks when required.
- Wear hearing protection that is suitable for the level and frequency of the noise you are exposed to in the working area. If you have trouble hearing someone speak from three feet away, the noise level from the machine is too high. Damage to hearing may occur.
- Use gloves to protect hands from splinters when handling wood but do not wear them near rotating blades and other machinery parts where the gloves can catch.
- Make sure the guard is in position, is in good working condition, and guards the machine adequately before operating any equipment or machine. Check and adjust all other safety devices.
- Make sure the equipment is properly grounded before use.
- Check that keys and adjusting wrenches are removed from the machine before turning on the power.
- Inspect stock for nails or other materials before cutting, planing, routing or carrying out similar activities.
- Make sure that all machines have start and stop buttons within easy and convenient reach of an operator. Start buttons should be protected so that accidental contact will not start the machine. A collar around the button 1/8 to 1/4 inch (3 to 6 mm) above the button is recommended.
- Ensure that all cutting tools and blades are clean, sharp, and in good working order so that they will cut freely, not forced.
- Turn the power off and unplug the power cord (or lock out the power source) before inspecting, changing, cleaning, adjusting or repairing a blade or a machine. Also turn the power off when discussing the work.
- Use a "push stick" to push material into the cutting area. Jigs are also useful in keeping hands safe during cutting. Keep hands out of the line of the cutting blade.
- Clamp down and secure all work pieces when drilling or milling.
- Use good lighting so that the work piece, cutting blades, and machine controls can be seen clearly. Position or shade lighting sources so they do not shine in the operator's eyes or cause any glare and reflections.
- Ensure that the floor space around the equipment is sufficient to enable you to machine the size of work piece being processed safely without bumping into other workers or equipment.
- Machines should be fitted with efficient and well-maintained local exhaust ventilation systems to remove sawdust or chips that are produced.
- Electric power cords should be above head level or in the floor in such a way that they are not tripping hazards.

- Keep work area free of clutter, clean, well swept, and well lit. Spills should be cleaned up immediately. Floor areas should be level and non-slip. Good housekeeping practices and workplace design will reduce the number of injuries and accidents from

**Avoidance activities when working with practical room machinery.**

- Do not wear loose clothing, work gloves, neckties, rings, bracelets or other jewelry that can become entangled with moving parts.
- Avoid awkward operations and hand positions where a sudden slip could cause your hand to move into the cutting tool or blade.
- Do not remove sawdust or cuttings from the cutting head by hand while a machine is running. Use a stick or brush when the machine has stopped moving.
- Do not use compressed air to remove sawdust, turnings, etc. from machines or clothing.
- Do not leave machines running unattended (unless they are designed and intended to be operated while unattended). Do not leave a machine until the power off is turned off and the machine come to a complete stop.
- Do not try to free a stalled blade before turning the power off.
- Do not distract or startle an operator while he or she is using woodworking equipment.
- Horse play should be prohibited. It can lead to injuries.

**Circular Saw -Risk Assessment..... High**

**Hazards**

Contact with moving parts, Electrocution, Ejection, Electrocution, Noise, Dust and Fire

**Safety Precautions and Controls**

Adequate space must be provided around the machine.

The operator must carry out the required pre-operational checks on the saw, including that all guards are position, particularly the guard for the exposed part of the blade.

The riving should be fixed in position.

The locking device and emergency stop, knee or foot switch, must be checked before use.

Ensure that push sticks are available

The dust collection system should be engaged on the machine.

A suitable fire extinguisher should be to hand.

Eye protection to be worn at all times.

Only trained competent persons to mount the saw blades

Adequate personal protective equipment must be worn to guard against ejected objects.

No person, even the operator, is permitted to approach the dangerous moving parts of the saw while it in operation.

When the saw is not in use, Precautions must be taken to ensure that it is fully immobilised.

Following maintenance, the operator must ensure that all relevant guards have been replaced and secured.

## **Thickening Planing Machine -Risk Assessment ..... High**

### **Hazards**

Contact with moving parts, Electrocution, Ejection, Electrocution, Noise, Dust and Fire

### **Safety Precautions and Controls**

Adequate space must be provided around the machine, especially at the feed and discharge ends..

The operator must carry out the required pre-operational checks on the saw, including that all guards are position, particularly the infeed and outfeed rollers.

Particularly the part of the cutter block that becomes exposed to the fence should be guarded with a guard that moves with the fence.

The locking device and emergency stop, knee or foot switch, must be checked before use.

The dust collection system should be engaged on the machine.

A suitable fire extinguisher should be to hand.

Eye protection to be worn at all times.

Only trained competent persons should change the cutter block and rollers.

Adequate personal protective equipment must be worn to guard against ejected objects.

No person, even the operator, is permitted to approach the dangerous moving parts of the planer/thicknesser while it in operation.

When the planer/thicknesser is not in use, Precautions must be taken to ensure that it is fully immobilised.

Following maintenance, the operator must ensure that all relevant guards have been replaced and secured.

## **Grinding Machines ( Pedestal/bench)-Risk Assessment ..... Medium**

### **Hazards**

Contact with moving parts, Electrocution, Electrocution, Noise, Swarf and Fire

### **Safety Precautions and Controls**

The operator must carry out the required pre-operational checks on the grinder, including that all guards are position, particularly the wheel guards.

The emergency stop, knee or foot switch, must be checked before use.

A suitable fire extinguisher should be to hand.

Eye protection to be worn at all times i.e. Wear appropriate safety glasses. In addition, use the eye shield on the grinder.

Suitable protective gloves should be worn.

Only trained competent persons should change the grinding wheels and “run in” the new abrasive wheel.

When the grinder is not in use, precautions must be taken to ensure that it is fully immobilised.

Following maintenance, the operator must ensure that all relevant guards have been replaced and secured.

Turn off coolant, if it is used, before stopping the wheel to avoid creating an out-of-balance condition

Ensure that the grinder has a start/stop button within easy reach of the operator. Keep face of the wheel evenly dressed. Ensure that the wheel guard covers at least one half of the grinding wheel.

### **Mortising Machine Assessment .....High**

#### **Hazards**

Contact with moving parts, Electrocution, Ejection, Electrocution, Noise, Dust and Fire

#### **Safety Precautions and Controls**

Adequate space must be provided around the machine.

The operator must carry out the required pre-operational checks on the saw, including that all guards are position, particularly the chisel/bit chuck guard.

The locking device and emergency stop, knee or foot switch, must be checked before use.

The dust collection system should be engaged on the machine.

The workpiece clamp should be carefully checked for security

A suitable fire extinguisher should be to hand.

Eye protection to be worn at all times.

Only trained competent persons should change the operational chisel or bit.

Adequate personal protective equipment must be worn to guard against ejected workpieces.

No person, even the operator, is permitted to approach the dangerous moving parts of the mortising machine while it in operation.

When the planer/thicknesser is not in use, precautions must be taken to ensure that it is fully immobilised.

Following maintenance, the operator must ensure that all relevant guards have been replaced and secured.

### **Band Saw-Risk Assessment..... Medium**

#### **Hazards**

Contact with moving parts, Electrocution, Electrocution, Noise, Dust and Fire

#### **Safety Precautions and Controls**

The operator must carry out the required pre-operational checks on the saw, including that all guards are position, particularly the pulley wheels guard and the whole of the saw blade must be guarded.

The emergency stop, knee or foot switch, must be checked before use.

A suitable fire extinguisher should be to hand.

Eye protection to be worn at all times

Only trained competent persons should change the saw blade.

When the saw is not in use, precautions must be taken to ensure that it is fully immobilised.

Following maintenance, the operator must ensure that all relevant guards have been replaced and secured.

## **Sanding Machine (Belt and Disc) Assessment .....Medium**

### **Hazards**

Contact with moving part, Electrocution, Noise, Dust and Fire

### **Safety Precautions and Controls**

Adequate space must be provided around the machine.

The operator must carry out the required pre-operational checks on the machine

Ensure that the belt is narrower than the belt support plate and pulleys.

Ensure the abrasive belts are not torn and that they are fitted in the correct direction.

The locking device and emergency stop, knee or foot switch, must be checked before use.

Make sure the fence is correctly set.

The dust collection system should be engaged on the machine.

A suitable fire extinguisher should be to hand.

Eye protection to be worn at all times.

Only trained competent persons should change the abrasive belt.

Following maintenance, the operator must ensure that all relevant guards have been replaced and secured.

## **Hand Tools -Risk Assessment..... Medium**

### **Hazards**

Sharp edges, flying objects, Noise

### **Safety Precautions and Controls**

When selecting the tools for the job in hand, the correct type, size and weight of tool should be considered.

The cutting edges of tools should be kept sharp and when not in use they should be protected by suitable covers.

All hand tools should be maintained in a safe condition and discarded and replaced when found to be unsafe for use

Tool handles should be of a smooth finish and free from patent defect.

Tools should be kept clean and free from grease or dirt.

When not in use tools should be stored in the appropriate tool box or crib, so as not to present a tripping hazard.

Suitable and adequate personal protective equipment should be worn to protect from the hazards associated with each individual tool being used.

## **Portable Electric Tools -Risk Assessment..... High**

### **Hazards**

Electric shock, Contact with moving parts, Noise, Fire

### **Safety Precautions and Control**

Portable electric tools must be serviced and maintained periodically by a competent person.

All tools must be thoroughly inspected prior to use.

Portable electric tools must only be used for the purpose for which they were designed.

Cables plugs and connectors must be in good condition and free from cracks breaks and exposed wires. Always follow the manufacturers instructions.

Mains operated portable tools must operate only on 110 Volts.

A residual current circuit breaker must be used at socket/mains, even if the supply is 110V.

Portable electric tools must never be used if the operator is standing in water.

Electric cables and extension cables must be laid out in a neat and tidy fashion to avoid tripping hazards and becoming damaged by vehicles or equipment.

Never handle live electric cables.

Long hair, jewellery, loose garments must not be worn when using portable electric tools.

Portable electric tools must never be connected to lighting sockets.

Eye and hearing protection should always be used while using portable electric tools.

## **Portable Drills -Risk Assessment..... High**

### **Hazards**

Contact with moving parts, Entanglement, Ejection, Electrocutation, Noise, Fire

### **Safety Precautions and Control**

Adequate lubricating cutting compounds to be used where possible.

Drill bits to be mounted squarely and checked by competent person before use.

The operator must carry out the required pre-operational checks on the portable drill.

Trailing leads to be routed properly and kept away from drilling point.

No other person is permitted to approach the dangerous moving parts of the drill while it is in operation

Eye protection to be worn at all times during operation.

The operator should stop the drill if anyone has to move close to the cutting area for any reason. Adequate warning signs should be placed at strategic points around the drilling area while in operation.

When the drill is not in use, precautions must be taken to ensure that it is fully immobilised.

Sockets, protected by Earth Leakage Circuit Breakers must be provided

The portable drill should be subject to planned and recorded maintenance programme.

## **Centre Lathes -Risk Assessment ..... High**

### **Hazards**

Contact with moving parts, Electrocution, Noise, Swarf and Fire

### **Safety Precautions and Controls**

The operator must carry out the required pre-operational checks on the lathe, including that all guards are position, particularly the spindle mandrel/ chuck guards.

All emergency stops, hand, knee or foot switch, must be checked before use. The guard microswitch, where fitted, should be checked

The spindle and speed motions should be initially checked.

The rotational clearance between the work piece, when mounted, should be checked by hand before engaging the drive mechanism.

Make sure to remove the chuck key before use.

Swarf should not be removed by hand, but with a swarf remover with a handle and shield.

A suitable fire extinguisher should be to hand.

Eye protection to be worn at all times i.e. Wear appropriate safety glasses. In addition, hair should be protected and substantial footwear should be worn.

Suitable protective gloves should be worn.

Close fitting sleeves and cuffs should be worn

The lathes own operating light should be checked prior to commencement.

Only trained competent persons should carry out any alteration or settings to the equipment.

When the lathe is not in use, precautions must be taken to ensure that it is fully immobilised.

Following maintenance, the operator must ensure that all relevant guards have been replaced and secured.

## **Pedestal and Bench Drills Risk Assessment .....High**

### **Hazards**

Contact with moving parts, Electrocution, Noise, Swarf and Fire

### **Safety Precautions and Controls**

The operator must carry out the required pre-operational checks, including that all guards are position, particularly guards for pulleys, belts and gears and the spindle guard.

The stops on the table vertical travel should be checked for security.

The emergency stop, knee or foot switch, must be checked before use.

Make sure to remove the chuck key before use.

Suitable precautions should be taken to prevent long lengths of swarf developing from the drill

A suitable fire extinguisher should be to hand.

Eye protection to be worn at all times i.e. wear appropriate safety glasses.

Protective gloves should be worn.

Only trained competent persons should change the drill bits

The clamp and vice system on the work table should be checked for tightness.

When the drill is not in use, precautions must be taken to ensure that it is fully immobilised.

Following maintenance, the operator must ensure that all relevant guards have been replaced and secured.

## **Milling Machine Risk Assessment..... High**

### **Hazards**

Contact with moving parts, Electrocution, Noise, Swarf and Fire

### **Safety Precautions and Controls**

The operator must carry out the required pre-operational checks on the milling machine, including that all guards are position.

All fixed guards shall require a tool for removal if they are not interlocked.

Particularly the arbor mandrel and thread shall be adequately guarded. Cutter guards shall be appropriate to the size of the cutter.

All emergency stops, hand, knee or foot switch, must be checked before use. The guard microswitch, where fitted, should be checked

The spindle and speed motions should be initially checked.

Swarf should not be removed by hand, but with a swarf remover with a handle and shield.

A suitable fire extinguisher should be to hand.

Eye protection to be worn at all times i.e. Wear appropriate safety glasses. In addition, hair should be protected and substantial footwear should be worn.

Suitable protective gloves should be worn.

Close fitting sleeves and cuffs should be worn

The machines own operating light should be checked prior to commencement.

The work table clamp and vice system should be checked for tightness of operation

Only trained competent persons should carry out any alteration or settings to the equipment.

When the milling machine is not in use, precautions must be taken to ensure that it is fully immobilised.

Following maintenance, the operator must ensure that all relevant guards have been replaced and secured.

## **Sawing Machine (Power hacksaw) Risk Assessment .....High**

### **Hazards**

Contact with moving parts, Electrocution, Noise, Swarf

### **Safety Precautions and Controls**

The operator must carry out the required pre-operational checks on the saw, particular the auto knock off switch.

All drive mechanism will have a fixed guard and shall require a tool for removal if it is not interlocked.

The work piece, shall be securely held in the vice and be adequately supported, with long work pieces being supported so as to prevent sawn parts tipping or falling

The saw should never be manually assisted in an attempt to increase the rate of cutting

Eye protection to be worn at all times. In addition, hair should be protected and substantial footwear should be worn.

Suitable protective gloves should be worn.

Close fitting sleeves and cuffs should be worn

Only trained competent persons should carry out saw blade changing or any alteration or settings to the equipment.

When the saw is not in use, precautions must be taken to ensure that it is fully immobilised.

### **Heat Plant Processes (Forge, Brazing) -Risk Assessment..... High**

**Hazards:** Fire, Eye injury, Burns, Fumes, Asphyxiation, Explosion

#### **Safety Precautions and Controls**

Only trained and authorised operatives will use forging and brazing equipment.

The equipment will be provided with safe means of gas isolation, preferably a switch disconnecter adjacent to the equipment.

Lighting up procedures will only be carried out by the teacher.

There should be suitable refractory screening protection, preferably to include back protection. Asbestos sheet screening (or asbestos cement) shall never be used.

Appropriate hot metal tongs shall be always available, and a special hot metal holding area shall be designated with warning notices posted. The dangers associated with quenching metals shall be explained to all participants. The cooling period will be decided by the teacher alone.

When the forging tools have been quenched they should be returned to an appropriate tool rack. Anvils and quenching tanks shall be close beside the hearth.

The fume extraction system and ventilation plant shall be checked prior to commencement.

Suitable goggles or face shields must be worn together with full body protective wear.

Welding jackets, spats and gloves must be worn in addition to normal protective equipment. Suitable protective aprons should be worn.

Operatives should remove personal jewellery before work commences.

Any spilled fuel should be immediately cleared, and it is desirable to have the fuel bunker close to the forge itself.

Ensure adequate fire precautions are available before work commences and take care that any location adjacent, especially below the work area, is monitored for possible fires.

Check the work area following completion of work for any possible smouldering debris.

### **Guillotine (Hand or treadle operated) -RiskAssessment..... High**

**Hazards** Contact with moving parts, possible amputation of body part.

#### **Safety Precautions and Controls**

When not in use it should be made safe by removing the handle or applying a locking device. A guard should be provided, set close to the blade, to prevent finger tips reaching the blade at the front. The guard should be such as to prevent access over the top and at the ends.

An appropriate guard should be provided at the rear of the apparatus, such as to prevent access to the blade but allow the discharge of the cut material.

Protective gloves should be worn to handle materials.  
The shearing edges of the machine shall be altered or set by the teacher only.

### **Angle Grinders Risk Assessment..... Medium**

#### **Hazards**

Contact with moving parts Entanglement Ejection Electrocutation Noise Burns Fire

#### **Safety Precautions and Controls**

The operator must carry out the required pre-operational checks on the machine.  
Eye protection to be worn all times.

Adequate personal protective equipment must be worn to guard against ejected objects, hot swarf etc.

No person, even the operator, is permitted to approach the dangerous moving parts of the machine while it is in operation.

In exceptional circumstances, when a competent person is present to operate the machine, a maintenance person may observe the operation of the machine provided there is no risk of entanglement or coming in contact with moving parts of the machine

The operator should stop the machine if anyone has to move close to the grinding area for any reason.

Adequate warning signs should be placed at strategic points around the grinder while in operation.

When the machine is not in use precautions must be taken to ensure that it is fully stopped.

The machine should be subject to a planned and recorded maintenance programme.

Emergency stop 'mushroom head' button to be fitted.

Following maintenance, the operator must ensure that all relevant machine guards have been replaced and secured.

Adequate lighting must be ensured to decrease the risk of stroboscopic effects.

### **Welding / Soldering -Risk Assessment..... High**

#### **Hazards**

Fire Eye injury Burns Fumes Asphyxiation Explosion

#### **Safety Precautions and Controls**

Only trained and authorised operatives will use welding equipment.

Flashback arresters will be fitted to all fuel gas regulators.

No painted metal will be cut or welded until advice is obtained from the Safety Supervisor on precautions required.

Welding, cutting and burning shall not be carried out in confined spaces, unless properly ventilated.

Suitable goggles or face shields must be worn during welding, cutting or burning operations.

Welding jackets, spats and gloves must be worn in addition to normal protective equipment. Capes or shoulder overs must be worn when work is being carried out overhead.

Operatives should remove personal jewellery before work commences.  
 Ensure adequate fire precautions are available before work commences and take care that any location adjacent especially below the work area is monitored for possible fires.  
 Check the work area following completion of work for any possible smouldering debris.  
 Check and maintain the equipment regularly.  
 The area must be equipped with a suitable fire extinguisher or water hose under pressure.  
 Ensure all equipment is in good condition and that all connections are correctly made to ensure that no gas leaks into the work area.  
 Store equipment and gas cylinders correctly when not in use.  
 Keep gas cylinders upright, and secure during use or storage.  
 Ensure good ventilation during work operations.

## **Physical Education and Sports Activities- Risk Assessment.... Medium**

**Hazards:** Falls, physical contact, skin abrasion, equipment collapse

### **Safety Precautions and controls.**

No outdoor shoes will be used in the sports hall.  
 Floors will always be clear, and dry.  
 PE mats will be regularly inspected  
 Brackets, securing ropes, wall bars will be checked for security.  
 Vaulting horses, beams and benches will constantly be monitored for tears, cracks, splinters and particularly for steadiness.  
 Shower area will continually be checked for missing tiles, sharp edges, water lodgement.  
 Showers and foot baths will be disinfected as required.

### Outdoor playing pitches

These will be maintained free of any stones or debris and will be maintained, as far as practicable, in a level state.

Goal posts are recognised as a potential hazard and will be regularly monitored with regard to the following dangers:

Frames rusty. Upright buried directly in concrete. Frames' elements not secured together  
 Goal frames inadequately anchored. Use of inappropriate material - material being too heavy, material which wears or corrodes easily, has an inappropriate gauge [too small] or section [square instead of circular]. Not installed in ground sockets. Weld and bolts rusty on the cross bars. Goal frames designed for indoor use being used outside. Dismantled goal frames improperly stored (left outside, not secured and prone to unauthorised use)

Note: Goal frames which are damaged will be immediately taken out of use.

Extra information on goal posts is included in the attached Appendices A and B

## **Home Economics - Risk Assessment..... Medium**

**Hazards:** Gas inhalation, burns, cuts, food related and hygiene problems, fire.

### **Safety Precautions and controls.**

The gas supply to individual cookers will be isolated when not in use, and the supply to the room will be isolated and locked when the room is not in use, or being used by

another class. Ensure that all oven doors are properly sealed and that gas rings have not blown out after being lit.

The teacher should ignite the ovens, to ensure that there is not an accidental build up of gas. Oven doors should not be slammed shut as this may extinguish the gas.

Each electric oven and other apparatus should be electrically disconnected when not in use. The electric supply to the room should be disconnected when the room is not in use.

Other hazards to avoid in HE Rooms are :

Splashes from deep fat fryer hot oil, meat mincer entanglement, contact with bowl cutter blades, contact with food processor and planetary mixer blades

Other precautions to take are :

Clean up liquid and food spillages immediately, wear non slip shoes, do not wear bracelets or dangling jewelry, wear hair tied back and covered, use oven mits for handling hot dishes, wear aprons (or overalls to cover open pockets that might catch saucepan handles).

## **Science Department-Risk Assessment .....High**

**Hazards** Burns, Explosion, carcinogenic, toxic, flammable corrosive or irritant substances, skin irritation, chemical inhalation or ingestion, electric shock

### **Safety Precautions and Controls**

The gas supply to all individual outlets will be isolated when not in use. The supply to each room will be isolated in a controlled locked state, when no equipment is in use and when the room is empty. Outside school hours the gas supply is to be turned off at the gas storage tank and locked.

The electrical supply to each apparatus is isolated when not in use and the main supply to the room is isolated and locked when the room is not in use.

Gas cylinders (LPG is heavier than air) should not be stored below ground level and their storage area should be well ventilated. The valves on empty cylinders should always be closed to prevent ingress of air and the possible creation of an explosive mixture.

Chemicals in use may be toxic, carcinogenic, flammable, oxidising, corrosive harmful or irritant. To prevent any adverse reactions these must be stored in a safe manner.

>Material safety Data Sheets will be available for all chemicals supplied Ideally chemicals should be stored in a well ventilated locked store.

>The chemical may be stored also in lockable well ventilated cabinets, with flammable chemicals in fire resistant cabinets.

>Obviously incompatible chemicals will not be stored near one another.

>Minimum stocks of all chemicals will be retained.

Note ..... No redundant hazardous chemicals will be retained

> All chemical containers will be labelled in accordance with the MSD , including hazard symbol, safety phrase and risk phrase

> Chemical containers will be constantly checked for possible leaks

> Disposal of unwanted chemicals is preferably executed by returning them to the supplier. For internal disposal separate bags are used for biological waste.

> All broken glassware is, of course, disposed of in a separate bin

### **Art Rooms - Risk Assessment..... Low**

**Hazards, Cuts and Bruises, Skin Irritation**

#### **Safety precautions, controls**

Guillotines will have approved guards. All sharp instruments will have sheaths fitted.

Only air dried clays will be used

All paints, adhesives, glazes etc., will be labelled with appropriate hazard symbol, safety and

risk phrases, if required. These will be safely locked away when not in use.

### **FURNISHINGS AND FURNITURE**

Inspection of all furniture and furnishings will again be on going. Any defects noted may be reported directly to the caretaker, while also informing the management. Any broken windows will be treated with the due degree of urgency

## **MAINTENANCE WORK (CARETAKERS)**

### **Electrical works -Risk Assessment.... High**

**Hazards** Electrical shock, Bums, Tripping and falling over cable, Struck by materials Contact with moving parts of machinery or portable power tools

#### **Safety Precautions and Controls**

Standard practice for all electrical work is to be on "Dead" services.

Work on live services will be only carried out by a qualified electrician

All portable power equipment is to be operated on 110 V.

All cable connections will be properly made. Insulation tape alone will not be used to make repair or join extension cables.

All electricians will be properly trained in electrical safety policies and procedures.

Employees are to report any defect in plant and equipment or which they become aware.

Be familiar with first aid treatment for electrical shock

All equipment must be maintained in good condition and properly guarded.

### **Plumbing Work -Risk Assessment ... Medium**

#### **Hazards**

Dust, Contact with lubricants and sealants, Struck by materials, Fumes from hot work.

#### **Safety Precautions and Control**

Materials should be delivered next to the point of use.

If necessary dust masks should be used when cutting into walls or floors.

All equipment is to be in good condition and properly guarded. All portable electric equipment is to operate at 110 V.

Material Safety Data Sheets e to be available for all lubricants, sealants or other chemicals.

Soldering, welding or other hot work should be done in well ventilated areas.

Portable fire extinguishers should be available when performing any hot work. A check of the work area should be made one hour after the completion of any hot work.

Housekeeping in and around the work area is to be maintained.

Hard hats and safety footwear are required at all times.

### **Cartridge Operated Tools -Risk Assessment .....High**

#### **Hazards**

Cartridge being too powerful for task, Voids in the structure being fired into ,Material

being fired into is too thin, Change in the consistency of material, Stray cartridges, Discarded live cartridges, Defective tools, Lack of maintenance, Lack of PPE,

Inadequate training, Entanglement

### **Safety Precautions and Controls**

Cartridge operated tools will be used according to manufacturers instructions.

-288 Only operators who are properly trained will use cartridge-operated tools.

The operator will wear eye protection in the form of goggles.

Hearing protection will be used.

The cartridge-operated tool will have proper maintenance carried out at regular intervals.

The cartridge-operated tool will be kept in a secure place when not in use. .

Hold the tool at right angles to the job when firing.

Check material into which bolt is to be fired, carry out a test fire first.

Check there is nobody behind the target.

Allow at least 75mm from edges of concrete or brickwork.

Tools must be stored unloaded in a fireproof cabinet.

Cartridges of different strength should be stored separately and marked clearly.

## **Roofing -Risk Assessment .... High**

**Hazards** Falls from heights, Struck by falling materials, Contact with overhead electric cable Electrical shock while using portable power tools, Tripping and falling, Manual handling injuries

### **Safety Precautions and Control**

Access arrangements and fall protection is to be determined during planning and implemented at the commencement of work.

If scaffolds are to be used for fall protection the decking shall be at roof level and be equipped with top rail at 950 mm, with a mid rail and a toe board. Where scaffolding is not to be used as fall protection, all employees conducting roofing work: will wear properly anchored fall arrest equipment.

Ladders used for access will be in good condition and properly secured to prevent movement Proper arrangements will be made for taking tiles to the roof to prevent them from falling on employees working below. Materials on the roof will be secured to prevent them from falling. All employees will be required to wear hard-hats and foot protection. Work is to cease if there is adverse weather such as snow, ice, high winds, etc. All employees conducting roof work will be properly trained in safe working methods and statutory requirements under the 2006 Construction Regulation for Working at heights.

No work will commence on a roof until the planned safety precautions have been provided.

Materials must never be dropped or thrown down from roofs other than by means of a chute or other suitable safe method.

All materials should be removed from the roof or properly secured at the end of each day. Any work to be performed near overhead electric cables will be done on accordance with the appropriate code of practice.

## **Painting-Risk Assessment**

### **Hazards**

Falls from height, Skin damage. Trips, slips and falls, Struck by objects, Repetitive strain injuries

### **Safety Precautions and Controls.**

Only scaffolds, which are properly erected and conform to requirements of pertinent section of the Safety Statement, will be used by painters. Scaffolds are not to be altered unless under the direct supervision of a competent, authorised person.

All ladders are to be in good condition and secured prior to use.

Non-oil based paints are to be used whenever possible. If oil based paints are used ensure good ventilation.

Avoid direct contact with paint whenever possible. Practice good personal hygiene.

Facilities are to be made available for hand cleaning.

Hard hats and safety footwear are required.

Material Safety Data Sheets for all paints used should be made available and copies will be maintained.

When spraying, wear appropriate personal protective clothing as outlined in the Material Safety Data Sheets.

All paint-spray equipment will be maintained in good condition and regularly inspected and cleaned.

Quantities of paints and thinner/spirits on site will be held to a minimum and be safely stored. Painters will be provided with, and must use, properly set up equipment to avoid awkward postures and undue strain during work. This includes work platforms, scaffolds and ladders.

## **Carpentry Work -Risk Assessment ..... Medium**

### **Hazards**

Back strain due to manual handling, Electrical shock, Caught in/under/between moving parts on machinery, Struck by material, Struck by nails, (Hilti guns), Dust Adhesives, Slips, trips and falls

### **Safety Precautions and Controls**

All scaffolds, working platforms and ladders shall be in suitable condition. All equipment will be periodically checked to ensure they are in good operating order. All portable power equipment is to operate on 110V.

All workers on site require hard hat and foot protection.

Adverse exposure to dust and adhesive fumes shall be avoided at all times. Good hygiene practices should be used and appropriate facilities made available to employees for washing.

When tools which create a risk of eye injury, wear protective goggles.

All materials should be unloaded next to the point of use. Use mechanical aids where necessary to move materials.

All carpenters should undergo manual handling training.

Ensure that all electrical appliances have proper connections, sound wiring and earthing.

Housekeeping is to be maintained around the work areas to prevent slips and trips.

Identify hazards associated with any solvents, adhesives or other chemicals being used.

Take appropriate precautions to prevent adverse exposure to these materials. Material Safety Data Sheets should be reviewed to identify safety precautions and emergency procedures. MSD sheets to be maintained on site.

Only authorised personnel will be allowed to use cartridge stud guns. This equipment is to be properly stored when not in use.

Every effort shall be made to bang down or remove nails in timber.

Work areas are to be maintained in an orderly manner.

Carpenters are not to use ladders, work platforms or scaffolds which are not properly erected and constructed of suitable materials.

## **GROUNDS CARE AND MAINTENANCE**

Car parking will be assisted if the employees take adequate care with the handling of their own vehicles. They staff should draw attention of the management to non school personnel using this facility. A clear throughway will be left at all times for ambulance or the fire brigade.

Continuous monitoring of the grounds for the following hazards will be carried out :

Wearing of tarmac and ensuing “pot holes”, missing drain covers, broken or protruding paving stones, leaves, litter or other debris, large stones or other impediments.

Proper care and maintenance will at all times be given to tools and equipment used in this area. Faulty goods will not be used and will immediately be taken out of commission.

There are certain physical hazards that may possibly be associated with specific equipment and should be given particular attention:

### (1) Tractors

- (a) No passengers will be carried
- (b) No young persons will operate them.
- (c) All moving parts, in particular the Power Take Off will be adequately guarded.
- (d) The tractor will not be operated with restrictive view without assistance.
- (e) The tractor will never be driven without a safety cab.
- (f) Ear defenders will be worn by the operator.
- (g) No speeding allowed
- (h) No overloading allowed
- (i) Tractor must be fully maintained.

### (2) Field Machinery (driven by Tractor P.T.O.)

- (a) No passengers carried
- (b) No young persons will operate them

- (c) Proper guarding of moving parts must be maintained
- (d) Must be fully maintained
- (e) No bystanders in close proximity.

(3) Fixed Equipment

- (a) Fully repaired and maintained
- (b) Fully guarded and fenced.
- (c) No close bystanders.

(4) Hand operated grass mowers

- (a) Make sure area is clear of stones and other loose debris.
- (b) Do not mow with people in close proximity
- (c) Do not leave mower unattended with power on
- (d) Do not mow with light footwear.
- (e) Do not lift mower while powered.
- (f) Always keep mower flat on the grass.
- (g) Do not pull mower towards your feet.
- (h) Switch off mower before moving it across roads and pathways.
- (i) Mow across slopes, never up and down.

(5) Hedge Cutting and strimming

- (a) Check safety switch off mechanism regularly.
- (b) Wear eye and face protection
- (c) Check guarding systems
- (d) Do not use in proximity of bystanders.

**SERVICES** Plant areas such as boiler house, oil tanks, gas tanks, workshops will always be kept in a tidy safe manner. No goods of any sort will be stored in a boiler house. Hazardous plant areas will be locked at all times. These areas, particularly, electrical switch gear areas, will have appropriate hazard signs posted.

## **MANUAL HANDLING ASSESSMENT**

### **Reducing the Risk of Injury**

Where it is not possible to avoid manual handling appropriate steps need to be taken to minimise the risk. The following aspects of the risk will be considered:

#### **The Task**

The task -is it possible to:

Improve workplace layout to improve efficiency?

Reduce the amount of twisting and stooping?

Avoid lifting from floor level or above shoulder height?

Avoid and / or minimise repetitive handling?

Cut carrying distance or provide mobile lifting equipment? '

#### **The Load**

Can the load be made:

Lighter or less bulky?

Easier to grasp?

More stable?

Less damaging to hold? Have you asked your suppliers to help?

#### **The Working Environment**

The Working Environment -is it possible to:

Remove obstructions to free movement?

Provide better footing?

Avoid steps and steep ramps?

Prevent extremes of hot and cold ?

Consider less restrictive clothing or personal protective equipment?

#### **Manual Handling Training / Auditing**

Training will be provided as required and as appropriate for all personnel for whom manual handling represents a significant part of their work. Assessments and ongoing reviews will be conducted for each area where manual handling represents a significant part of the work performed.

## **HAZARDOUS SUBSTANCES ASSESSMENT**

The safety requirements pertaining to individual chemicals and hazardous substances brought onto the complex will depend on the nature of the substance and how it is being used. The following general requirements apply to all substances used or stored on site:

### **Information**

Material Safety Data Sheets (MSDS). shall be provided for all chemicals or substances brought onto the site. These provide detailed information on each substance used. These should be reviewed by the school management to ensure that all necessary precautions are being taken. All employees or third parties using the substance or those potentially affected by the use of the substance should be consulted in regard to proper handling techniques and emergency procedures.

### **Training**

Employees involved in the use of chemicals or hazardous substances shall be given specific instruction and training regarding chemical hazards, exposure controls, treatment and other emergency procedures i.e. spills etc.

### **Emergency Procedures**

Damage to containers or spillage of chemicals must be reported immediately to the school management.

### **Labelling**

Containers of dangerous substance must be correctly labelled at all times. This label should contain information on the precautions necessary as well as an orange label with the appropriate hazard symbol. Substances should not be transferred to an unlabelled container at any time.

### **Transportation**

Chemicals used on the job site should be transported in appropriate containers to prevent spills and combustion.

## OFFICE RISK ASSESSMENT

### (a) General Office Safety

**Hazards** Slips, trips, falls, Struck by or against objects, Equipment Hazards, Fire  
**Safety Precautions and Controls.**

All office equipment is positioned so as to avoid risks of falls or collisions.

All power, telephone, computer or other equipment cables are positioned so as to avoid risks of falls. These will be taped or fastened under furniture or along base boards. A cable cover will be fitted if necessary.

Adequate means of access and egress from the workplace is provided, including means of escape in the event of fire, which will have emergency exit signs.

Emergency evacuation plans will be drawn up and posted throughout and the evacuations will be practiced..

A sufficient number and type of portable fire extinguishers are available and properly mounted throughout.

The removal of hazards to safety and health in the office depends greatly on the maintenance of appropriate standards of housekeeping.

### (b) Visual Display Units (VDU)

**Hazards** Back strain, Upper limb and neck pain and discomfort, Eye fatigue, Stress

**Safety Precautions and Controls**

Employees who use display screen equipment as a significant part of general work will:  
 Receive training on the general use and adjustment of their workstation if necessary.

Have the right to opt for an eye exam at the schools expense, before commencing display screen work and at regular intervals there after, or if visual difficulties arise.

Users should be aware of the following precautions to ensure risks are minimised:

The area in front of the keyboard is sufficient to provide support for the hands of the operator. Document holders should be arranged to minimise frequent head and eye movement.

If required, footrests will be provided.

All operators are provided with adjustable height and back support chairs if necessary.

Desks and screens are arranged so that any bright lights are not reflected in the screen.

Curtains and blinds are provided to cut out all unwanted light.

A vision test will be carried out in order to ensure the operator has adequate sight with or without optical aids.

### (c) Filing Cabinets Hazards

**Hazards** Trapped beneath falling cabinet. Fingers trapped between a drawer and cabinet. Tripping over or running into open drawers,.

**Safety Precautions and Controls**

Risks are minimised by staff observing the following safe practices:

Store heavier items in the bottom drawer

Start with the bottom drawer when setting up files or after moving cabinet .  
 Never open more than one drawer at a time  
 Use drawer handles when opening cabinets  
 Always close file drawers after use

## **GENERAL INSPECTION GUIDE CHECKLIST**

### **Steps.**

Check all banisters and rails are secure.  
 Is lighting adequate. Are all lights working.  
 Are steps worn or broken. Are they slippery.

### **Passages.**

Are floor surfaces even and not slippery.  
 Are all lights in working order.  
 Is all litter removed.  
 Are mats flat and not creating a tripping hazard.  
 Are there damaged walls.

### **Doors and Windows.**

Are all doors unobstructed.  
 Have doors loose or broken hinges.  
 Have they damaged or sticking catches.  
 Are there viewing panels in the doors. Are they kept uncovered.  
 Is all glass complete and uncracked.  
 Can windows open easily without undue force.  
 Do windows jut out dangerously when open.  
 Are windows clean.  
 Have the windows broken fastenings or cords.  
 Where necessary, is a window pole available.

### **Lighting.**

Visually check all light fittings are working and in a clean condition.  
 Check light switches are not broken.

### **Plugs/Sockets/leads.**

Visually check that plugs and sockets have no cracks or pieces missing.  
 Check that socket screws and mountings are secure.  
 Check that indication lights are functioning.  
 Check that insulation on leads is not cracked or frayed.  
 Check that leads are without knots, joins and that they are free of 'kinks'.  
 Check that there are no trailing leads.  
 Try and obviate the need for multi-adaptors.

### **General Purpose Classrooms.**

Check that there are no hazards arising from overcrowding.  
 Check that all cupboards, fixed blackboards, display units etc. are stable and secure and

undamaged.

Try and obviate sharp edges and corners on furniture.

Check all furniture is positioned safely.

## **STRESS RELATED ILL HEALTH**

Management will ensure that in line with Health and Safety Risks that may be incurred at work by physical hazards, stress management will be a routine part of Health and Safety management and health surveillance will be made available to employees if necessary.

This health surveillance will take the form of a periodic review, for the purpose of preventing occupationally related disease, and protecting the health of employees so that adverse variations in their health, which is related to working conditions, are identified as early as possible.

The Committee will particularly take heed of the following symptoms which may be indicative of work related stress among employees:

### Physical ill health

Anxiety

Irritability

Reduced immunity

Heart disease, blood pressure problems

### Organisational symptoms

Absenteeism

Poor motivation

Reduced productivity

Reduction in cognitive concentration

Behavioural effects .... Smoking, excessive drinking, overeating etc.

In assessing the risks that are rated as possible causes of work related stress, the Committee will carry out an assessment under the following broad headings:

Dull repetitive tasks

Highly demanding positions

Lack of control or input into the job

Faulty work organisation

Poor communication

Direct contact with parents and other members of the public

The aforementioned list of possible causes is obviously not all embracing, as expert opinion may be necessary in some instances. The Committees main guideline in on-going assessment will be in identifying where and when demands on an employee exceeds their capacity to deal with them.

## **RESPONSIBILITIES OF PRINCIPAL**

**Name: Pat McKenna**

- (1) To initiate the Safety Policies of the centre.
- (2) To administer these policies and delegate to staff as appropriate.
- (3) To arrange, through the Management, that adequate funds and facilities to implement these policies are made available.
- (4) To maintain the safe upkeep of the premises.
- (5) To implement and initiate evacuation procedures.
- (6) To ensure that First Aid facilities and Controls are implemented.
- (7) To periodically arrange to have this policy statement revised.
- (8) To maintain relevant records and documents pertaining to statutory requirements.
- (9) To provide full executive support for all staff who have been given responsibility under this statement of policy.
- (10) To ensure that the centres annual report is received and that it contains, in addition to the normal information, an evaluation of the extent to which this policy has been put into effect.
- (11) To reprimand any member of staff failing in their responsibilities.
- (12) To set a personal example.
- (13) To release staff for training where necessary.

**RESPONSIBILITIES OF DEPUTY PRINCIPAL AND ASST. PRINCIPAL(S)**

Name: See Page 4

- (1) To know the statute requirements and ensure that they are observed.
- (2) To insist that sound and safe working practices are observed at all times.
- (3) To ensure that safety precautions are accounted for when employing outside contractors.
- (4) To institute proper reporting, recording, investigation and costing procedures.
- (5) To insist that the protective clothing and equipment is provided and is used.
- (6) To ensure that high standards of hygiene throughout the school are observed.
- (7) To be familiar with fire drills and evacuation procedures.
- (8) To arrange a suitable rota for staff to carry out routine inspections of the internal premises every day.
- (9) To arrange for supervision of external grounds and arrange random patrols of all grounds within the site perimeter.
- (10) To assume the responsibilities of the principal in Safety and Health matters in the absence, for any reason, of the principal.

## **RESPONSIBILITIES OF TEACHERS.**

See Page 4-5

- (1) To ensure that pupils carry out all their routines in a safe manner and do not create danger for themselves or for others.
- (2) To be familiar with and that their charges are familiar with evacuation procedures.
- (3) To be familiar with the fire fighting equipment and its uses.
- (4) To notify the management of any accidents or incidents that could result in accidents, that occur and keep records of them.
- (5) To insist that all wear protective clothing and use protective equipment where necessary.
- (6) To identify hazards intrinsic to their own disciplines and to ensure that they eliminate or take protective action against them and that all do likewise.
- (7) Use notices liberally to highlight problem areas.
- (8) To set an example for all.
- (9) To keep abreast of all Safety and Health legislation.
- (10) To encourage safe working practices in their own area.

### **RESPONSIBILITIES OF SCHOOL SECRETARIAT.**

NAMES: See Page 5

- (1) To be familiar with fire drills and evacuation procedures.
- (2) To maintain a list of emergency telephone numbers and addresses.
- (3) To report any defects in office equipment as soon as possible.
- (4) To work in a manner that is safe to yourself and to others.
- (5) To avoid enacting hazards in the office e.g. leaving filing cabinet drawers open, trailing cables, build up of papers etc.
- (6) To be familiar with the use of fire fighting equipment.

### **RESPONSIBILITIES OF CARETAKERS.**

NAME : See Page 5

- 1) To work in a manner which is safe to themselves and others.
- 2) To use the proper tools and equipment for each task.
- 3) To report any hazard that is encountered.
- 4) To use proper protective clothing and equipment where necessary.
- 5) To ensure that no people have access to areas which are hazardous or whilst work is in progress.
- 6) To supervise and control the entry of students to and from their exit from the college and to prevent loitering in the vestibule and corridors, classrooms, toilets and social areas and outside the building.
- 7) To be available for attendance when the college is open outside normal hours.
- 8) To be familiar with fire drills and evacuation procedures.
- 9) To be familiar with the use of fire fighting equipment.
- 10) To prevent the build up of rubbish and especially of combustible material.
- 11) To maintain heating and ventilation plant in proper working order.
- 12) To repair light fittings as soon as they become faulty.
- 13) To repair broken windows and doors at all times.
- 14) To remove broken furniture from use and to have these repaired.
- 15) To ensure that all exits, entrances, fire fighting equipment and fire alarm points are not obstructed.
- 16) To monitor continuously that services such as gas and electricity are safely isolated when not in use in particular locations. This will entail on going patrols of all these locations.

## **RESPONSIBILITIES OF ATTENDANTS**

Names: See Page 5

1. To work in a manner which is safe to themselves and to others.
2. To be familiar with fire drills and evacuation procedures.
3. To be able to identify and use the correct fire extinguishers.
4. To wear the proper protective clothing.
5. To report immediately any injury, no matter how minor.
6. To assist other staff in the supervision and control of students to and from their exit from the college and to prevent loitering in the vestibule, corridors, classrooms, toilets and social area outside and inside the building.
7. To attend to spillages immediately.
8. To barricade area of spillages until they are completely dry.
9. To dispose of rubbish as soon as possible to avoid build up.
10. To report any defect in machinery or equipment.
11. To avoid leaving trailing cables. If this is necessary use notice to the effect that cleaning is in progress.
12. To observe high standards of cleanliness and hygiene.
13. To ensure that all mats and carpets are properly laid and uncrumpled.