

THE (2017) SAFETY STATEMENT

St. Gerald's College

**in accordance with the legal requirements of
The Safety, Health & Welfare at Work Act, 2005
&
The General Application Regulations, 2007.**

Originally Formulated in
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November 2017

Compiled and updated by



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This report is intended to assist in reducing the possibility of accidents and ill health by bringing identified hazards (including a risk assessment) to the attention of St. Gerald's College. Within constraints of time and resources every effort has been made to identify significant hazards and recommend remedies. It is not implied that all other hazards are under control at the time of inspection. The report is advisory and final risk control decisions must be made by management of St. Gerald's College.

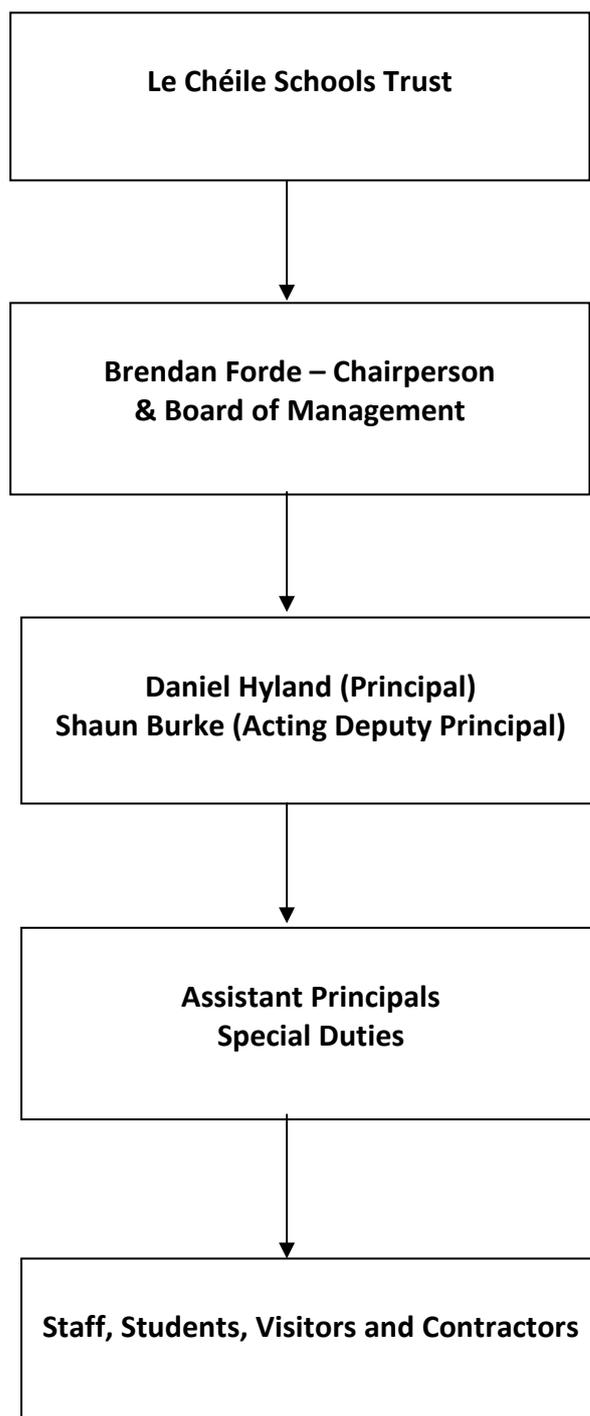
Document amendments and revisions are recorded below:

Issue Status	Date	Amendment/Revision
Safety Statement Formulation	Jan 2013	N/a
Safety Statement Update	November 2017	Risk Assessment Revision 1
Next Update Due	November 2018	

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Safety Management Hierarchy Of St. Gerald's College (2017)

Safety is everyone's responsibility at St. Gerald's College. All staff members have obligations under The Safety, Health & Welfare at Work Act, 2005, and accordingly management recognise their own further obligations to promote and manage safety in the workplace. This hierarchy constitutes the safety management responsibility structure pertaining to St. Gerald's College.



Safety Statement of St. Gerald's College (2017).

To each staff member, student, contractor, and visitor:

1.0 - General Policy Statement:

This document sets out the Safety Policy of St. Gerald's College and specifies the means provided to achieve that policy. Our objective is to endeavour to provide and manage a safe and healthy work environment for all our staff members, and to meet our duties, as far as is reasonably practicable, to students, contractors and members of the public who may be affected by our operations.

School management will endeavour to achieve these objectives by providing adequate safety training, managing proper emergency planning, facilitating safety consultation, provision of personal protective equipment when necessary and safety conscious (competent) staff.

Safe working is a condition of employment. Every staff member at St. Gerald's College must assume responsibility for working safely. The success of this policy will depend on your co-operation. It is therefore important that you read the document carefully and understand your role and the overall arrangements for health and safety at St. Gerald's College.

It is our intention to review this Safety Statement in the light of experience and developments at St. Gerald's College. Staff and others (eg; contractors, stakeholders, etc) are encouraged to put forward suggestions for improving this Safety Statement.

Signed _____

Date _____ 2017

**Brendan Forde,
Chairperson of Board of Management,
St. Gerald's College.**

Organisation and Responsibility.

2.0 - Organisation.

The organisation of work practices in St. Gerald's College will be such that optimum conditions are in place for the successful arrangements to be made for safeguarding safety, health and welfare at work. The following declarations made in relation to health and safety, are done so in accordance with the requirements and recommendations laid down by the Safety, Health and Welfare at Work Act, 2005. These declarations are also in accordance with the guidelines as specified by The Health and Safety Authority (HSA).

2.1 - Responsibilities.

Safety begins at senior management with each level accountable for the level below. The following responsibilities attach to the management structure of St. Gerald's College, however, the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests ultimately with the Board of Management.

The Board of Management

The Board shall:

- Endeavour to ensure that there are available, sufficient funds and facilities to enable the Safety Statement to be reasonably implemented.
- Ensure that a disciplinary procedure exists for wilful breaches of safety standards contained in the Safety Statement and that all staff are aware of this.
- Take a direct interest in the health and safety policy of the school and positively support any person whose function is safety policy implementation.
- Monitor health and safety performance in St. Gerald's College.
- Include health and safety on the Board's meeting agenda.
- Prioritise actions on health and safety issues where resources are required.
- Ensure actions are taken regarding health and safety obligations.
- Ratify the school Safety Statement.

The Principal – Daniel Hyland

The Principal typically shall endeavour to:

- Be aware of the safety record of the school and issue any necessary reasonable directives in the interest of the health and safety management.

- Periodically appraise the effectiveness of the Safety Statement and risk control strategies.
- Ensure that responsibility is properly assigned, understood and accepted at all levels.
- Procure advice and assistance whenever necessary and take heed of any valid health and safety matter highlighted by staff members.
- Ensure that all staff held accountable for their performance in relation to occupational health and safety.
- Show through personal behaviour that only the highest standards of safety are acceptable.
- Ensure that risk assessments have been completed for the school.
- Arrange a periodic review of the Safety Statement and revise accordingly.

The Deputy Principal – Shaun Burke (Acting)

The Deputy Principal is responsible for ensuring that staff members and others (eg; contractors and visitors), are made aware of and comply with the Safety Statement and arrangements for safety management.

The Deputy Principal typically shall endeavour to:

- Be fully familiar with the school's Safety Statement and ensure it's brought to the attention of all staff members.
- Ensure that thorough and prompt investigations are carried out into all reported accidents and incidents and that an Accident Report Form is completed following any accident/incident.
- Consider representations about health and safety from staff members.
- Ensure that regular health and safety inspections are carried out and remedial action taken where necessary.
- Show through personal behaviour, that only the highest standards of safety are acceptable.
- Review all incident/accident reports with the Safety Officer and/or Principal.

The Safety Officer – Daniel Hyland

The level of responsibility for health and safety, of the safety officers, extends to all areas of the premises at St. Gerald's College. Typically the responsibilities include:

- Implementation of the health and safety policy programme in accordance with the Safety, Health and Welfare at Work Act, 2005, and in accordance with the recommendations highlighted in this Safety Statement.
- Review the hazard identification/risk assessment section of this Safety Statement and act upon the recommendations stated therein.
- Continuous vigilance in the area of hazard identification.
- Establish a consultative process with members of the workforce.
- Deal directly with the safety representative (**Michael McGee**) and act upon any representations where reasonably practicable.
- Inform all staff of relevant safe work practices.
- Estimate resource requirements (spent and projected) for execution of the safety management programme.
- Ensure that all staff members receive adequate safety training, instruction and information appropriate to their tasks.
- Ensure that all staff members 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 and in particular that fire exit routes are kept clear and that fire points are not obstructed.
- Collate safety information relating to hazardous substances, materials, or equipment being used in the school.

Assistant Principals and Special Duties Teachers

Their main functions are to;

- Assist with the day-to-day management of health & safety in accordance with this Safety Statement.
- Demonstrate at all times an exemplary approach to safety and health in order to engender in their students a total commitment to safety and health.
- Be accountable to the Principal for any breach/omission regarding safety & health matters.
- Assist with drawing up & reviewing departmental health & safety procedures.

- Assist with regular health & safety inspections of their appointed department/area, making reports to the Principal/Safety Officer on issues identified and ensuring that corrective action (where necessary) is carried out.
- Communicate health and safety information received to appropriate personnel
- Be aware of their statutory safety regulations and safe working practices and procedures.
- Ensure all injuries are reported and recorded.

2.2 Staff Member Responsibilities.

There is also a responsibility on staff members to ensure health and safety at work. **Section 13** of The Safety, Health and Welfare at Work Act, 2005, places a number of obligations on staff members while at work -

- To take reasonable care of their own health and safety and that of other staff members who may be affected by their acts or omissions.
- To cooperate with their employer on statutory safety obligations.
- To use any suitable appliance, protective clothing, safety equipment or other means provided for securing safety, health and welfare.
- To report to school management without delay any defects in work equipment, place of work or system of work, which might endanger health and safety.
- No intentional or reckless interference with any safety measure provided. Such action will lead to disciplinary procedures.
- To be familiar with any required safety procedures and safe work methods.
- To attend, cooperate with and take into account, any safety training provided.
- Not to be under the influence of an intoxicant while at work (including illegal drugs, prescribed drugs with known side effects, and alcohol).

St. Gerald's College additionally requires each staff member to immediately report to the Safety Officer (**Daniel Hyland**) any incident resulting in loss or injury and any dangerous occurrence that could have resulted in loss or injury.

3.0 Co-operation.

3.1 - Staff Members.

In addition to the above obligations in Section 2.2, staff members are required to co-operate with the investigation of an accident either by the responsible person, safety representative or an inspector from the Health and Safety Authority. St. Gerald's College has expended considerable time and resources in the preparation and implementation of a safety policy programme designed to protect the interests of its staff members.

The programme will not succeed unless ***each staff member*** co-operates fully by observing the above requirements and by following safe work practice methods. Staff members are expected to read, understand, and work in accordance with the information and recommendations set forth in this Safety Statement. New and revised documentation may be produced after certain time periods and these will be distributed, made readily available or posted on notice boards as appropriate. In such an event, all staff members will be required to comply with any new safety requirements as stated.

Each staff member is expected to read the Safety Statement of St. Gerald's College and to act accordingly. Failure to comply with the terms of this Safety Statement may result in disciplinary action in accordance with the Industrial Relations Act, 1990 and (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

3.2 - Contractors.

Contractors may be provided at pre-contract stage with a copy of this Safety Statement. They will be required to sign the documents to indicate that they have read and understood them. They must perform their work in accordance with the terms of this Safety Statement. It is implied in this condition that, in its work activities, the contractor will adhere to recognised standards and regulations relevant to their work practices. The contractor has permission to distribute this Safety Statement to its workforce.

Contractors may also be required to submit their own Safety Statement or Method Statement at the pre-contract stage for examination. The documentation will be examined by *the responsible person* in St. Gerald's College and if such documentation does not reflect safe work practices (as is applicable to the contract work intended) then St. Gerald's College can direct the contractor to amend the documentation before any contract work commences.

Contractors should assume responsibility for health and safety relating to their work practices and procedures and this shall be incorporated into a signed contract prior to any major works commencing.

4.0 Consultation and Information.

4.1 - Safety Representatives.

Under the Safety, Health & Welfare at Work Act, 2005, staff members have the right to elect a safety representative.

Currently, the safety representative elected is Michael McGee

Safety Representatives have the right to:

- Information from the Safety Statement.
- Be informed of impending Health and Safety Authority inspections.
- Accompany the HSA Inspector on visits (but not on investigations of accidents).
- Consult with the HSA Inspector.
- Make representations to the *responsible person* (ie; Safety Officer).
- Investigate accidents and dangerous occurrences provided that it does not interfere with the performance of statutory obligations.
- Inspect the workplace subject to agreement with management.
- Time off as may be reasonable in order to acquire information and training on matters of safety, health and welfare.

4.2 - Information.

Information in the form of fire control, evacuation plans, warning signs, and safety notices are displayed in hard copy and are also available in electronic format. Information relating to substances, materials, or equipment being used in the workplace is available through the Safety Officer.

4.3 - Availability of the Safety Statement.

Each staff member has access to this Safety Statement and is given the opportunity to practice safe working methods. The complete set of documents, which together make up the **Safety Statement of St. Gerald's College** are available from the Safety Officer.

A staff copy will be made available for examination by staff. Those staff members who have read the document are asked to indicate this by placing their signature on the signature list (see Section 8.0).

5.0 Resources and Policy.

5.1 – Personnel Resources.

Considerable time and resources have been expended by St. Gerald's College in implementing the health and safety policy documented in this Safety Statement. Use of the hazard identification and risk assessment process, along with safety management strategies highlighted in the appendices to this Safety Statement are further resources allocated towards successful management of this policy. Other resources include extensive consultation with staff members and provision of First Aid training to relevant personnel, where appropriate.

- **The trained first aiders are the Principal, Deputy Principal, Secretary's and Caretaker.**
- **There is a group of personnel trained in AED use, and the defibrillator is located in the Staffroom.**

5.2 Maintenance Resources.

Most of the efforts by way of maintenance in terms of time, materials and service are directed to improving work, equipment and facilities with consequent improvements in their safety. Considerable improvement has been made in the fabric of St. Gerald's College over the years and it is planned to continue such progress into the future.

5.3 - Training.

Training is being provided at St. Gerald's College on an ongoing basis with fire and evacuation drills, and other areas related to safety, which consumes financial and direct resources (eg ; time, materials, equipment, etc.).

5.4 - Other resources.

Other potential resources that may be committed to controlling hazards are those required for-

- Completing safety audits
- Hazard identification
- Accident and incident investigation
- Monitoring workplace practices
- Safety consultation
- Provision of safety information and hazard warning signage
- Provision of personal protective equipment (PPE)
- Implementing the risk control recommendations in this Safety Statement

5.5 – Bullying and Harassment Policy

The management of St. Gerald's College is committed to a policy to treat all its staff members equally in line with published Equal Opportunity Policies and the Code of Practice on Workplace Bullying 2007. Harassment and bullying is behaviour that is destructive to a positive working atmosphere and will not be endured. All staff members have the right to working in an environment free from any form of harassment causing stress, bullying or intimidating behaviour. If any staff member experiences unwanted or offensive behaviour toward them, and makes a complaint through the identified channels, they can expect the complaint to be fully investigated and the proper outcome to be identified. Breach of this policy will lead to disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

Bullying and harassment are not new and nor is the behaviour which they describe. What is perhaps "new" is the use of the words in the context of work and the recent recognition of the adverse effect of such behaviour on the victim and the organisation in which s/he may work. Harassment undermines the confidence and dignity of the individuals affected by it. It can also tarnish the work atmosphere where bullying is tolerated or is accepted as the norm. Harassment and bullying can occur in any kind of workplace and this policy aims to inform staff members of their rights and responsibilities under this policy.

Definition of Harassment & Bullying:

Harassment occurs if any person feels intimidated, humiliated, patronised or embarrassed by the derogatory, offensive or discriminatory remarks or actions of others. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

Sexual harassment is unwanted behaviour of a sexual nature by one staff member towards another. Examples of sexual harassment include:

- Insensitive jokes and pranks
- Lewd comments about appearance
- Unnecessary body contact
- Display or circulation of sexually offensive material
- Request for sexual favours
- Threat of actual sexual violence
- Threat of dismissal, loss of promotion etc for refusal of sexual behaviours

Bullying is defined as any form of repeated, unwelcome and unacceptable conduct that could be regarded as offensive, humiliating or intimidating. Examples of bullying include:

- Verbal and non-verbal abuse
- Shouting, making jokes, unfair and excessive criticism, ridicule in front of other individuals, spreading false truths about the individual.
- Looks, a gesture, displaying emblems on clothing, exclusion, whistling, isolation at work breaks, social events etc.
- Physical abuse.
- Hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a colleagues personal belongings, etc.

Cyber Bullying and Privacy Requirements

Circulating, publishing or distributing (including on the internet) material associated with St. Gerald's College activities including, but not limited to, material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of discipline and may result in disciplinary action. As part of such disciplinary action, St. Gerald's College reserves the right to suspend or expel a student or students where it considers the actions warrant such sanctions.

COMPLAINTS PROCEDURE:

Informal:

Any member of staff who feels they are being targeted or subjected to offensive harassing or bullying behaviour should first try to make it clear to the alleged bully that their behaviour is unwanted and unacceptable. A victim of harassment or bullying should keep a record of such a request and document the alleged harasser's response. If an alleged victim feels unable to confront the person, or feels that these incidents are of a serious nature they should approach the Management for support or advice. A victim of harassment is advised to seek support at the earliest opportunity and to keep a record of the behaviour or treatment complained of. Where an informal attempt to resolve the matter fails, the complainant is encouraged to raise the complaint through the formal complaints procedure.

Formal:

When an alleged victim has been unsuccessful at resolving a complaint informally with the alleged harasser, a formal complaint should be made in writing to Management. Once a formal complaint has been received an investigation will be undertaken which will include separate interviews with both the complainant and alleged harasser and anyone identified as a witness to the behaviour. All parties will be given an opportunity to state their case and are entitled to be represented at the investigation interviews. Every effort will be made to safeguard confidentiality during the investigation. The Interviewer and Management will weigh up the evidence as presented. If the complaint is substantiated the harasser will be subjected to appropriate discipline.

RESPONSIBILITY

Every member of staff has a responsibility to ensure that harassment and bullying do not occur at any level or in any department. This individual responsibility extends to an awareness of the impact of personal behaviour that could cause offence to another member of staff and make them feel uncomfortable or threatened. Management have a particular responsibility to ensure that the workplace is kept free from all forms of harassment and bullying so that staff may go about their work free from the threat of harassment or intimidation.

As in all matters of discipline it is primarily the responsibility of management to establish and sustain proper standards in the workplace. Management will respond promptly to complaints of harassment or bullying and will deal with all complaints in an expeditious and supportive manner.

It is also the responsibility of all staff to make themselves familiar with this policy and procedure and to treat their colleagues with respect and dignity. **Refer also to the "Dignity in the workplace" as part of the Code of Procedures (S.I. No. 208/2012) covering bullying and harassment.**

5.6 - Pregnant Employee Policy

St. Gerald's College adheres to the provision of The General Application (Pregnant Staff members) Regulations, 2007.

These regulations apply to staff members that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, an assessment of any hazardous activities relating to the staff member will be carried out.

The following hazards must be considered:

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures, which are abrupt or severe, or give, rise to excessive fatigue.
- Non-ionising radiation.
- Chemicals: In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents.

A pregnant staff member must not be exposed to these hazards unless the hazards are adequately controlled.

Adequate control means:

- The hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.
- If any of these risks are present they must either be eliminated or safeguards put in place to protect the staff member's health and safety.

These safeguards include:

- Changing the type of work, working hours, etc.
- Moving the staff member to other safe work.
- Access to a rest area if necessary.

If these safeguards are not possible then the staff member must be granted safety and health leave. This is paid leave, which continues until either the unsafe conditions change or else the pregnant staff member becomes eligible for paid maternity leave.

5.7 - Stress Policy

St. Gerald's College adheres to all aspects of the *Safety, Health and Welfare at Work Act, 2005*, which obliges employers to identify and safeguard against ALL risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Certain causes of stress in the workplace can include:

- Poorly organised shift work
- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill defined work roles
- Highly demanding tasks
- The threat of violence

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards.

St. Gerald's College may utilise the following methods of Managing Stress:

- Ensure that school management is aware of the potential causes of stress and the early warning signs
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- Invite staff members to consult with school management on work related stress, and to attend review meetings to agree appropriate remedial action, where necessary.

Where management are aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions.

5.8 - Accident/Incident Reporting and Investigation Policy

All accidents or incidents (near misses), whether serious or not, must be reported immediately to management. An Accident/Incident Report form is available for this purpose and must be completed by St. Gerald's College. (See Appendix 6 for further detail).

Accident/incident investigations will be carried out and the purpose of investigation is to determine the immediate and root cause of the accident/incident and to prevent recurrence. The conclusions of the investigation will be logged. All staff members are required to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident/incident. Corrective action will be taken where necessary and recorded.

Accident data will be periodically analysed by Management with a view to improving safety performance. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident/incident.

The Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations (2016) require certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

- An accident resulting in the death of a staff member.
- An accident resulting in the absence of a staff member for more than 3 working days (not including the day of the accident).
- An accident to any person not at work caused by a work activity, which causes loss of life or requires medical treatment (e.g. member of the public).
- Certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury (for categories of dangerous occurrences that require reporting to the Health & Safety Authority refer to www.hsa.ie).

The Management of St. Gerald's College is responsible for reporting any such accidents/dangerous occurrences to the Health and Safety Authority. Reporting will be done on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences) and notification will be done without delay, by fax, telephone or online to the Health & Safety Authority.

H.S.A. contact details:

The Health & Safety Authority
The Metropolitan Building,
James Joyce Street,
Dublin 1.
Tel. No. (01) 6147000
www.hsa.ie

5.9 - Emergency Procedures Policy

Emergency procedures are in place and these procedures will be reviewed periodically and amended where necessary. Evacuation drills will take place at least twice a year or more often if required. Staff are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

After each evacuation, a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary. Visitors and contractors will be informed of evacuation procedures as appropriate. The names of fire wardens / deputy fire wardens (when / if appointed) will be displayed in appropriate locations.

New staff will receive basic information in fire safety from the Safety Officer. This will include the following:

- Policy on smoking, electrical equipment etc.
- How to raise the alarm.
- Actions to be taken on discovering a fire.
- How to call the fire brigade.
- Location and use of escape routes.
- The evacuation procedure.
- Assisting any disabled people, visitors and others during evacuation
- Location of and use of fire extinguishers as appropriate.

**The Assembly Points are currently designated at the De La Salle Hall.
See nearest evacuation notices in each area for further specific details.**

List of Emergency phone numbers

Ambulance	999 or 112
Fire Brigade	999 or 112
Gardai	999 or 112
Mayo General Hospital	094 – 902 1733
ESB	1850-372 999
Gas (Leaks etc)	1850-205 050

In the event of a situation arising in the course of work involving serious, imminent and unavoidable danger, staff can stop work and immediately leave the place of work and proceed to a place of safety, as per Section 11 of The Safety, Health and Welfare at Work Act (2005).

5.10 - Lone Working Policy

A Lone Worker is defined as 'any staff member who works alone without close or direct supervision or contact with work colleagues'. Where employees have to work alone, personal safety is a priority consideration and St. Gerald's College extends its duty to ensure that lone workers are made aware of all necessary steps to avoid putting themselves at risk either from the work itself or the work environment.

People who work by themselves without close or direct supervision are found in a range of situations throughout the school. In the majority of instances where employees are required to undertake normal work activities alone, the job does not entail any significant risks to the lone worker. However, due to the difficulties, which may be experienced if a problem does occur St. Gerald's College, require lone working employees to be aware of the following safety precautions –

- Contact the designated contact person in the event of any incident, accident or other safety issue arising out of the course of normal work activities.
- Lone workers must be medically fit (certified by medical practitioner) to work alone, and should notify the designated contact person of any condition that may compromise their safety whilst working alone (eg; diabetic, epileptic, etc).
- Employees should be able to operate all fire fighting devices in accordance with standard fire safety training procedures, and know where the designated emergency assembly point is for the premises.
- Lone workers should be aware of where the First Aid facilities are located on site, and have an awareness of how to contact, and location of, the nearest medical centre, if required.
- Carry a mobile phone at all times as a primary source of communication.
- Be aware of any panic button systems, CCTV coverage or alarm mechanisms installed on site. Furthermore, a list of local numbers for nearby Hospitals, Gardai, Fire Services, Ambulance Service and Taxi Service should be available.
- Be aware of the robbery and violence prevention procedures contained within Appendix 9 of this Safety Statement.
- Lone workers should call, email or text the designated contact person at the end of lone working activities to verify that no health and safety issues have arisen.

Risk assessments for St. Gerald's College have been completed and are contained within this Safety Statement. Lone workers must make themselves aware of any identified hazards in their working area that may pose a significant safety risk and thus, seek prior clearance from the designated contact person to work alone where necessary.

The designated contact persons are Daniel Hyland and Michael McGee

6.0 Hazard Identification, Risk Assessment and Risk Control Actions.

6.1 - Risk Assessment Methodology

The risk assessment process that Nascon employs in determining a workplace risk profile involves the following:

- Identifying the significant hazards present in the workplace
- Identifying what risks are associated with each hazard.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury - see page 24 for specific details).
- Suggesting control options in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The length of time specified for implementing control measures will vary and be dependent on the risk rating for the hazard i.e. the higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

Risk assessments should generally be reviewed annually and any necessary amendments made. They should also be reviewed if there is a change in circumstances e.g. new equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or new guidance being published.

The Hierarchy of Controls

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process. The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

1. Elimination:

Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.

2. Substitution:

If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.

3. Engineering Solutions:

If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:

- Enclosure (enclose in a way that eliminates or controls the risk)
- Guarding/segregation of people
- Interlocks and cut-off switches
- Extraction ventilation

4. Administrative Solutions:

These are the management strategies which can be introduced such as training, job rotation, limiting exposure time or provision of written work procedures.

For example:

- Safe systems of work that reduce the risk to an acceptable level
- Written procedures that are known and understood by those affected
- Adequate supervision
- Identification of training needs and provision of appropriate training
- Information/instruction (signs, handouts)

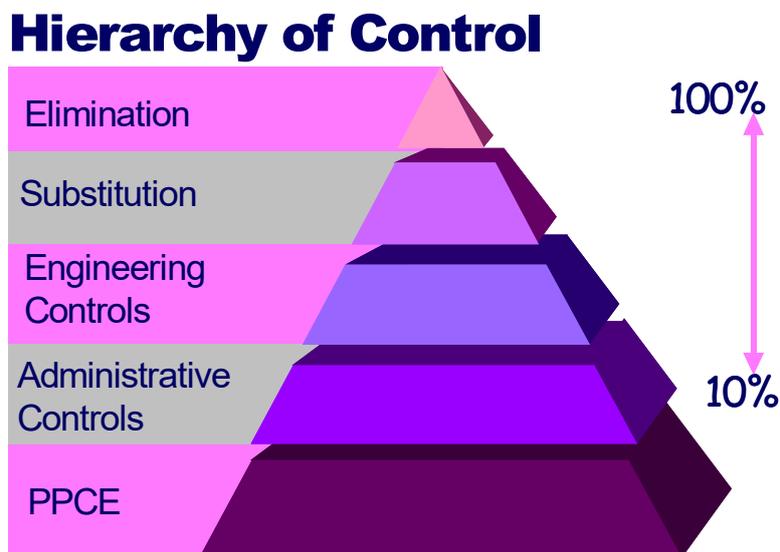
5. Personal Protective Equipment & Clothing:

Personal Protective Equipment and Clothing should always be considered as a last resort. It can also be used as an interim measure to reduce exposure to a hazard.

Summary

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the list the less effective the methods become. Training alone, for example, is estimated as being only 10% effective.

It is also worth bearing in mind that the amount of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, Control Level 5 (PPE) takes the most effort to maintain and Control Level 1 (Elimination) the least effort.



6.1 - Risk Assessment Methodology (BS 8800 Rating System)

The risk assessment methodology that Nascon uses in determining a risk profile is as follows:

All Risk Assessments provide a risk rating evaluation along with each hazard. By doing so, management can immediately see the hazards that need to be addressed urgently.

There is a formula for assessing each risk rating and is as follows:

$$\text{Risk Rating} = \text{Frequency of hazard} \times (\text{Maximum probable loss} + \text{Probability of occurrence})$$

From this type of quantitative evaluation, a list of priorities for risk control can be established, and used as a basis to allocate resources.

Risk Rating Priority Table

Risk Rating	Action Priority
High (9)	Immediate
Medium – High (6)	As soon as is reasonably practicable
Medium (4)	As soon as is reasonably practicable
Low – Medium (3)	To be actioned once all 'higher risk ratings' are addressed
Low (1) or (2)	At management discretion
Ongoing Awareness	Maintain awareness of the risk management strategy

- Due to the varying nature of different organisations, it will be a management responsibility to dictate exact timeframes on each risk rating. For example, this will be based on personnel and financial resources available, in-house expertise, and changing circumstances (eg; accident/incident analysis).
- The risk ratings given to each hazard are based on a risk profile **without** any of the risk control actions implemented.

6.2 - Specific Hazard Identification & Risk Assessment

St. Gerald's College (2017)			
Science Rooms			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
<p>1- Chemical use (corrosives, irritants, etc)</p> <p><i>(Chemical storage is generally good)</i></p>	<p>Poisoning / burns / unconsciousness / explosion</p>	<p>Keep all chemicals <u>locked away in approved chemical cabinets</u> when not in use. Adhere to information given on Material Safety Data Sheets (MSDS), including disposal guidance. Supply adequate first aid cover.</p> <p>Refer to appendices for guidance on chemical incompatibilities when storing (do not store in alphabetical order)</p>	<p>Medium</p>
<p>2- Gas system use</p>	<p>Explosion or fire from gas leakage</p>	<p>Ensure gas system is checked on a regular basis by competent personnel (approved RGII contractor), and ensure isolation switches are accessible</p>	<p>Medium</p>
<p>3- Experimental science work</p>	<p>Explosions, poisoning, cuts lacerations, fire, fumes, etc</p>	<p>All experimental work must be supervised, correct instruction given and safety measures followed (available first aid, fire control, protective equipment, etc)</p>	<p>Medium - High</p>
<p>4- No eye wash facilities wall mounted for ease of access in some Labs (Science 4)</p>	<p>Failure to treat eye splashes quickly and efficiently</p>	<p>Locate first aid box (with eye wash facilities) or an eye wash station in an easily accessible and visible area in each Lab.</p>	<p>Low - Medium</p>

Science Rooms continued			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
5- Eye wash out of date in Science 1 (since June 2011)	Eye infection	Replace eye wash stocks with a fresh batch and maintain a regular check on all first aid supplies for items that have "best before" or "use by" dates	Medium
6- Potential lack of awareness of mains isolation switch operation (for electrical or gas equipment)	Inability to immediately terminate supply to electrical arcing and sparking or gas leaks (leading to explosion)	Ensure all staff members are familiar with the switch locations, switch use and reset procedures. Use signs highlighting each location and keep free from obstruction at all times. Check operability of these switches on a monthly basis	Ongoing Awareness
7- Use of hot-plates	Burns, electrical fires	Ensure all hot-plates are powered off after use. Check plugs and cables on these items regularly for any wear and tear. Warn users of room that plates may still be hot from previous class	Low - Medium
8- Trailing electrical cables from audio-visual equipment at teachers desks	Trips and falls	Secure all cables away from walkways and access routes. Use cable ties where appropriate or cover with cable protector floor strips	Medium

General Purpose Classrooms			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
1- No blinds on windows in some rooms (sunlight causing reflectance, glare, etc)	Headaches, eyestrain, migraine from bright sunlight	Install blinds (if room is exposed to direct sunlight)	Low
2- Trailing electrical cables from audio visual equipment	Trips and falls	Secure all cables away from walkways and access routes. Use cable ties where appropriate or use cable protection floor strips	Medium
3- Electric storage heaters (wall mounted) in prefab classrooms	Fire (if outlet vents are obstructed)	Ensure vent outlets are not obstructed by, or in close proximity to, combustible material. Use warning signs to this effect.	Medium
4- Smoke detector efficiency in new classrooms	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing Awareness
5- Platform at teachers desk	Trips and falls	Ensure all staff (especially new staff) are aware of this hazard. Display warning sign on teachers desk.	Low
6- Use of floor sockets (covers left open)	Trips and falls, electric shock	Keep all cables away from access routes. Ensure sockets are covered when not in use.	Low - Medium

Corridors & Toilets			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
1- Slippery floors (tiled areas) when wet or damp	Slips and falls	Provide adequate ventilation, clean up any spillages immediately, and use non-slip mats when necessary. Use warning sign when floors are slippery	Medium
2- Schoolbags lying around corridors	Trips and falls	Provide designated storage areas for schoolbags and maintain adequate supervision of housekeeping in corridors	Medium
3- Sunken mat well outside Canteen door	Trips and falls	Raise the level of mat to match the surrounding floor level (by using thicker mat or more underlay material)	Medium - High
4- Item storage on top of lockers (bags, coats, books, etc)	Items falling on students	Fit angled frame panelling to top of all lockers to prevent unauthorised storage or utilise overhead space to create extra storage cupboards with lockers recessed underneath	Low

DCG & Computer Rooms			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
1- No immediate mains isolation switches evident (for computer equipment)	Inability to terminate electrical fires, arcing or sparking from computerised equipment	Install isolation switches linked to electrical mains supply and display signs highlighting switch location and operation. Alternatively ensure residual current device (RCD) trip-switches are tested and operable on a monthly basis.	Medium
2- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing Awareness
3- No smoke detectors evident in Computer Room	Failure to detect fire at an early stage	Install detectors in all areas where computers and electrical equipment are located	Medium - High

General Offices & Reception			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
<p>1- Prolonged Visual Display Unit (computer) use</p>	<p>Eye strain, repetitive strain injury, headaches, back and neck pain, etc. (only if exposure is sufficient: e.g. hours of continuous use on a daily basis)</p>	<p>All VDU workstations must comply with the General Application Regulations (Part 2, Chapter 5), 2007, including completion of individual VDU workstation risk assessments. Instruct users in proper posture and workstation set-up / layout.</p> <p>Continuous workstation activity should be broken up to allow for changes in posture, standing up, walking around, etc. Refer to Appendix 4 for further guidelines</p>	<p>Low - Medium</p>
<p>2- Photocopier “non-routine” use (changing toner, unblocking, etc)</p>	<p>Carbon monoxide from toner. Fire if heat accumulation is excessive. Cuts/grazes or electric shock when clearing paper jams. Ultraviolet light exposure.</p>	<p>Use in well ventilated areas. Avoid contact with toner and keep lid closed when in use. Isolate electricity before opening</p>	<p>Low</p>
<p>3- Portable electric heater use</p>	<p>Fire, trips and falls (over cable)</p>	<p>Should not be left unattended when powered on. Keep away from combustibles. Keep all vents free from obstruction and cables away from access routes</p>	<p>Medium</p>

General Offices continued...			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
4- No panic button available at Reception office	Staff subject to verbal or physical threat (without alarm notification back-up)	Install panic button linked to alarm system (monitored or otherwise)	Medium
5- Use of shredder	Entanglement	Ensure no loose clothing, hanging ties, or loose sleeves when using shredder. Use warning sign.	Low - Medium
6- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing Awareness

Art Room			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
1- Use of kiln (enclosed but no extraction)	Fire, burns, carcinogen (from refractory ceramic lined kilns), ceramic fume harmful by inhalation	Provide adequate extract ventilation and maintain enclosure around kiln. Use suitable heat resistant clothing if handling hot items. Ensure extinguishers are convenient and that ceramic lining of kiln is not damaged. Never leave combustible items on top of kiln	Low - Medium
2- Use of glues / hot wax	Exposure to harmful vapours, burns	Adequate supervision must be in place when using any glues or hot wax. Appropriate protective gloves should be worn during use of these substances. First aid supplies should have burn relief ointment / spray.	Low - Medium
3- Use of blade cutters	Cuts lacerations	Continue to use spring retractable blade cutters and advise users to always cut away from themselves (not towards oneself). Always maintain a count of blades issued and returned.	Low

Art Room continued...			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
4- Accessing high shelves	Slips and falls, back or muscle strain	<p>Never store heavy items above shoulder height and ensure all items are stored in a secure manner.</p> <p>Provide secure access facilities (pedestals, folding steps, etc) or extra shelving at lower height levels</p>	Medium
5- Portable electric heater use (under notice board)	Fire, trips and falls (over cable)	<p>Should not be left unattended when powered on.</p> <p>Keep heater away from combustibles.</p> <p>Keep all vents free from obstruction and power cables away from access routes</p>	Medium

Caretakers Store			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
1- Use of powertools and handtools (power drills, hammer-drill, hammers, chisels, etc)	Impact injury, cuts, lacerations and entanglement	<p>Personal protective clothing (particularly eye protection) must be worn and users instructed in correct techniques for use.</p> <p>Powertools should operate at 110 volt if not on a power circuit controlled by RCD's.</p>	Medium - High
2- Accessing high shelves	Slips and falls, back or muscle strain	<p>Never store heavy items above shoulder height and ensure all items are stored in a secure manner.</p> <p>Provide secure access facilities (pedestals, folding steps, etc) or extra shelving at lower height levels.</p>	Medium
3- Use of cleaning chemicals / detergents	Irritant, corrosive or toxic exposure	<p>Adhere strictly to manufacturer's safety instructions and wear the required protective clothing & equipment.</p> <p>Refer to associated Material Safety Data Sheets for further information on storage and handling.</p>	Medium

Staff Room			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
1- Use of toaster (if timer is set incorrectly)	Fire, or accidental activation of fire alarm system	Ensure the thermostat is operating correctly on the toaster and that smoke detection devices are located nearby. Never overset the timer for the product to be toasted	Low
2- Photocopier non-routine use (changing toner / unblocking / etc)	Carbon monoxide from toner. Fire if heat accumulation is excessive. Cuts/grazes or electric shock when clearing paper jams. Ultraviolet light exposure	Use in well ventilated areas. Avoid contact with toner and keep lid closed when in use. Isolate electricity before opening	Low - Medium
3- Microwave use (one located on top of other)	Burns and scalds Fire (obstructed vents)	Avoid overheating ('superheating') Ensure first aid box has supply of burn relief cream or spray. Use warning sign highlighting a cooling off period before using any consumables microwaved. Keep microwave vents free from obstruction. Locate microwave ovens side by side (at waist level on counter/table)	Low - Medium

Staff Room continued...			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
4- Use of water boiler	Burns, scalds (from accidental impacts)	Use warning signs, provide adequate space around equipment, and advise vigilance among staff	Low - Medium
5- Portable electric heater use (in staff computer area)	Fire, trips and falls (over cable)	Should not be left unattended when powered on. Keep heater away from combustibles. Keep all vents free from obstruction and power cables away from access routes.	Medium

Woodwork Room			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
1- Noise from machinery and powered equipment	Long term damage to hearing of staff	Staff in technology rooms should have periodic audiometry tests and always wear hearing protection during machine operations that are above 80dBA (decibels)	Medium - High
2- Manual handling of heavy items (raw materials, large projects, etc.)	Back injuries, muscle strain, ligament damage, falls, , abrasions	Ensure all relevant staff are trained in safe manual handling techniques (and refresher training). Keep weights below 15kgs if possible. Reduce carrying distances, particularly for heavier loads, and keep such items stored within a zone of convenient reach (through ergonomic layout).	Medium
3- Use of varnishes, flammable spirits, thinners, etc.	Fire, burns, inhalation of fume / vapour	Use the personal protective clothing (PPE) as directed in the Material Safety Data Sheets. Ensure fire extinguishing devices are convenient.	Medium
4- No exclusion zones marked out around all machinery	Operators workspace interfacing with third parties (non operators) leading to entanglement, cuts, lacerations, etc	Mark out exclusion zones on floor around each machine where a risk of accidental interface between machine user and third party could occur.	Low - Medium

Woodwork Room continued...			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
5- Use of power tools and hand tools (power drills, electric saws, hammers, chisels, etc)	Impact injury, cuts, lacerations and entanglement	<p>Personal protective clothing (particularly eye protection) must be worn and users instructed in correct techniques for use.</p> <p>Power tools should be at 110 volt if not on a power circuit controlled by RCD's.</p>	Medium
6- Potential lack of awareness of mains isolation switch operation (for electrical / gas equipment)	Inability to terminate electrical arcing / sparking and gas leaks (explosion) starting or progressing	<p>Ensure all staff are familiar with the switch locations, switch use and reset procedures.</p> <p>Use signs highlighting each location and keep free from obstruction at all times.</p> <p>Check operability of these switches on a monthly basis</p>	Ongoing
7- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing Awareness

Woodwork Room continued...			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
<p>8- Use of machinery – specifically</p> <ul style="list-style-type: none"> • JET Wood Spindles • Pillar Drills (one unguarded and both are freestanding)* • Record Power Band Saw (guarded) • PRT Router Table (guarded) • Scroll Saws (unguarded)* • Sedgwick Table Saw (guarded) • Sedgwick Planer (extraction) • Morrisflex Sander • ProEdge Sanding Belt (freestanding)* • Acimall Sanding Belt (extraction) • Festool Chop Saw (guarded) • Sedgwick Mortiser 	<p>Cuts and lacerations Abrasions Eye injuries Electric shock Entanglement</p>	<p>Encourage vigilance among users and ensure manufacturer's safety information is conveyed and understood by all machine users</p> <p>Provide adequate supervision when machines are in use and ensure all guards are operable.</p> <p>Isolation switches must be conveniently located (with signage) and any required protective clothing used. Never ever remove guards while machine is operable.</p> <p>All machinery must be maintained and tested by a competent person on a periodic basis, with appropriate records kept. These records must be kept for 5 years.</p> <p>*Install adjustable guarding on one Pillar Drill and secure both drills to floor.</p> <p>*Install adjustable guarding on Scroll Saws.</p> <p>*Secure ProEdge Sanding Belt to workbench</p>	<p>High*</p> <p>(Medium, if corrective action in bold is implemented)</p>

Technology Room			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
<p>1- Use of practical machinery – specifically</p> <ul style="list-style-type: none"> • Scheppach Band Saw (guarded) • Pillar Drills (both unguarded)* • NuTool Band Saw • Techsoft Roto Camm (enclosed) • Sedgwick Table Saw (guarded) • Scroll Saw (unguarded)* • Vacuum Former 917 • Sanding Belt (extraction) 	<p>Cuts, lacerations, abrasions, eye injuries, electric shock, entanglement, etc.</p>	<p>Encourage vigilance among users and ensure manufacturer's safety information is conveyed and understood by all machine users</p> <p>Provide adequate supervision when machines are in use and ensure all guards and emergency stop buttons are operable.</p> <p>Isolation switches must be conveniently located (with signage) and appropriate protective clothing and equipment used.</p> <p>Never ever remove guards while a machine is operable.</p> <p>All machinery must be maintained and tested by a competent person on a periodic basis, with appropriate records kept. These records must be kept for 5 years.</p> <p>* Install adjustable guard on both Pillar Drills and on the Scroll Saw</p>	<p>* High</p> <p>Reduces to Medium if highlighted corrective action is completed</p>

Technology Room continued...			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
2- Blowtorch use / brazing hearth activities (hot work)	Fire/explosion	Use PPE and ensure regular servicing of the gas system. Instruct all users on safety procedures and locate fire extinguishers nearby.	Medium
3- Awareness of isolation switches operation (for electrical / gas equipment)	Inability to terminate electrical arcing / sparking and gas leaks (explosion) starting or progressing	Ensure all staff are familiar with the switch locations, switch use and reset procedures. Use signs highlighting each location and keep free from obstruction at all times. Check operability of these switches on a monthly basis	Ongoing Awareness
4- Eye wash out of date (since Feb 2017)	Eye infection	Replace eye wash stocks with a fresh batch and maintain a regular check on all first aid supplies for items that have "best before" or "use by" dates	Medium
5- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing Awareness

Dining Area & Kitchen			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
1- Using cookers, ovens, microwaves, etc	Burns, fire, electric shock	<p>Ensure vigilance when using. Ensure first aid box has supply of burn relief cream or spray. Know where the power isolation switches are located.</p> <p>Carry out visual checks regularly on all electrical equipment for damage or fatigue. Competent electrician should periodically complete portable appliance testing (PAT).</p>	Medium
2- Deep fat fryer	Fire or splash burns	<p>Ensure oil is changed on a regular basis as this retains the natural flashpoint level. Avoid dropping food directly into hot oil (splashes)</p> <p>Use full protective clothing when changing oil. Ensure fire blankets and appropriate extinguishers are convenient.</p>	Medium
3- Extract ventilation hoods over fryers	Grease build up increasing likelihood of combustion / fire	Implement regular cleaning programme for the hoods and the extraction ducting (flues)	Low - Medium

Dining Area & Kitchen			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
4- Accessing high shelves in storage areas	Slips and falls, back or muscle strain	<p>Never store heavy items above shoulder height and ensure all items are stored in a secure manner.</p> <p>Provide secure access facilities (pedestals, folding steps, etc) or extra shelving at lower height levels</p>	Medium
5- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing Awareness
6- Carrying hot foods or liquids	Burns, scalds	<p>Advise staff not to carry too much at any one time.</p> <p>Use trays and ensure first aid box has supply of burn relief cream or spray.</p> <p>Use heat resistant gloves / cloths</p>	Medium

Sports Hall			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
1- Cracked and damaged electrical sockets and break glass units (smashed)	Electric shock Fire	Replace damaged sockets and break glass units before any further use. Provide impact guards around all exposed electrical installations against forceful impact.	Medium - High
2- Incorrect use of weights and other gym exercise equipment	Back injury Muscle injury	Only allow use under adequate supervision and after proper training and instruction	Low - Medium
3- Manual handling of heavy sports equipment	Back injuries, muscle strain, ligament damage, falls, abrasions, etc	Ensure all relevant staff are trained in safe manual handling techniques (with periodic refresher training). Keep weights below 15kgs if possible. Maintain and encourage use of handling aids (trolleys, castors). Advise on use of '2 person lift' technique where appropriate. Reduce carrying distances, particularly for heavier loads, and keep such items stored within a zone of convenient reach (through ergonomic layout).	Medium

Sports Hall continued...			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
4- Changing high ceiling lights	Falls from a height causing fractures, concussion or death	Utilise a mobile scaffold (or scissors lift) for safe access to heights. Preferably get competent contractors (with secure access to height) to complete task.	Medium - High
5- Upturned corners on floor mats	Trips and falls	Cut away any damaged edges. Alternatively securely tape down hazardous edges on floor mats with duck tape or similar product. Ideally replace all damaged mats.	Medium

Boiler Sheds			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
1- Servicing of gas boiler	Explosion, fire	Only competent boiler maintenance personnel should be used for servicing boiler equipment. Seek contractor Safety Statement and Method Statement prior to work commencing.	Medium
2- Gas sensor operability (currently covered due to upgrade works)	Failure to operate in event of gas leak	Ensure gas sensors are checked and tested regularly. Remove cover off sensor device when upgrade works are completed	Medium - High
3- Storage of flammable / combustible material in this area	Fires, explosion, burns, vapour exposure (increased fire load in building)	All flammable material / liquids must be stored in a designated secure location, away from heat sources and with adequate fire extinguishing systems in place. Any liquids stored must not be flammable and have bunding or spill kits available for use if necessary.	Medium
4- No gas sensor in Sports Hall boiler	Failure to isolate gas supply in event of fire	Install gas sensor with "auto shut off" feature in this boiler store	Medium - High

Outside Area			
Specific Hazard	Associated Injury / Damage Risk	Safety Management Action	Risk Rating
1- Un-highlighted drainage gully covers in car park	Slips and falls, twisted ankles, etc	Paint the surround of each gully cover with fluorescent / high visibility paint	Low - Medium
2- Slippery surfaces in icy/frosty weather	Slips and falls	Maintain supply of salt to be applied to external thoroughfares during such conditions	Medium
3- Use of lawnmower	Fire, cuts / lacerations	Clean up any spillage of petrol on mower before powering up. Keep grass box on mower, and always turn off mower before putting hands or feet near it.	Medium
4- Use of ladders (for painting, roof access, etc)	Falls, death	<p>Ladders used should comply with European Standard EN131 or British Standard 2037 for industrial or trade grade ladders</p> <p>Ladders must be checked prior to use for any loose screws, hinges or rungs.</p> <p>All ladder users should be instructed in a correct standard operating procedure (SOP) for safe ladder use.</p> <p>Refer to Lone Working Policy in Section 5.10 of this document for further control requirements.</p>	Medium - High

Overall Fire Safety			
Specific Hazard	Associated Injury / Damage Risk	Improvement Option	Risk Rating
1- Fire drill frequency	Unfamiliarity in practical evacuation	Continue to hold fire drills at least twice yearly	Ongoing Awareness
2- Staff unfamiliarity in the use of fire extinguishers	Failure to tackle fire effectively	Continue to ensure that designated 'fire wardens' are trained in the use of such equipment on a 2 yearly basis. Contact fire maintenance contractor prior to each annual service to schedule a demonstration session. The Fire Maintenance Contractor (Apex) could provide this training when discharging 20% of the total extinguishers each year (this is a legal requirement under the fire standard IS/EN3.)	Medium - High

General Emergency Access & Egress Requirements

- There should be at least two escape routes leading in opposite directions to a place of relative safety. These should require no one to travel more than 25 metres in higher risk areas and 60 metres in lower risk areas to reach open air on a smoke free fire resisting corridor, stairway or lobby.
- All escape routes should be wide enough to permit all occupants to leave the school buildings in less than 2.5 minutes.
- All escape corridors and stairways should be enclosed by a structure of half-hour fire resistance and fitted with fire resisting doors.
- Escape routes should lead directly to the open air at ground level.
- All escape routes should have emergency lighting and be well ventilated.
- Any lift shafts should be enclosed by fire resisting doors or shutters.
- All emergency exits should be clearly marked.
- All emergency exit routes should be free of obstruction and all doors kept unlocked.

7.0 - Revision of Safety Statement

7.0 - Revision of Safety Statement

- 7.1 The Safety Statement of St. Gerald's College will be reviewed periodically by the responsible person in consultation with any required external expertise.
- 7.2 Representations made by staff members through the safety representative will be considered and if approved will be incorporated in the review.
- 7.3 The Safety Statement may require revision between annual reviews arising from changes in legislation or at the request of The Health and Safety Authority, and such revisions will be arranged by the Safety Officer or competent external advisor.
- 7.4 The Safety Officer will co-ordinate a safety audit to review the Safety Statement in consultation with any required external expertise.
- 7.5 The Safety Officer will review all relevant safety procedures following all accidents/incidents or dangerous occurrences.

7.6 THIS SAFETY STATEMENT IS DUE FOR REVIEW AND UPDATE IN **NOVEMBER 2018**

This Safety Statement has been formulated for St. Gerald's College, by Nascon under the provisions of The Safety, Health and Welfare at Work Act (2005).

This Safety Statement is a documentation of the commitment by St. Gerald's College towards managing health and safety in the workplace. It lays down the safety policy of St. Gerald's College (including hazard identification, risk assessment and control actions).

The recommendations will not completely prevent accidents occurring but will significantly reduce the likelihood of a risk arising. To this nature, St. Gerald's College and Nascon cannot accept responsibility for accidents that may occur due to unforeseeable circumstances.

Format - Nascon (2017)

8.0 – Staff Member Declaration

I have read the Safety Statement and understand my obligations and duties therein (*Section 2.2 – Staff member Responsibilities*). I understand that these obligations and duties are legal requirements under The Safety, Health & Welfare at Work Act, 2005.

Name	Date	Name	Date