

**SAFETY STATEMENT**

**COLÁISTE PHOBAL ROS CRÉ,  
CORVILLE ROAD,  
ROSCREA,  
CO. TIPPERARY.**

**Document Control**

<b>DATE OF ISSUE</b>	November 2023
<b>REVIEW INTERVAL</b>	24 Months
<b>AUTHORISED BY</b>	Tipperary ETB
<b>AUTHOR</b>	Ms. Shauna Nolan
<b>LOCATION OF COPIES</b>	Coláiste Phobal Ros Cré Tipperary ETB – Nenagh

Policy Area	Corporate Governance
Document Reference number	CPR/SAFETY/065/1
Version	3
Document Drafted by	Ms. Shauna Nolan
Date previous version adopted by TETB	May 2022
Reviewed/Amendment	<b>Reviewed by:</b> <ul style="list-style-type: none"> <li>• Ms. Shauna Nolan</li> <li>• Mr. Jack Flynn</li> <li>• Senior Management Team</li> </ul>
Date Review/Amendment by Corporate Services	November 2023
Date for Review	November 2025

<b>COMPANY INFORMATION</b>	
<b>Company Name:</b>	Coláiste Phobal Ros Cré
<b>Company Address:</b>	Corville Road, Roscrea, Co. Tipperary
<b>Principal</b>	Mr Jack Flynn
<b>Deputy Principal</b>	Ms Ciara Ormond Mr Niall Behan
<b>School Administration</b>	Ms. Paula Hendrick Ms. Mildred Tallon
<b>Telephone Number:</b>	0505-23939
<b>Email:</b>	colaistephobal@tipperaryetb.ie
<b>Website:</b>	<a href="http://www.cpr.ie">www.cpr.ie</a>
<b>Business Activity:</b>	Education
<b>No. of Employees:</b>	63
<b>EMERGENCY NUMBERS</b>	
<b>Fire Brigade/Ambulance</b>	999 or 112
<b>Roscrea Garda Station</b>	0505-24230
<b>Doctor</b>	Dr. Pauline de Feu      0505 - 31421 Dr. Paul Booth          0505 - 23555 Dr. Aisling Donovan    0505 - 24575 Dr. Brendan Murphy    0505 - 21763 Dr. Patrick Yon Hin     0505 - 22455
<b>ESB</b>	1850 372 999
<b>Bord Gais</b>	1850 205 050
<b>Health and Safety Authority</b>	01 6620400

## Contents

Health and Safety Policy .....	6
General Policy Statement .....	6
1.INTRODUCTION.....	7
2. MANAGEMENT OF HEALTH AND SAFETY.....	8
3. ORGANISATION AND RESPONSIBILITIES .....	9
3.1 ORGANISATION CHART .....	9
3.2 Duties of Management .....	10
3.3 Responsibilities of TETB Senior Post Holders.....	10
3.4 Duties of the Employer: .....	11
3.5 Duties of the Employee.....	12
4. SAFETY OF THE WORKPLACE.....	13
4.1 Means of Escape .....	13
4.2 Cleanliness and Housekeeping.....	13
4.3 Personal Protective Equipment .....	13
4.4 Display Screen Workstations .....	14
4.4 Machinery & Equipment.....	15
4.6 Contractors .....	15
5. PUPILS, VISITORS & CONTRACTORS.....	16
5.1 Pupils.....	16
5.2 Visitors .....	16
5.4 Contractors .....	16
6. TRAINING .....	17
6.1 Training for Safety.....	17
6.2 Records of Training .....	17
6.3 Induction Training.....	17
7. ACCIDENT INVESTIGATION AND REPORTING .....	18
7.1 Introduction .....	18
7.2 The Accident Reporting Form .....	18
7.3 ACCIDENT CHECKLIST .....	19
8. FIRST AID .....	20
8.1 First Aid Policy.....	20
9.3 Trained First Aiders .....	21
10. OCCUPATIONAL HEALTH.....	22

10.1 Violence and Aggression .....	22
10.2 Welfare Arrangements.....	22
10.3 Manual Handling.....	22
10.4 Pregnant Employees .....	23
10.5 Mental Health and Wellbeing.....	23
10.6 Harassment and Bullying .....	24
10.7 Alcohol and Drugs Policy.....	25
10.8 Smoking / Vaping Policy.....	25
10.9 Infectious Disease .....	25
10.10 Covid-19 .....	25
10.10 Purchasing.....	25
10.11 Electricity and Equipment.....	26
10.12 Chemicals and Substances .....	26
10.13 Adverse Weather .....	26
11. FIRE SAFETY.....	28
11.1 Fire Safety Policy .....	28
11.2 Training of Staff in Emergency Procedures.....	28
11.2 Fire Drills / Emergency Plans.....	28
11.4 FIRE PREVENTION.....	29
12. MONITORING AND REVIEW .....	30
13. CONSULTATION FOR EMPLOYEES.....	30
13.1 Safety Representative .....	30
13.2 Consultation and Communication .....	30
EMPLOYEE SIGNAGE SHEETS .....	31
APPENDIX I ACCIDENT OR INCIDENT RECORD FORM.....	34
APPENDIX II – HEALTH AND SAFETY TRAINING RECORD .....	36
APPENDIX IV RISK ASSESSMENTS.....	37

## Health and Safety Policy

It is the policy of Tipperary Education and Training board to comply with the *Safety, Health and Welfare at Work Act, 2005*, and the *Safety, Health and Welfare at Work (General Application) Regulations, 2007* and any other relevant legislation or amendments, to ensure so far as reasonably practicable the safety, health and welfare of all employees, while at work, and to provide such information, training and supervision as is required for this purpose.

It is the policy of Tipperary Education and Training Board to ensure all employees protect, so far as is reasonably practicable, themselves or any person who may be affected by our activities.

It is the policy of Tipperary Education and Training Board to ensure that adequate consultation takes place between management and employees on all health and safety related matters. Employees are encouraged to notify management of identified hazards or concerns in the workplace. All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Details of safety arrangements applying specific to each Tipperary ETB School, Centre or Office, are contained in ancillary safety statements located in each premises. Each Safety Statement will be kept up to date and amended as necessary to meet changes in the nature and size of the organisation.

## General Policy Statement

This document sets out the Health and Safety Policy of Coláiste Phobal Ros Cré and specifies the means provided to achieve this policy. The objective is to provide a safe and healthy work environment for all employees and to meet our duties to Students, Parents/Guardians, Contractors and members of the public who may be affected by our school activities. The success of this policy depends on the co-operation of all those who make up the school community. It is important therefore that this document is read carefully, and that the role of each employee is understood to ensure the success of school safety policies. It is the intention that this document will be reviewed and amended regularly and will take into account any changes in legislation which may be relevant. Employees and all pertinent persons will be encouraged to put forward suggestions for the improvement of this Safety Statement.

### Implementation

This policy statement will be implemented by Mr. Jack Flynn with the assistance of the staff of Coláiste Phobal Ros Cré.

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

**Mr. Jack Flynn**  
**School Principal**

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

**Signed:**           Bernadette Cullen          

**Ms. Bernadette Cullen**  
**Chief Executive, TETB**

# Coláiste Phobal Ros Cré



## 1. INTRODUCTION

Coláiste Phobal Ros Cré is a college committed to delivering a high-quality education to all students enrolled. Our location places us in the privileged position of enrolling students from three counties – Tipperary, Laois and Offaly. We have an experienced, committed staff that have an excellent record of meeting the needs of all students. Our philosophy is to encourage all students to strive to reach their full potential.

Coláiste Phobal Ros Cré is now in operation having evolved through an amalgamation process in 1999. In that time we have firmly established an excellent College catering for the education needs of Roscrea and environs which includes parts of North Tipperary, Offaly and Laois.

The college provides a comprehensive range of programmes and subject choices at Junior Cycle and Leaving Certificate as well as catering for Transition Year and Post Leaving Certificate Courses. Our philosophy is to identify the needs of pupils in our changing times and to set about devising programmes and courses to meet those needs.

### Features of Coláiste Phobal Ros Cré

- Excellent Modern Facilities
- Full range of Senior Cycle Programmes
- Supervised Evening Study
- Highly Qualified, Committed & Caring Staff
- Safe and Pleasant Working Environment
- Competitive Class Groupings
- Excellent State Examination Results
- Happy and Contented students who have pride in their school
- Full range of subjects to provide students with the widest possible career and 3<sup>rd</sup> Level options.
- Good and Firm Discipline

***“Coláiste Phobal Ros Cré is committed to providing a holistic education in a caring environment to all our students to strive to reach their full potential.”***

## 2. MANAGEMENT OF HEALTH AND SAFETY

### ***Statement of Health and Safety***

Coláiste Phobal Ros Cré is a well-equipped, co-educational college, delivering a wide range of subjects and programmes to Post Primary and Further Education students. We currently have 686 students. We are committed to meeting student needs in a caring, learning environment.

Students' needs are met through a partnership approach. The views and ideas of our education partners, the Board of Management, Tipperary ETB, the Parents and Friends of Coláiste Phobal Ros Cré, the Student Council and staff contribute towards the development of curriculum programmes and school policies. Our dedicated teachers use a variety of methodologies – in class support, active learning, group work, projects, research, etc. Outside the classroom, they give generously of their time to students in a wide range of cultural and sporting activities.

Information on student progress is communicated via regular Parent Teacher Meetings and exam reports. Parents/Guardians are also encouraged to call and meet staff. Communication between school and home is further enhanced through the Student Journal and VS Ware, which has sections dealing with progress, attendance and behaviour.

The Code of Behaviour exists to facilitate the two most important activities in the school, teaching and learning. All students of Coláiste Phobal Ros Cré are required to read and sign the Code of Behaviour, available at [www.cpr.ie](http://www.cpr.ie)

It is the policy of Coláiste Phobal Ros Cré to comply with:

- *The Safety, Health and Welfare at Work Act 2005.*
- *The Safety, Health and Welfare at Work (General Application) Regulations 2007.*
- *Any other legislation, regulations or amendments that are applicable to our business.*

Coláiste Phobal Ros Cré will ensure so far as is reasonably practicable the safety, health and welfare of all employees, students, contractors and visitors to the school.

It is the policy of Coláiste Phobal Ros Cré to ensure that adequate consultation takes place between the Board of Management, Tipperary ETB and Employees on all health and safety related matters.

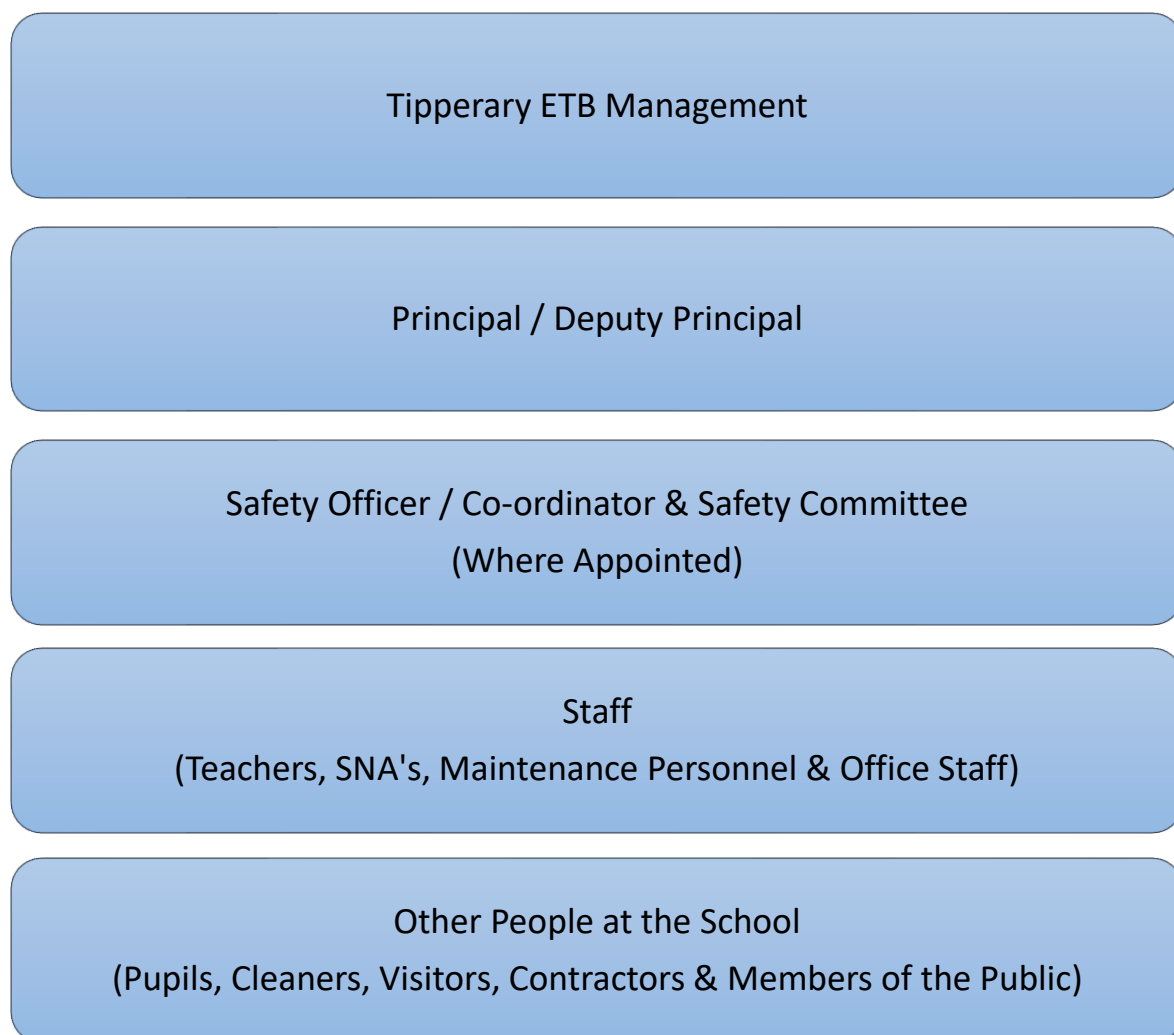
All employees have the responsibility to co-operate with the Principal, Tipperary ETB and the Board of Management, to achieve a healthy and safe workplace for themselves and for the pupils attending the school.



### 3. ORGANISATION AND RESPONSIBILITIES

#### 3.1 ORGANISATION CHART

There is a duty on everyone at work to co-operate effectively in developing and promoting safety and health. This organisation chart illustrates the hierarchy of duties in the School.



## 3.2 Duties of Management

*Section 8 of the Safety Health and Welfare Act 2005* requires every organisation to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all its employees. Coláiste Phobal Ros Cré management in conjunction with Tipperary ETB have the responsibility to constantly review the performance and standards achieved, in relation to the health and safety, of all operations and to ensure the hazards identified later in this statement are controlled and regularly reviewed.

## 3.3 Responsibilities of TETB Senior Post Holders

- Mr. Liam McGrath Director of Organisation, Support and Development
- Ms. Clodagh Kelly, Director of Schools

The senior post holders will:

- Take responsibility on behalf of management for safety, health and welfare.
- Appoint a competent person as Health and Safety Officer in accordance the *Safety, Health and Welfare at Work Act 2005*.
- Ensure a system is in place to ensure the safety policies and procedures are complied with and that each employee is aware of their responsibilities and the means by which they can carry them out safely.
- Ensure that staff are provided with safety information and instructions relevant to their work.
- Ensure that First Aid equipment is provided and regularly checked and restocked when necessary.
- Ensure the safety statement is available to all contractors and inspectors of the Health and Safety Authority for review.
- Adhere to COVID-19 Guidelines and issue necessary up dates

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

**Principal:** Mr Jack Flynn

**Deputy Principals:** Ms Ciara Ormond  
Mr Niall Behan

### 3.4 Duties of the Employer:

On behalf of the employer Tipperary ETB, Mr Jack Flynn as Principal, has overall responsibility for Safety, Health, and Welfare within Coláiste Phobal Ros Cré. Mr Flynn is responsible for ensuring that staff under his control are made aware of and comply with the Safety Statement and arrangements for carrying it out.

**This includes:**

- a) Knowing the appropriate statutory requirements affecting the school's operations **e.g.**
  - 1) *Safety, Health and Welfare at Work Act 2005.*
  - 2) *General Application Regulations 2007.*
  - 3) *Any other relevant legislation, regulations and amendments.*This will be achieved by regularly reviewing the legislation and also reviewing safe work procedures with employees, students and contractors.
- b) Liaise with the Tipperary ETB on any pertinent health and safety matters.
- c) Ensure that arrangements are in place for communicating the information included in the Safety Statement to employees, contractors.
- d) Identify safety training needs and ensuring that appropriate training is provided.
- e) Ensure all employees, contractors and visitors observe the requirements of the company policy.
- f) Ensuring the necessary inspections and maintenance are carried out on all equipment.
- g) Management will review and amend this document when significant changes occur, the risk assessment is no longer valid or changes of relevant names within the company.
- h) Ensuring the Safety Statement is available to all contractors and inspectors of the Health & Safety Authority for review.
- i) Ensuring adequate welfare, first aid and firefighting facilities and equipment are available on the premises.
- j) Ensure that employees under their immediate control are aware of actions to be taken in case of an emergency.
- k) Ensure that an Accident Report form is completed thoroughly and promptly for all reported accidents and, when necessary, ensure accident reports have been filed with the Health and Safety Authority (HSA).
- l) Review Safety Statements and Risk Assessments, any changes to the building's current risk assessments should also be documented and be incorporated into the safety statement.

### 3.5 Duties of the Employee

All employees of Coláiste Phobal Ros Cré **MUST** take responsibility for health and safety on campus.

In accordance with the requirements of *Section 13 of the Safety, Health and Welfare at Work Act 2005*, employees have the following responsibilities:

- a) All employees are required to co-operate fully with all provisions taken by Coláiste Phobal Ros Cré for ensuring the safety, health and welfare of other employees, students, contractors and visitors.
- b) All employees are required to immediately report all accidents, incidents, dangerous occurrences using Tipperary ETB Accident Report Form **(APPENDIX I)**
- c) All employees are required to adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided.
- d) All employees are required to discharge their work in a safe manner taking care of their own safety and that of the students, who may be affected by their acts or omissions.
- e) All employees are required to attend training and take instruction on the correct use of articles or equipment.
- f) All employees are required to report to their employer as soon as is reasonably practicable
  - a. Any work being carried out which might endanger him/herself or others;
  - b. Any defects in the place of work, the system of work, any article or substance which might endanger him/herself or others;
  - c. Any contravention of the relevant statutory provisions of which he/she is aware;
- g) All employees must read through each risk assessment included in this Safety Statement, which affects their work and comply with the safety procedures written in them.
- h) No member of staff should be under the influence of an intoxicant to the extent that they endanger their own safety or the safety of others around them.
- i) All employees are required to submit to tests for intoxicants, if reasonably required, with the tests carried out by a registered medical practitioner, who is a competent person.
- j) Employees must not engage in any improper conduct or dangerous behaviour.
- k) All employees **MUST** co-operate with Coláiste Phobal Ros Cré and Tipperary ETB to enable them to comply with relevant health and safety legislation **(e.g. completing risk assessments, attending relevant training etc.)**
- l) The co-operation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the building. All staff have a key role to play.

## 4. SAFETY OF THE WORKPLACE

### 4.1 Means of Escape

Coláiste Phobal Ros Cré will ensure escape routes are kept free from obstruction and that all staff and students are made aware of all exits.

### 4.2 Cleanliness and Housekeeping

The premises shall be kept clean and tidy. The building is cleaned regularly by a contract cleaning company. Any spillages e.g. liquid spills, chemical spill etc. are cleaned up immediately. It is the responsibility of all staff within the building to keep their workstation and work area/classroom clean and tidy and free from clutter and obstruction.

Items delivered and left on the floor (paper deliveries, sample catalogues etc.) must not obstruct passageways or escape routes. They should be placed in their final position without delay. In the event of the Caretaker not being available to move the items, they should be placed in a safe manner in the Reception area.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should cleaning products be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day. There will be regular collection of used waste disposal bags from offices and other areas within the building.

### 4.3 Personal Protective Equipment

Coláiste Phobal Ros Cré will ensure that all employees are adequately protected and where it is not reasonably practicable to reduce or eliminate the risk, then as a last resort will provide PPE appropriate to the task/work environment, in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations 2007*.

On 28 February 2022, the Government, taking into account the latest developments with regards to the incidence and behaviour of COVID-19, announced that face masks are no longer mandatory to wear in public offices. The Work Safely Protocol continues to apply in full, setting out the minimum Public Health infection prevention and control measures required to be taken by employers and workers, in every place of work, to prevent and reduce the spread of COVID-19.

#### **As required Coláiste Phobal Ros Cré will ensure:**

- To provide adequate and suitable PPE if and when required.
- That PPE is used, maintained and replaced in accordance with the manufacturer's instructions.
- To record information to include supply of and training in the use of PPE as appropriate.
- PPE is provided free of charge to employees.

**On receipt of appropriate PPE, Coláiste Phobal Ros Cré expect our employees to:**

- Use PPE correctly and whenever it is required.
- Report any defects in or damage to their PPE immediately.
- Participate in any training or instruction provided on the fitting, use and inspection of PPE.
- Inform Principal of any medical conditions they have that may affect the correct use of the PPE provided to them.
- Look after any PPE provided to them.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. They will be updated as appropriate in line with advice from the HPSC. Where staff provide healthcare to children with medical needs in the school environment, they should apply standard precautions as per usual practice.

#### 4.4 Display Screen Workstations

Some users may suffer from temporary eye fatigue, exhibiting symptoms such as failure to see clearly, red eyes, sore eyes or headaches. This can be caused by:

- Poor positioning and adjustment of the display screen.
- Poor legibility of screen or source documents.
- Poor lighting, glare or reflections.
- A drifting or flickering image on the display screen.

**Display screens should be set up as follows:**

- The image on the screen should be free from flickering and other forms of instability.
- The screen should have easily adjustable contrast and brightness.
- The screen should be easy to tilt or swivel.
- The screen should be free from reflective glare, which can cause discomfort.
- The height of the screen should be adjusted to minimise head and neck movement.
- The angle of the screen should be adjusted to suit the seating position.

***All staff made aware of and encouraged to refer to Tipperary ETB Visual Display Unit Procedure available from Tipperary ETB.***

#### 4.4 Machinery & Equipment

Computers, Photocopiers and Printers are in good condition and maintained regularly. Any maintenance or upgrading must be undertaken by specialists. Maintenance records and certificates are kept in a folder in the accounts office and are available for inspection.

#### 4.6 Contractors are as follows:

<b>Photocopiers:</b>	<u>Cantec Ireland</u>  <u>www.cantecireland.ie</u>  <u>061313646</u>
<b>Computers and Server:</b>	MCS ICT support Limerick
<b>Fire Extinguishers</b> Checked Annually by:	Antifyre Ireland Ltd. New Road, Thomondgate, Co. Limerick. Phone: 061 – 455288 Email: <a href="mailto:sales@antifyre.ie">sales@antifyre.ie</a> Website: <a href="http://www.antifyre.com">www.antifyre.com</a>
<b>Security Alarm</b> Checked regularly by:	G4S Unit G5 Calmount Business Park Ballymount D.12 01-8058383 1890-904090
<b>Shredding</b>	DGD Shredding, Bay M1, Raheen Business Park, Limerick V94 ED34 1800 491 333 <a href="http://www.dgdshredding.ie">http://www.dgdshredding.ie</a>
<b>Contract Cleaning</b>	Liz O Hagan Grosvenor 0872521595
<b>Lift Maintenance</b>	Kone Ireland Unit 6, Abbey House, Shannon Town Centre, Shannon, Co. Clare Phone: 065 – 6820226 Website: <a href="http://www.kone.ie">www.kone.ie</a>
<b>Boiler Maintenance</b>	Christy Franks Plumbing Roscrea Co. Tipperary Phone: 086 – 8047871

## 5. PUPILS, VISITORS & CONTRACTORS

### 5.1 Pupils

Coláiste Phobal Ros Cré will ensure, as far as is reasonably practicable, the safety of Students (day and night), while on the premises.

- a) All areas of the school and the grounds will be as safe as is reasonably practicable.
- b) All fire evacuation procedures signage will be in place and fire exits clearly marked.
- c) The teacher of each class will take a roll call, and bring it with them to the assembly point, in the event of an evacuation.

### 5.2 Visitors

Coláiste Phobal Ros Cré will ensure, as far as is reasonably practicable, the safety of visitors and contractors while on our premises.

While under the supervision of Coláiste Phobal Ros Cré, visitors and contractors are to obey the safety rules and emergency procedures at all times. All visitors are required to sign in on the Visitors Log Book which is located at Reception.

### 5.4 Contractors

All construction work will be carried out in accordance with the Safety Health and Welfare at Work (Construction) Regulations 2013. All contractors e.g. window cleaners etc. employed by Coláiste Phobal Ros Cré will comply with the following duties:

- a) Co-operate with the Coláiste Phobal Ros Cré, to ensure safety is maintained and relevant statutory provisions are met.
- b) Contractors will be asked to provide signed written confirmation they have a safety statement prior to the commencement of work, at the discretion of the management. Contractors must not commence with any work on the premises until relevant safety procedures are read, understood and accepted.
- c) Contractors are required to provide training as necessary, to ensure that employees under their control are competent to carry out work safely.
- d) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of the staff, pupils and others on the premises.
- e) Contractors must maintain the work area in good order and in a satisfactory state of cleanliness.
- f) Contractors must provide an assessment of risk associated with any substance, process or work activity, which may be hazardous, to Management, before work commences. Any material, or substance brought onto the premises, which has health, or fire risks must be used and stored in accordance with the relevant legislation.
- g) All plant, or equipment brought onto the grounds of Coláiste Phobal Ros Cré must be safe and in good working condition, fitted with any necessary guards and safety devices, and with necessary certificates.



## 6. TRAINING

### 6.1 Training for Safety

It will be the duty of the Principal to identify the required training for employees within the school. They will then apply to Tipperary ETB for the necessary funding to carry out the required training. A copy of application will be held on file.

Coláiste Phobal Ros Cré will provide such training as required by *Section 8 and 9 of the 2005 Act* to safeguard the safety, health and welfare of employees. Employees will be given safety training in various aspects of safety where identified.

Specifically, employees will be given the following safety training:

- a) All employees will receive induction training to ensure that they fully understand the hazards to which they may be exposed while at their work and the safety precautions and emergency procedures required.
- b) Employees who are required to lift materials will be given training in correct manual handling techniques as appropriate for their position.
- c) The Safety Representative (where appointed) will receive the necessary training as required by the Health and Safety Authority to carry out his/her role effectively.
- d) A first aider will be appointed for every 25 persons employed. An approved body will carry out training. The first aider will attend a refresher course within a 3-year period.

### 6.2 Records of Training

Training records will be maintained by the Principal (**APPENDIX II**) and filed in the Health and Safety folder provided by Tipperary ETB.

### 6.3 Induction Training

All staff employed by Coláiste Phobal Ros Cré will receive induction training on commencement of employment. Tipperary ETB also hold induction training for all new staff.

Coláiste Phobal Induction Training will include the following:

- School Policies / Risk Assessments as outlined in the Safety Statement.
- A tour of the school pointing out the location of Fire Fighting Equipment and Emergency Evacuation Procedures
- Accident Reporting and Investigation Procedures
- First Aid Facilities and Arrangements
- Maintenance and Security Arrangements
- Disciplinary Procedures

A record of this training will be signed by new employees and maintained by the Principal.

## 7. ACCIDENT INVESTIGATION AND REPORTING

### 7.1 Introduction

All accidents should be reported to the Principal, appointed Safety Representative and Tipperary ETB, who will then in turn:

- a) Investigate the possible cause, or condition that triggered the accident.
- b) Determine any contributing circumstances, and then
- c) Take positive action to remove or modify the cause to avoid similar accidents from occurring in the future.
- d) The Safety Representative will record all accidents and records kept on file.

### 7.2 The Accident Reporting Form **(Please see APPENDIX I)**

It is important that all accidents and incidents with potential for injury are reported to the Principal using Tipperary ETB Accident Report Form (APPENDIX I).

In the event of a serious accident, staff must preserve the scene of the accident/incident and if possible, take photographs so that a proper investigation can be carried out. Staff are also required to refer to the accident checklist overleaf to ensure correct procedure is followed. A copy of this checklist must be attached to the relevant accident report form.

Coláiste Phobal Ros Cré will keep a record of accidents and incidents with potential for injury to staff. These accidents / incidents must be reported to Tipperary ETB immediately using Tipperary ETB Accident Report Form. A copy of this form must be kept on file and another copy submitted to Tipperary ETB.

Where a member of staff is absent from work for more than three days, as a result of an accident in work, the Accident Report form – IR1 Form available at [www.hsa.ie](http://www.hsa.ie) must be completed with the assistance of Tipperary ETB and sent to the Health and Safety Authority (HSA).

- a) It is important that all accidents, incidents and near misses are reported to the Principal and Tipperary ETB at once following the occurrence.
- b) It is the duty of all members of staff to contact the trained First Aider immediately following an accident.
- c) An Accident Report form must be completed as soon as possible following an accident and a copy sent to Tipperary ETB.  
This report form must be completed in full giving as much specific information as possible.

Coláiste Phobal Ros Cré will follow the stated procedure in the event of an injury to a student. If parents / guardians cannot be contacted the Principal / Deputy Principal / Teacher, will act as would a reasonable parent/guardian and seek medical assistance.

### 7.3 ACCIDENT CHECKLIST

<b>Immediately after an accident, have you:</b>	<b>Yes</b>	<b>No</b>
Provided emergency medical assistance to anyone who is injured or ill?		
Taken any necessary emergency action to prevent further injury or property damage?		
Secured the scene to preserve the evidence for study?		
Taken photos or measurements, if necessary?		
Interviewed witnesses to determine what happened?		
Interviewed others with relevant information?		
Determined the cause(s) of the accident?		
Made recommendations and action plans?		
Filed other required reports?		
<b>Does your record include the following information:</b>		
	<b>Yes</b>	<b>No</b>
Name of injured employee(s)		
Accident date and time?		
Nature and extent of injury/illness?		
Location of accident?		
Witnesses and their activities at the time?		
Others with relevant knowledge?		
Description of accident?		
Description of events preceding accident?		
Task/activity engaged in at time of accident?		
Employees normally assigned task?		
Length of employment and assignment to current job?		
Relevant training received by employee and training dates?		
Equipment/materials involved in the accident?		
Physical surroundings of accident?		
Unsafe acts that could have led to accident?		
Description and dates of similar or related accidents?		
Cause(s) of accident?		
Actions taken to prevent similar accidents?		
Additional Recommendations?		

## 8. FIRST AID

Part 7 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 concerns first aid at work.

First Aid Kits must be available and fully stocked in accordance with guidelines issued by the Health and Safety Authority. These First Aid Kits must be checked regularly by trained first aiders and this should be recorded.

First Aid Kits must also be located in designated areas throughout the school. All employees will be made aware of the location of the first aid supplies and the trained first aider for their area. A notice must also be posted at Reception outlining the location of First Aid boxes.

### 8.1 First Aid Policy

The First Aid procedure at Coláiste Phobal Ros Cré is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is the school's policy to provide first aid support to someone if they are injured or become unwell in school. It is our policy to have at least 1 trained first aider in the school who will provide first aid support as and when necessary. In total we have 11 trained first aiders in the school. Qualified First Aiders can recognise and manage any immediately life-threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called.

It is emphasised that the team consists of qualified first aiders and not trained nurses or doctors.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

#### **First Aiders will:**

- Ensure that their qualification is always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability and in the safest way possible. This includes wearing gloves where any loss of blood or bodily fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, wither by sending them directly to hospital or by asking parents to pick up a child to take them to the hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, and appropriate person should be sent.

- Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given on the form available in staffroom and in office.
- Ensure that everything is cleared away, using gloves, and every dressing etc. Be put in a separate bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- ✓ High temperature
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

### 9.3 Trained First Aiders: The following person(s) are occupational first aiders and have received appropriate training and certification:

Ann Marie Mulrooney  
Irene Maher  
Kathryn Cullen  
Billy Newman

Ingrid Condell  
Moira Kennedy  
Paula Larkin  
Ann Marie Mullen

Laurie Kavanagh  
Liam O Brien  
Damien McCormack

Suggested numbers of first-aid personnel to be available at all times people are at work		
1 From your risk assessment, what degree of hazard is associated with your work activities?	2 How many employees do you have?	3 What first-aid personnel do you need?
Low hazard eg offices, shops, libraries	Less than 25	At least one appointed person
	25-50	At least one first-aider trained in EFAW
	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher hazard eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	At least one appointed person
	5-50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

### Senior Management will:

- Ensure all new staff are made aware of First Aid procedures in the school.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the case of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up-to-date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

The full First Aid Policy for Coláiste Phobal Ros Cré is available from your Principal, Mr. Jack Flynn or school secretary Ms. Paula Hendrick.

## 10. OCCUPATIONAL HEALTH

### 10.1 Violence and Aggression

Coláiste Phobal Ros Cré will take all necessary measures to protect employees from acts of violence, or aggression during the course of their work. All students are required to sign and adhere to the schools Code of Behaviour and non-compliance will result in disciplinary action. Management will investigate any reports, or complaints made by employees, or other persons affected.

### 10.2 Welfare Arrangements

The provision of welfare facilities i.e. staff toilets required by legislation is provided in accordance with *Part 1 of the Safety, Health and Welfare at Work (General Applications) Regulations, 2007*. Coláiste Phobal Ros Cré provides adequate toilets and means for taking meals or rest breaks for employees.

All welfare facilities are maintained in good condition and are cleaned on a daily basis. All classrooms are maintained and well ventilated at all times.

### 10.3 Manual Handling

Coláiste Phobal Ros Cré and Tipperary ETB will comply with the requirements of *Part II, Chapter 4 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

If manual handling represents a significant part of an employees work, training will be provided for all personnel concerned. Manual Handling Risk Assessments and ongoing reviews would be conducted for each area where manual handling represents a significant part of the work performed.

In the normal course there is no requirement to lift or move heavy objects. Where possible a mechanical or other means will be used to avoid or reduce the need for the manual handling of loads by employees. It could arise with deliveries of paper or with transferring files or repositioning furniture. In this case the following technique should be followed:

- Plan how you are going to move the load before lifting.
- Position your feet close to your body.
- Keep load close to your body.
- Bend your knees, but avoid bending at the waist.
- Get a good grip of the load.
- Lift smoothly with no sudden movements.
- Turn using your feet to avoid twisting at the waist.
- Bend your knees again to position the item.

## 10.4 Pregnant Employees

Coláiste Phobal Ros Cré in conjunction with Tipperary ETB will take all necessary steps to comply with the *Safety, Health and Welfare at Work (General Applications) Regulations 2007*.

- Employees should inform management if they are pregnant, as early as possible in the pregnancy.
- Pregnant employees should identify and report to management those aspects of the work process that may place themselves or their unborn child at risk.
- Steps should be taken to remove exposure to this risk.
- Where practicable every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

## 10.5 Mental Health and Wellbeing

Tipperary ETB have supports in place for workers who may be suffering from anxiety or stress or who may have gone through traumatic events such as the serious illness death of a relative or friend, or be experiencing financial difficulties or problems with their personal relationships.

Tipperary ETB employees have access to Spectrum Life who are an Employee Assistance Service (EAS). The EAS is available 24/7, 365 days a year and provides advice to employees on a range of issues including wellbeing, legal, financial, bereavement, conflict, mediation etc. The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

Where appropriate, short-term counselling is available to employees and their family members. A family member includes a spouse, civil partner or dependent, where the family member can be described as a person over the age of 18 and residing at the family home. In addition, online cognitive behavioural therapy is also provided to employees.

A bespoke wellbeing portal and app is available offering a host of online services with access to live chats, videos, podcasts and blogs on topics around mental health, family life, exercise and nutrition. This platform is available via Web, iOS App or Android App.

**Please find details below to access the EAS:**

**Teachers and SNAs:**

**All Other Staff:**

<b>Free Phone:</b>	1800 411 057	<b>Free Phone:</b>	1800 814 243
<b>SMS &amp; WhatsApp:</b>	Text 'Hi' to 087 369 0010	<b>SMS &amp; Whatsapp:</b>	Text 'Hi' to 087 369 0010
<b>Email:</b>	<a href="mailto:eap@spectrum.life">eap@spectrum.life</a>	<b>Email:</b>	<a href="mailto:eap@spectrum.life">eap@spectrum.life</a>
<b>REGISTER FOR YOUR WELLBEING APP</b>		<b>REGISTER FOR YOUR WELLBEING APP</b>	
<b>Register Link:</b>	<a href="https://wellbeingtogether.spectrum.life/login">https://wellbeingtogether.spectrum.life/login</a>	<b>Register Link:</b>	<a href="https://app.spectrum.life/login">https://app.spectrum.life/login</a>
<b>TETB Organisation Code:</b>	yIVIIU17	<b>TETB Organisation Code:</b>	5rqyMLOu

**10.6 Harassment and Bullying**

Tipperary ETB and Coláiste Phobal Ros Cré are committed to providing a workplace free from harassment and bullying (*working in conjunction with Code of Practice on the Prevention of Workplace Bullying and the Code of Practice on Sexual Harassment and Harassment at Work*).

All complaints of bullying and/or harassment will be dealt with fairly, with discretion and as far as reasonably practicable confidentially maintained.

Tipperary ETB have the following policies in place and are available to all staff from their Principal/Manager and also on the TETB website [www.tipperaryetb.ie](http://www.tipperaryetb.ie) :

- Tipperary ETB Bullying Prevention Policy – Complaint Procedure for ETB Staff.
- Tipperary ETB Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff.
- Grievance Procedure for Staff employed by Education and Training Boards (ETBs).

Coláiste Phobal Ros Cré will not condone any behaviour relating to the adverse, differential treatment of a person due to sex, marital status, family status, sexual orientation, religion, disability, race or membership of the travelling community.



### 10.7 Alcohol and Drugs Policy

Coláiste Phobal Ros Cré will not tolerate the consumption of drugs, or alcohol before, or during the working period. Any employee found to be taking drugs, or alcohol will be subject to disciplinary proceedings.

Under *Section 13 (1) (c)(d)(e) of the Safety, Health and Welfare Act 2005* employees are required to:

- No member of staff should be under the influence of an intoxicant to the extent that they endanger their own safety or the safety of others around them.
- All employees are required to submit to tests for intoxicants, if reasonably required, with the tests carried out by a registered medical practitioner, who is a competent person.
- Employees must not engage in any improper conduct or dangerous behaviour.

**Any member of staff that is taking prescription drugs that may interfere with their work should inform their Principal.**

Any student found to be taking, or under the influence of drugs and/or alcohol will be subject to disciplinary action, as determined by Tipperary ETB.

### 10.8 Smoking / Vaping Policy

Coláiste Phobal Ros Cré will comply with the *Tobacco Act 2004*. Smoking or Vaping is not permitted in any of the school buildings. Any student or staff member who is found to be smoking/vaping on school property will face disciplinary action.

### 10.9 Infectious Disease

Upon notification from a parent that a student has been diagnosed with meningitis, measles or chicken pox etc. the Principal will issue a warning notice to staff and to parents of all the students in the school of the outbreak and a possible risk of infection.

The sick child must not return to the school until a letter is forwarded to the Principal from their GP, stating that there is no risk of cross infection.

### 10.10 Covid-19

This virus which causes COVID-19 is called severe acute respiratory syndrome and belongs to the broad family of viruses known as coronaviruses. It was first identified in the Wuhan province in China in December 2019 and a global pandemic event was declared in March 2020. Symptoms of COVID-19 are similar to symptoms of cold or flu. The most common symptoms are fever, cough, shortness of breath and loss of sense of smell or taste.

## General Safety and Controls

### 10.10 Purchasing

It is the policy of the Tipperary ETB Procurement Section to take health and safety into consideration when purchasing equipment, goods or services for Coláiste Phobal Ros Cré and to ensure that the required standards are met prior to such purchases being made. The Principal of Coláiste Phobal Ros Cré must be consulted on any purchasing decision made, which may have implications for health and safety.

### 10.11 Electricity and Equipment

Tipperary ETB will act in accordance with the requirements of *Part III of the Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

All electrical equipment on the premises will be of safe design and construction and properly maintained at all times and required PAT Testing carried out.

### 10.12 Chemicals and Substances

Tipperary ETB will comply with the *Safety Health and Welfare at Work (Chemical Agents) Regulations 2001* when involved in the purchase, use, and storage of chemicals i.e. cleaning agents, toner etc.

#### **Information**

Material Safety Data Sheets (MSDS) should be provided by relevant teaching staff for all chemicals, or substances. These provide detailed information on each substance used.

#### **Labelling**

Containers of chemicals 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.

### 10.13 Adverse Weather

Tipperary ETB recognises the fact that inclement weather and other emergencies can affect both the organisations ability to open its premises for business and the employee's ability to get to work safely. The safety of Tipperary ETB's students and staff is paramount in any emergency situation.

In preparation for forecasted extreme weather, Schools, FET centres and Offices will observe the National Emergency Co-ordination Group / Department of Education and Skills advice and close schools or facilities on a red alert affecting their area. Where an amber alert is issued schools or training centres should conduct a risk assessment and consider the hazards posed to staff, students and public safety and whether they can adequately be controlled or managed.

In an emergency, managers will make every effort to notify students, parents and staff by phone or by email to inform them of any decision to close the premises. The closure will also be announced on all Tipperary ETB social media platforms. Employees are asked to use common sense and make their best assessment of the safety and practicality of the situation. No pressure is extended from Tipperary ETB, at any time that would encourage employees to take unnecessary or unreasonable risks to attend work in such emergency situations.

#### **Procedure to prevent Slips, Trips & Falls in the event of slippery conditions**

The priority is safe access/egress to the building. Use the following guidelines to help control it:

- Have designated walkways and keep them clear of snow and ice.
- Where possible close off other walkways with tape to reduce the risk of slips, trips or falls.
- In particular, close off steps, ramps or sloped areas where possible.
- Provide mats outside and inside doorways.
- Keep the floors dry in the building with extra attention given to access / egress points.

- Ensure that employees are aware of their responsibility to keep all walking surfaces dry and clean. Advise them that they may need to stand at wet entrances to prevent a slip, trip or fall until the area has been appropriately cleaned and dried.
- Record any incident or near miss.

### **Procedure in the event of Burst Pipes**

The other issue facing the organisation will most likely be burst pipes and the resulting damage. It is advisable to:

- Check that you have adequate fuel (oil/gas) in your tanks.
- In extreme cold do keep your heating on at a minimum temperature of at least 4 degrees.
- Drain down unnecessary plumbing system if the building is unheated (e.g. changing rooms, hoses.)
- Insulate outside or exposed internal pipes with foam based or specialist insulation. Even covering them with newspaper or blankets will help.
- Clear rain gutters and drains.
- Ensure stop cock is accessible and that key staff know how to access and close if required.
- If you suspect that your pipes are frozen you will need to turn off the water supply immediately at the stop cock. Also, turn off the water supply from your tank and turn off all your water heating systems and turn on your taps to drain the system.
- If pipes have burst carry out the above steps.

## 11. FIRE SAFETY

### 11.1 Fire Safety Policy

Coláiste Phobal Ros Cré will comply with:

- *The Fire Services Act 1981.*
- *The Safety, Health and Welfare at Work Act, 2005.*
- *The Building Control Act, 1990.*
- *The Building Regulations 1997 & Associated Regulations.*

Suitable firefighting equipment is available in the school. Fire Drills are carried out twice yearly, results are recorded and held on file with management. Emergency evacuation procedures are posted in all classrooms.

### 11.2 Training of Staff in Emergency Procedures

All staff in the school will work together to ensure all staff/students/contractors and night time students are fully aware of the procedure to be implemented in the occurrence of an emergency.

#### **Actions to take in the event of a fire:**

- Notify the emergency services.
- Notify the Principal of the emergency.
- Evacuate the building.
- Check specific areas such as toilets for occupancy.
- Insure all persons have left the buildings.
- Assist any disabled persons (if safe to do so) in exiting the building.
- Closing doors/windows and other openings (if safe to do so) prior to exiting the building.
- Liaise with the fire services with a view to providing relevant information.

#### **Fire Safety Register shall include:**

- Training of personnel, certificates etc.
- Evacuation drills, times, dates etc.
- Record of maintenance on fire alarms and fire equipment.

### 11.2 Fire Drills / Emergency Plans

Fire drills must be carried every school year and results must be recorded and documented. Fire evacuation procedures must be posted around the building and highlight the designated assembly point.

## **FIRE PREVENTION**

### **11.4 FIRE PREVENTION**

- Don't hang clothing or flammable material over or near heating equipment
- Do not let paper, oily rags or other rubbish accumulate.
- Do not smoke in prohibited areas.
- Use proper sealed containers for flammable liquids, no open tins or buckets.
- Do not overload electric sockets – “one socket one plug”
- Handle flammable liquids at a safe distance from possible source of ignition.
- Bitumen boilers, soldering irons and gas rings must be on non-combustible stands.
- Switch off at mains any electrical equipment not in use.

## **FIRE PRECAUTIONS**

- Make sure you know what to do in case of a fire.
- Make certain you know your escape route.
- Keep fire doors clear and unobstructed.
- Do not obstruct access to fire extinguishers.
- Ensure you know how to operate the fire extinguishers in your area.

## **FIRE EXTINGUISHERS**

- Water **(Red)** - Use on paper, wood and solid flammable.
- CO<sub>2</sub> **(Black)** - Use on liquids, gases and electrical fires.
- Foam **(Cream)**- Use on flammable liquids.
- Powder **(Blue)**- Use on all types of fires but primarily fires involving metals, such as aluminium and magnesium.

## **ACTIONS TO TAKE IN THE EVENT OF A FIRE**

- Raise the alarm and then call the fire brigade.
- Close doors and windows to prevent the spread of fire.
- Evacuate the building or area you are working in.
- Fight the fire with extinguishers provided but don't put yourself at risk.
- Do not use water to put out electrical fires.

## **EMERGENCY PROCEDURE**

When you hear the alarm, please do not panic.

Switch off any equipment you may be using but do not put yourself at risk.

Walk to the nearest exit point and gather at the assembly point.

Wait at the assembly point until the roll call is carried out and the all clear has been given.

## 12. MONITORING AND REVIEW

To ensure that continuous improvement takes place, risk identified will be continuously monitored and reviewed and all identified risks in the workplace that could cause harm to staff and others, are carefully examined and appropriately managed.

This Safety Statement will be reviewed every 2 years and the Risk Assessments annually by Tipperary ETB Health and Safety Administrator, Ms. Shauna Nolan, in consultation with Mr Jack Flynn and will be modified as names of responsible persons change, as risk changes, or as changes in legislation occur.

## 13. CONSULTATION FOR EMPLOYEES

### 13.1 Safety Representative

The nominated Safety Representative / Co-ordinator is: Ms. Margaret Hynes

The Safety Representative may be selected in accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005, which states:

- a) Employees have the right to make representations to and consult the Board of Management on matters of safety, health and welfare in their place of work.
- b) Employees may select and appoint a safety representative to represent them in consultations with regard to their safety to the Principal / Board of Management.
- c) A Safety representative shall have the right to information from the Principal as is necessary to ensure, so far as is reasonably practicable, the safety and health at the place of work.
- d) It shall be the duty of the Principal to take such steps as are practicable, to inform the safety representative when an inspector enters the school for the purpose of making a tour of inspection.

It will be the duty of the Safety Representative to:

- a) After the giving of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represent.
- b) Make oral or written representations to the Board of Management/Principal on matters of safety, health and welfare at work, on behalf of the employees.
- c) Make representations to HSA inspectors.
- d) Investigate accidents and dangerous occurrences.

### 13.2 Consultation and Communication

Coláiste Phobal Ros Cré will consult with employees in advance and in a timely manner so as to allow them time to consider, discuss and give an opinion on the matters before managerial decisions are implemented.

Consultation is particularly important when changes are taking place, for example when a safety statement or safety health plan is being drawn up, or new technology or work processes are being introduced.

## EMPLOYEE SIGNAGE SHEETS

### SAFETY STATEMENT

**EMPLOYER:** *COLÁISTE PHOBAL ROS CRÉ*

#### **I Confirm that:**

I have read and I understand the contents of the Safety Statement, and will fully comply with its requirements and take all reasonable precautions to safeguard the Health and Safety of others and myself.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>







APPENDIX I

ACCIDENT OR INCIDENT RECORD FORM

Accident:  Incident:

**INJURED PARTY DETAILS:**

**First Name(s):**

**Surname:**

**Address (School/Centre/Office):**

**D.O.B:**

**Status (Please tick appropriate box)**

Staff:  Student:  Visitor:  Contractor:

**If Contractor, what work was taking place:**

**Date of Accident/Incident:**

**Time and Location of Accident/Incident:**

**Date Accident/Incident reported to Tipperary ETB:**

Where appropriate, more than one box in each section may be ticked.

TYPE OF ACCIDENT	✓	PART OF BODY INJURED	✓
<b>Specify Side (Left/Right)</b>			
Injured/damaged by a person	<input type="checkbox"/>	Head	<input type="checkbox"/>
Struck by/contact with	<input type="checkbox"/>	Eyes	<input type="checkbox"/>
Caught in/under	<input type="checkbox"/>	Face	<input type="checkbox"/>
Slip/Trip/Fall	<input type="checkbox"/>	Neck, Back, Spine	<input type="checkbox"/>
Sharps	<input type="checkbox"/>	Chest, Abdomen	<input type="checkbox"/>
Road Traffic Accident/Crash	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>
Exposure to substances/environments	<input type="checkbox"/>	Upper Arm	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>	Lower Arm, Wrist	<input type="checkbox"/>
		Elbow	<input type="checkbox"/>
		Hand	<input type="checkbox"/>
		Finger	<input type="checkbox"/>
		Hip Joint, thigh,	<input type="checkbox"/>
		Knee Joint	<input type="checkbox"/>
		Lower Leg	<input type="checkbox"/>
		Ankle	<input type="checkbox"/>
		Foot	<input type="checkbox"/>
		Toe (one or more)	<input type="checkbox"/>
		Trauma, Shock	<input type="checkbox"/>
		Other (please specify):	
<b>TYPE OF INJURY</b>			
Fatality	<input type="checkbox"/>		
Bruise	<input type="checkbox"/>		
kneecap	<input type="checkbox"/>		
Concussion	<input type="checkbox"/>		
Internal Injury	<input type="checkbox"/>		
Abrasion/Graze	<input type="checkbox"/>		
Fracture	<input type="checkbox"/>		
Sprain	<input type="checkbox"/>		
Torn Ligaments	<input type="checkbox"/>		
Burn/Scalds	<input type="checkbox"/>		
Frostbite	<input type="checkbox"/>		
Injury not Ascertained	<input type="checkbox"/>		
<hr/>			
Trauma			
Occupational Disease			
Other (please specify)			

**DETAILED DESCRIPTION OF ACCIDENT/INCIDENT**

Give a full description of:

- The work/activity being carried out when the accident occurred
- The part of body where injury occurred **e.g. right arm, left leg, 3<sup>rd</sup> finger right hand etc**
- Equipment being used if any
- Steps taken after accident happened **e.g. first aider called, taken to doctor, bandage applied etc.**
- Steps taken (if possible) to prevent accident reoccurring

CONSEQUENCES		RESULT		ANTICIPATED ABSENCE					
<input type="checkbox"/>	Fatal	<input type="checkbox"/>	Medicine	<input type="checkbox"/>	Sent Home	<input type="checkbox"/>	None	<input type="checkbox"/>	1-3 Days
<input type="checkbox"/>	Non-Fatal	<input type="checkbox"/>	Light Duty	<input type="checkbox"/>	Sick Leave	<input type="checkbox"/>	4-7 Days	<input type="checkbox"/>	7 Days +

**Declaration:** IPB Insurance is classified as a Data Controller under Irish Data Protection Legislation. The information you provide to us as part of your claim application will be processed by us to confirm your identity, process your application and to record and cross reference particulars of your claim in insurance industry databases for fraud prevention purposes. This may involve exchanging information with Insurance Link, the anti-fraud claims database run by the Irish Insurance Federation. In certain cases we may also share your information with other insurance providers and private investigators.

I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief

**Signature of Teacher present:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Principal / Deputy Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

APPENDIX II – HEALTH AND SAFETY TRAINING RECORD

EMPLOYEE NAME	INDUCTION	FIRST AID	MANUAL HANDLING	Fire Warden	SAFETY REPRESENTATIVE
	DATE: EXP:				

## APPENDIX IV RISK ASSESSMENTS

Risk assessments have been carried out at Coláiste Phobal Ros Cré by Mr Jack Flynn with the assistance of his staff using template Risk Assessments provided by the Health and Safety Authority.

### **Risk Assessments Attached**

**Home Economics Room (General) – Risk Assessment Template No. 34 (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Obstructed access/ egress	N	Slips, trips and falls	H	Walkways and fire exit routes kept free from obstruction. <b>See Slips, Trips and Falls - Template No. 12</b>	Y		Home Economics teacher	3rd Oct 2023
Damaged flooring			H	Students' belongings, project materials, teaching materials etc. are stored safely				
			H	Damaged flooring likely to cause trip hazard repaired or replaced				
Accessing high windows	yes in room 18	Injury due to over reaching	M	A window pole or step ladder is used to open windows at height that do not have opening mechanism at ground level	no, windows hard to reach in room 18	A step ladder would be helpful.	Home Economics teacher	3rd Oct 2023
Accessing overhead areas, e.g. storage areas, overhead projector		Falls		Goods are stored safely and are easily accessible				
Use of sewing machine	Y	Puncture wounds	L	Students instructed on safe use of sewing machine and correct storage of needles	Y		Home Economics teacher	3rd Oct 2023
Inadequate first-aid provisions	n	Delayed treatment of injuries	M	There is an appropriately stocked first-aid kit in the Home Economics room, under teacher supervision	Y		Home Economics teacher	3rd Oct 2023
			M	Details of trained first-aider is available to all staff and students. <b>See First-Aid - Template No. 21</b>	Y			
Exposure to hazardous cleaning chemicals	n	Dermatitis/ allergy	H	Non-hazardous cleaning chemicals are used, where possible  Personal protective equipment (PPE) is provided and used where necessary  The room is appropriately ventilated  <b>See Canteen (Working with Chemical Products) - Template No. 5</b>	n	improved ventilation system needed.	Home Economics teacher	3rd Oct 2023

**Home Economics Room (General) – Risk Assessment Template No. 34 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Gas	n	Fire Explosion	H	Teachers are aware of location of main gas shut off point Gas is shut off when room not in use A gas leak detection system is in place and serviced as required	not in either kitchen		Home Economics teacher	3rd Oct 2023
Fire	y	Burns Smoke Inhalation Death	H	A fire blanket is located close to potential sources of fire, e.g. toaster A fire detection system is in place Washer and dryer is not left on overnight Lint is removed from dryer regularly All teachers are aware of how to raise the alarm and contact the emergency services Teachers and students are informed about evacuation procedures from home economics room and participate in fire drills	y		Home Economics teacher	3rd Oct 2023
Biological Agents	y	Food poisoning/illness	H	All staff/students are aware of good hand hygiene practices Foods are stored appropriately, e.g. uncooked meats separated from cooked Designated preparation areas are used for different food, e.g. raw meat, seafood etc. Equipment, utensils and surfaces are kept in clean condition with a cleaning schedule in place	y		Home EC teacher	3rd Oct 2023

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Annette Loughnane and Catriona Foley

Date: 03 / 10 / 2023

Home Economics (Use of Safety Cutters/Knives) – Risk Assessment Template No. 35 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Sharp knives and cutters	y	Cuts/ lacerations	H	Wherever possible, safety cutters are used instead of knives and cutters	yes		Home Economics teacher	3rd Oct 2023
			H	Students are instructed about the safe use of safety cutters/knives especially the golden rule to always cut away from yourself (and other people)	yes			
				Students are instructed about the safe use of safety cutters/knives (especially that you NEVER try to catch a falling knife, and simply get out of its way as fast as possible)	yes			
				The need for cut and stab proof personal protective equipment is assessed, e.g. chainmail gloves (non-knife hand) and aprons for novice users	yes			
			M	Safety cutters/knives are kept sharp (blunt knives require additional force in use leading to accidents)	yes			
			H	Safety cutters/knives are checked for damaged blades or handles at least once per term and disposed of if damaged	yes			
			M	Safety cutters/knives are stored separately to other equipment	yes			
			H	Safety cutters/knives are counted out to students and counted back in at end of class	yes			
	Shadow boards are considered for stricter control							
H	Safety cutters/knives are washed in sink separately from other items of equipment and never left soaking in sink							
	Knives are soaked in a separate container as required							

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Annette Loughnane and Catriona Foley

Date: 03 / 10 / 2023



**Home Economics (Portable Electrical Appliances) – Risk Assessment Template No. 36 (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Damaged electrical fittings and equipment	yes	Electrocution Cuts	M	Defective electrical equipment and fittings are disposed of, or clearly identified, labelled as 'out of use', and stored separately to prevent accidental use  Defects are reported to the appropriate person, e.g. caretaker/facilities manager to ensure all items are repaired or replaced  <b>See Portable Electrical Appliances - Template No. 22</b>	yes yes		Home Economics teacher	3rd Oct 2023
Incorrect use of, unsafe use of or defective portable electrical appliances	no	Electric shock Fire Puncture wounds Entanglement	H	Sewing machines are checked by a competent person on a regular basis as appropriate Sockets are not overloaded and cables are kept clear of sink areas Service records are maintained Sewing machines are visually checked before use	yes yes yes		Home Economics teacher	3rd Oct 2023

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Annette Loughnane and Catriona Foley

Date: 03 / 10 / 2023

**P.E. (Exercise Equipment/Gym Equipment) – Risk Assessment Template No. 46 (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Damaged electrical fittings and equipment	N	Overheating/ fire	H	Electrical gym equipment is visually checked before use.  <b>See Portable Electrical Appliances - Template No. 22</b>	Y			
			H	Defective electrical equipment is clearly identified, labelled as out of use and stored separately to prevent accidental use  Defects are reported to person in control of the workplace to ensure all items are repaired or replaced  <b>See Portable Electrical Appliances - Template No. 22</b>	Y  Y			
Trailing cables	N	Trips, falls	H	There are no trailing cables that are a trip hazard	Y			
Other gym equipment	N	Cuts from sharp edges	H	Gym equipment is visually checked before use  Equipment is maintained in good condition	Y			
					Y			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Damien McCormack

Date: 20 / 09 / 2023

**P.E. (Goal Posts) – Risk Assessment Template No. 47 (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Goalpost	Y	Injury or fatality from misuse/collapse	H	All goal posts in use conform to appropriate Standard <b>See Reference note on Annex A of I.S. 357:2007 at end of Template 47</b>	?			
			M	Copies of test certificates showing conformity are available	N			
			H	Replacement parts are purchased from original manufacturer/supplier	N			
			H	All goal posts contain a "warning label" and written instructions for assembly, installation, use, storage and maintenance	N			
			M	All those responsible for maintenance, storage etc of goal posts are aware of relevant instructions	N			
			H	A system for inspection of goal posts is in place that includes routine visual inspections, operational inspections and annual maintenance inspections in accordance with requirements of <b>I.S. 357:2007</b>	N			
			H	A maintenance schedule is established and implemented	N			

**P.E. (Goal Posts) – Risk Assessment Template No. 47 – cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Goalpost	Y	Injury or fatality from misuse/ collapse of goal post	H	Portable goal posts are anchored correctly when in use	N			
			H	Access/use is prevented where goal posts are deemed to be "unsafe" as a result of inspection/ maintenance, e.g. not anchored correctly	Y			
			M	All goal posts are used for intended use only, e.g. indoor goal posts not used outdoors	Y			
			H	All personnel involved in assembling/ dismantling goal posts wears appropriate Personal Protective Equipment (PPE), where necessary	N			
			H	All students are made aware of the dangers of incorrect/misuse of goal posts, e.g. swinging over bars etc.	Y			
			H	When not in use goal posts and all associated parts, e.g. nets, anchors etc., are stored correctly	Y			
			H	Records required by <b>I.S. 357:2007</b> including maintenance records, inspections certs etc. are kept on site	?			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Damien McCormack

Date: 19 / 09 / 2023

**Reference**

Annex A, I.S. 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage  
I.S. 356:2007 Playing Field Equipment Goals - Functional and Safety Requirements - Test Methods for Portable and Fixed Goals

Science (Bunsen burners) – Risk Assessment Template No. 49 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Gas leak		Explosions	H	A gas shut-off/isolation valve is provided for each classroom	Y		Science teacher	24/08/23
		Fire	H	Gas is shut-off at end of each class from one central point	Y			
		Burns	H	Gas supply isolated during holidays by a competent person	Y			
			H	Gas installation including any gas detector(s) and automatic shut-off mechanism checked annually by a competent person (refer to the manufacturer's instructions)	Y			
			H	The supply pipework to each room or teaching space is fitted with a purpose designed supervisory system in accordance with <b>Annex I of I.S. 820</b> , to test the integrity of that section of installation pipework each time the device is activated  There is an operating procedure which includes, at a minimum, deactivation of the system at the end of each working day	Y  Y		School management	24/08/23

**Reference**

IS.820 is the Irish standard specification for non-domestic gas installations.

Science (Bunsen burners) – Risk Assessment Template No. 49 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed	
Unsafe use of Bunsen burner		Fire Burns Hair catching fire	H	The Bunsen burner is kept away from gas taps and tubing and the edge of the bench	Y		Class teacher	24/08/23	
				It should be impossible for window blinds to be blown into Bunsen flames	Y				
				Loose clothing, scarves and dangling jewellery are avoided, long hair is tied back and face is kept clear of flame	Y				
				A utility lighter, matches or a splint is used to light Bunsen burner - never paper	Y				
				Students are instructed on the safe use of Bunsen burner, and are supervised	Y				
				When not in use, the Bunsen burner is turned off, or if lit but not in use, the air inlet is reduced until a visible yellow flame shows	Y				
				The Bunsen burner and equipment is allowed to cool after use before handling and putting away (e.g. tripod stand)	Y				
				Teacher and caretaker know how to isolate Bunsen burner	Y				
				A fire blanket and foam fire extinguisher are in the lab	Y				24/08/23
				First-aid arrangements are in place	Y				24/08/23
Use of damaged equipment, e.g. faulty tubing, blocked burner head (irregular shaped flame)			H	Rubber tubing and burners checked regularly (at least once per term), damaged tubing discarded and blocked jets cleaned as part of a regular maintenance and checking programme	Y			24/08/23	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Anita Gothard

Date:24/08/2023

Reference

I.S.820 is the Irish standard specification for non-domestic gas installations.

Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Access to the laboratory		Uncontrolled exposure to hazardous properties of laboratory chemicals	H	Access to the laboratory is well controlled, e.g. locked when not in use  Unauthorized access is prohibited  Chemicals are stored in the prep room in a locked room	Y		Class teacher	29/05/23
Limited or poor information on hazardous chemicals in use		Inadvertent exposure to teachers/ students environment due to unknown hazardous laboratory chemicals	M	Safety Data Sheets (SDS) are readily available for all hazardous chemicals  An up-to-date chemical inventory is readily available  Unknown chemicals disposed of through the ETB	Y		Class teacher	29/05/23
Limited or poor information on labels		Inadvertent/ incorrect use of chemicals	M	All hazardous chemicals are labelled correctly in line with the Classification, Labelling and Packaging (CLP) Regulation  (Are labels understood, intact and legible?)	Y		Class teacher	29/05/23
				Information on the hazard label corresponds to information on the SDS	Y		Class teacher	29/05/23
			H	Containers with non-hazardous chemicals, e.g. water, are clearly labelled to avoid confusion	Y			
Use of hazardous chemicals		Exposure to toxic or very hazardous chemicals	H	Elimination/substitution considered, e.g. toxic/ carcinogenic chemicals	Y		Class teacher	29/05/23
Poor storage arrangements for laboratory chemicals		Uncontrolled access and exposure to hazardous laboratory chemicals	H	Chemicals are stored in separate and well ventilated room – access is controlled	Y		Class teacher	29/05/23

Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Incorrect storage of chemicals		Chemical reaction or exposure to chemicals	H	Chemicals are stored in accordance with the SDS requirements  Chemicals are not stored on benches or within fume cabinets	Y		Class teacher	29/05/23
Chemical spills or reactions of chemicals in storage		Chemicals being inadvertently knocked off shelves  Chemical(s) with specific storage requirements not being adhered to resulting in an incident		Established conventions used, e.g. incompatible chemicals are segregated and stored in compatible hazard classes; Chemicals stored below eye level; Secondary containment is provided for liquid chemicals, anti-roll lips on shelves etc.	Y		Class teacher	29/05/23
Flammable Chemicals		Fire		Fire, smoke and heat detectors fitted in store rooms - appropriate fire extinguishers available  Quantities are kept to a minimum especially flammable liquids  SDSs are readily available in the event of an emergency	Y		Class teacher	29/05/23
Out of date chemicals in use		Chemicals being used outside the manufacturer's specifications	M	Checks are undertaken at regular intervals, for the purposes of disposal of out-of-date chemicals  Chemicals are disposed of in accordance with the SDS and the Local Authority	Y		Class teacher	29/05/23
Broken glassware		Lacerations/ burns/ chemical exposure	H	All glassware and storage vessels are periodically examined for star cracks  Correct disposal procedures are in place for glass waste	Y		Class teacher	29/05/23



Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Incorrect disposal of chemicals		Lacerations/ needle stick injuries and environmental contamination	H	Chemicals are disposed of in accordance with the SDS and the Local Authority. Tick where appropriate  Specific storage containers provided for chemical waste <input type="checkbox"/>  Recyclable solvents <input type="checkbox"/>  Designated Sharps Disposal Unit <input type="checkbox"/>	Y  N/A  N/A  Y		management	29/05/23
Inadequate administrative controls		Uncontrolled exposure to hazardous laboratory chemicals to students	H	General laboratory rules are understood and followed by students  Particular risks identified for an experiment to be communicated to students  Relevant sections of the SDS is conveyed to students  Bench tops are clean, organised and environs maintained to eliminate harmful exposures to unsafe conditions  <b>See Cleaning (Hazardous Chemicals and Biological Agents) - Template No. 7</b>	Y  Y  Y  Y		Class teacher	29/05/23
Lack of knowledge of risks in relation to laboratory experiments		Personal injury to persons working in the laboratory	H	Qualified teachers	Y			
		Incorrect use of chemicals leading to chemical exposure	H	Qualified teachers	Y			
Cluttered bench tops and unclean laboratory environment		Contact with chemicals	H	Professional teachers	Y			
Poor personal protective equipment (PPE) controls/ lack of PPE		Contamination by chemicals	H	Appropriate PPE is available, e.g. face shields, goggles, lab coats, appropriate hand protection, etc.  Students are instructed by teacher before using any equipment	Y		Class teacher	29/05/23

Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Inadequate maintenance of fume cupboard		Exposure to chemicals/fumes	H	Fume cupboard fit for purpose and use supervised	N/A			29/05/23
				Fume cupboard inspected regularly, tested and maintained with test label affixed - records stored appropriately and easily retrievable	N/A			
				Regular checks are made to ensure the average face velocity on these units is adequate(0.5 m/s or higher)	N/A			
Poor engineering controls		Uncontrolled exposure to hazardous properties of laboratory chemicals	H	SDS consulted for correct engineering controls	N/A			
Poor hygiene controls		Inadvertent exposure of teachers/ students to hazardous laboratory chemicals	H	General laboratory rules are understood and followed by students, e.g. no eating, drinking, or tasting anything in the laboratory. No food permitted to be brought into the laboratory	Y		Class teacher	29/05/23
Chemical Ingestion		Chemical ingestion resulting in illness or chemical poisoning	H	Safety bulbs must be used when pipetting to avoid inadvertent ingestion	Y		Class teacher	29/05/23
Ingestion/ absorption of chemicals		Illness or chemical poisoning	H	Adequate handwash facilities and eye wash station available, unobstructed and maintained	Y		Class teacher	29/05/23

Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Lack of other essential safety items in laboratory		Reduced ability to manage emergencies, incidents/spillages	H	Safety items to be available in the laboratory, e.g. <ul style="list-style-type: none"> <li>• Safety screen</li> <li>• Fire extinguishers (CO2/Dry powder)</li> <li>• Fire blankets</li> <li>• Fire buckets with sand</li> <li>• Chemical spill clean-up kit -absorbing agent</li> <li>• First aid kit</li> <li>• Warning notices</li> <li>• Contact notice for emergency services, National Poisons Centre etc.</li> </ul>	Y		Class teacher	29/05/23

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Anita Gothard

Date: 24/08/2023

Science (Glassware) – Risk Assessment Template No.51 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Broken glass		Cuts/ lacerations	H	Only lab grade glassware used for experiments Safe placement of glass No over carrying	Y		Class teacher	29/05/23
Glassware breaking when trying to release seized stoppers and stopcocks, forcing glassware into bungs		Cuts	H	Only teacher to insert or remove glass from bungs, cut glass or release seized stoppers	Y		Class teacher	29/05/23
Broken glassware disposed of in general waste		Injury Cuts	H	Broken glassware disposed to a separate bin marked 'Broken glassware'. No bin liner in bin	Y		Class teacher	29/05/23
Defective glassware/ glass equipment  Wear and tear leading to breakage		Cuts, lacerations	H	All glassware and storage vessels should be periodically examined for star cracks  Glassware checked for cracks, chips, weaknesses before use  Broken or chipped glassware is taken out of service and disposed of immediately	Y  Y  Y		Class teacher	29/05/23
Unclean glassware		Exposure to chemicals from contaminated glassware	H	Glassware is cleaned thoroughly after each use  Appropriate (chemical resistant) gloves are worn when cleaning glassware	Y  Y		Class teacher	29/05/23

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Anita Gothard

Date: 24/08/2023

**Student Considerations – Risk Assessment Template No.48 (List additional hazards, risks and controls particular to your school using Template No.74)**

Considerations	Yes or No	If yes, what additional actions may be required	Person responsible	Date action completed
Are there students with disabilities including a physical disability, vision impairment, a hearing impairment, an intellectual disability or a mental health condition?	Y	In class support teachers. SNA and information on Vsware when preparing group work	Class teacher	29/5/2023
Are there students whose first language is not English and who may require extra focus with respect to safety and health?	Y	In class support teachers. SNA and information on Vsware when preparing group work	Class teacher	
Are there students with a known medical condition/ allergen requiring the administration of medication and/or care plan?	Y	In class support teachers. SNA and information on Vsware when preparing group work	Class teacher	
Are there students with challenging behaviour that could increase the potential for injury to occur?	Y	In class support teachers. SNA and information on Vsware when preparing group work	Class teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Anita Gothard

Date: 24/08/2023

Science (Bunsen burners) – Risk Assessment Template No. 49 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Gas leak		Explosions	H	A gas shut-off/isolation valve is provided for each classroom	Y		AG Science teacher	29/05/23
		Fire	H	Gas is shut-off at end of each class from one central point	Y			
		Burns	H	Gas supply isolated during holidays by a competent person	Y			
			H	Gas installation including any gas detector(s) and automatic shut-off mechanism checked annually by a competent person (refer to the manufacturer's instructions)	Y			
			H	The supply pipework to each room or teaching space is fitted with a purpose designed supervisory system in accordance with <b>Annex I of I.S. 820</b> , to test the integrity of that section of installation pipework each time the device is activated	Y		School management	
				There is an operating procedure which includes, at a minimum, deactivation of the system at the end of each working day	Y			

**Reference**

IS.820 is the Irish standard specification for non-domestic gas installations.

Science (Bunsen burners) – Risk Assessment Template No. 49 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Unsafe use of Bunsen burner		Fire Burns Hair catching fire	H	The Bunsen burner is kept away from gas taps and tubing and the edge of the bench	Y		AG Class teacher	29/05/23
				It should be impossible for window blinds to be blown into Bunsen flames	Y			
				Loose clothing, scarves and dangling jewellery are avoided, long hair is tied back and face is kept clear of flame	Y			
				A utility lighter or matches is used to light Bunsen burner - never paper	Y			
				Students are instructed on the safe use of Bunsen burner, and are supervised	Y			
				When not in use, the Bunsen burner is turned off, or if lit but not in use, the air inlet is reduced until a visible yellow flame shows	Y			
				The Bunsen burner and equipment is allowed to cool after use before handling and putting away (e.g. tripod stand)	Y			
				Teacher and caretaker know how to isolate Bunsen burner	Y			
				A fire blanket and foam fire extinguisher are in the lab	Y			
				First-aid arrangements are in place	Y			
Use of damaged equipment, e.g. faulty tubing, blocked burner head (irregular shaped flame)			H	Rubber tubing and burners checked regularly (at least once per term), damaged tubing discarded and blocked jets cleaned as part of a regular maintenance and checking programme	Y			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Anita Gothard

Date: 24/08/2023

Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Access to the laboratory		Uncontrolled exposure to hazardous properties of laboratory chemicals	H	Access to the laboratory is well controlled, e.g. locked when not in use  Unauthorised access is prohibited	Y		AG Class teacher	29/05/23
Limited or poor information on hazardous chemicals in use		Inadvertent exposure to teachers/ students environment due to unknown hazardous laboratory chemicals	M	Safety Data Sheets (SDS) are readily available for all hazardous chemicals  An up-to-date chemical inventory is readily available	Y		AG Class teacher	29/05/23
Limited or poor information on labels		Inadvertent/ incorrect use of chemicals	M	All hazardous chemicals are labelled correctly in line with the Classification, Labelling and Packaging (CLP) Regulation  (Are labels understood, intact and legible?)	Y		AG Class teacher	29/05/23
				Information on the hazard label corresponds to information on the SDS	Y		AG Class teacher	29/05/23
			H	Containers with non-hazardous chemicals, e.g. water, are clearly labelled to avoid confusion	Y			
Use of hazardous chemicals		Exposure to toxic or very hazardous chemicals	H	Elimination/substitution considered, e.g. toxic/ carcinogenic chemicals	Y		AG Class teacher	29/05/23
Poor storage arrangements for laboratory chemicals		Uncontrolled access and exposure to hazardous laboratory chemicals	H	Chemicals are stored in separate and well ventilated room – access is controlled	Y		AG Class teacher	29/05/23



Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Incorrect storage of chemicals		Chemical reaction or exposure to chemicals	H	Chemicals are stored in accordance with the SDS requirements  Chemicals are not stored on benches or within fume cabinets	Y		AGClass teacher	29/05/23
Chemical spills or reactions of chemicals in storage		Chemicals being inadvertently knocked off shelves  Chemical(s) with specific storage requirements not being adhered to resulting in an incident		Established conventions used, e.g. incompatible chemicals are segregated and stored in compatible hazard classes; Chemicals stored below eye level; Secondary containment is provided for liquid chemicals, anti-roll lips on shelves etc.	Y		AGClass teacher	29/05/23
Flammable Chemicals		Fire		Fire, smoke and heat detectors fitted in store rooms - appropriate fire extinguishers available  Quantities are kept to a minimum especially flammable liquids  SDSs are readily available in the event of an emergency	Y		AGClass teacher	29/05/23
Out of date chemicals in use		Chemicals being used outside the manufacturer's specifications	M	Checks are undertaken at regular intervals, for the purposes of disposal of out-of-date chemicals  Chemicals are disposed of in accordance with the SDS and the Local Authority	Y		AGClass teacher	29/05/23
Broken glassware		Lacerations/ burns/ chemical exposure	H	All glassware and storage vessels are periodically examined for star cracks  Correct disposal procedures are in place for glass waste	Y		AGClass teacher	29/05/23

Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Incorrect disposal of chemicals		Lacerations/ needle stick injuries and environmental contamination	H	Chemicals are disposed of in accordance with the SDS and the Local Authority. Tick where appropriate  Specific storage containers provided for chemical waste <input type="checkbox"/>  Recyclable solvents <input type="checkbox"/>  Designated Sharps Disposal Unit <input type="checkbox"/>	Y  N/A  N/A  Y		management	29/05/23
Inadequate administrative controls		Uncontrolled exposure to hazardous laboratory chemicals to students	H	General laboratory rules are understood and followed by students  Particular risks identified for an experiment to be communicated to students  Relevant sections of the SDS is conveyed to students  Bench tops are clean, organised and environs maintained to eliminate harmful exposures to unsafe conditions  <b>See Cleaning (Hazardous Chemicals and Biological Agents) - Template No. 7</b>	Y  Y  Y  Y		AGClass teacher	29/05/23
Lack of knowledge of risks in relation to laboratory experiments		Personal injury to persons working in the laboratory	H	Qualified teachers	Y			
		Incorrect use of chemicals leading to chemical exposure	H	Qualified teachers	Y			
Cluttered bench tops and unclean laboratory environment		Contact with chemicals	H	Professional teachers	Y			
Poor personal protective equipment (PPE) controls/ lack of PPE		Contamination by chemicals	H	Appropriate PPE is available, e.g. face shields, goggles, lab coats, appropriate hand protection, etc.  Students are instructed by teacher before using any equipment	Y		AGClass teacher	29/05/23

Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
Y/N					Y/N			
Inadequate maintenance of fume cupboard		Exposure to chemicals/fumes	H	Fume cupboard fit for purpose and use supervised	N/A			29/05/23
				Fume cupboard inspected regularly, tested and maintained with test label affixed - records stored appropriately and easily retrievable	N/A			
				Regular checks are made to ensure the average face velocity on these units is adequate(0.5 m/s or higher)	N/A			
Poor engineering controls		Uncontrolled exposure to hazardous properties of laboratory chemicals	H	SDS consulted for correct engineering controls	N/A			
Poor hygiene controls		Inadvertent exposure of teachers/students to hazardous laboratory chemicals	H	General laboratory rules are understood and followed by students, e.g. no eating, drinking, or tasting anything in the laboratory. No food permitted to be brought into the laboratory	Y		AGClass teacher	29/05/23
Chemical Ingestion		Chemical ingestion resulting in illness or chemical poisoning	H	Safety bulbs must be used when pipetting to avoid inadvertent ingestion	Y		AGClass teacher	29/05/23
Ingestion/absorption of chemicals		Illness or chemical poisoning	H	Adequate handwash facilities and eye wash station available, unobstructed and maintained	Y		AGClass teacher	29/05/23

Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Lack of other essential safety items in laboratory		Reduced ability to manage emergencies, incidents/spillages	H	Safety items to be available in the laboratory, e.g. <ul style="list-style-type: none"> <li>• Safety screen</li> <li>• Fire extinguishers (CO2/Dry powder)</li> <li>• Fire blankets</li> <li>• Fire buckets with sand</li> <li>• Chemical spill clean-up kit -absorbing agent</li> <li>• First aid kit</li> <li>• Warning notices</li> <li>• Contact notice for emergency services, National Poisons Centre etc.</li> </ul>	Y		AGClass teacher	29/05/23

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Anita Gothard

Date: 24/08/2023

Science (Glassware) – Risk Assessment Template No.51 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Broken glass		Cuts/ lacerations	H	Only lab grade glassware used for experiments Safe placement of glass No over carrying	Y		AG Class teacher	29/05/23
Glassware breaking when trying to release seized stoppers and stopcocks, forcing glassware into bungs		Cuts	H	Only teacher to insert or remove glass from bungs, cut glass or release seized stoppers	Y		AG Class teacher	29/05/23
Broken glassware disposed of in general waste		Injury Cuts	H	Broken glassware disposed to a separate bin marked 'Broken glassware'. No bin liner in bin	Y		AG Class teacher	29/05/23
Defective glassware/ glass equipment  Wear and tear leading to breakage		Cuts, lacerations	H	All glassware and storage vessels should be periodically examined for star cracks  Glassware checked for cracks, chips, weaknesses before use  Broken or chipped glassware is taken out of service and disposed of immediately	Y  Y  Y		AG Class teacher	29/05/23
Unclean glassware		Exposure to chemicals from contaminated glassware	H	Glassware is cleaned thoroughly after each use  Appropriate (chemical resistant) gloves are worn when cleaning glassware	Y  Y		vAG Class teacher	29/05/23

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Anita Gothard

Date: 24/08/2023

**Student Considerations – Risk Assessment Template No.48 (List additional hazards, risks and controls particular to your school using Template No.74)**

Considerations	Yes or No	If yes, what additional actions may be required	Person responsible	Date action completed
Are there students with disabilities including a physical disability, vision impairment, a hearing impairment, an intellectual disability or a mental health condition?	Y	In class support teachers. SNA and information on Vsware when preparing group work	Class teacher AG	29/5/2023
Are there students whose first language is not English and who may require extra focus with respect to safety and health?	Y	In class support teachers. SNA and information on Vsware when preparing group work	Class teacher	
Are there students with a known medical condition/ allergen requiring the administration of medication and/or care plan?	Y	In class support teachers. SNA and information on Vsware when preparing group work	Class teacher	
Are there students with challenging behaviour that could increase the potential for injury to occur?	Y	In class support teachers. SNA and information on Vsware when preparing group work	Class teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Anita Gothard

Date: 24/08/2023

Science (Chemicals)– Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Access to the laboratory		Uncontrolled exposure to hazardous properties of laboratory chemicals	H	Access to the laboratory is well controlled, e.g. locked when not in use  Unauthorized access is prohibited  Chemicals are stored in the prep room in a locked room	Y		Class teacher	24/08/23
Limited or poor information on hazardous chemicals in use		Inadvertent exposure to teachers/ students environment due to unknown hazardous laboratory chemicals	M	Safety Data Sheets (SDS) are readily available for all hazardous chemicals  An up-to-date chemical inventory is readily available  Unknown chemicals disposed of through the ETB	Y		Class teacher	24/08/23
Limited or poor information on labels		Inadvertent/ incorrect use of chemicals	M	All hazardous chemicals are labelled correctly in line with the Classification, Labelling and Packaging (CLP) Regulation  (Are labels understood, intact and legible?)	Y		Class teacher	24/08/23
				Information on the hazard label corresponds to information on the SDS	Y			
			H	Containers with non-hazardous chemicals, e.g. water, are clearly labelled to avoid confusion	Y			
Use of hazardous chemicals		Exposure to toxic or very hazardous chemicals	H	Elimination/substitution considered, e.g. toxic/ carcinogenic chemicals	Y		Class teacher	24/08/23
Poor storage arrangements for laboratory chemicals		Uncontrolled access and exposure to hazardous laboratory chemicals	H	Chemicals are stored in separate and well ventilated room – access is controlled	Y		Class teacher	24/08/23

Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Incorrect storage of chemicals		Chemical reaction or exposure to chemicals	H	Chemicals are stored in accordance with the SDS requirements  Chemicals are not stored on benches or within fume cabinets	Y		Class teacher	24/08/23
Chemical spills or reactions of chemicals in storage		Chemicals being inadvertently knocked off shelves  Chemical(s) with specific storage requirements not being adhered to resulting in an incident		Established conventions used, e.g. incompatible chemicals are segregated and stored in compatible hazard classes; Chemicals stored below eye level; Secondary containment is provided for liquid chemicals, anti-roll lips on shelves etc.	Y		Class teacher	24/08/23
Flammable Chemicals		Fire		Fire, smoke and heat detectors fitted in store rooms - appropriate fire extinguishers available  Quantities are kept to a minimum especially flammable liquids  SDSs are readily available in the event of an emergency	Y		Class teacher	24/08/23
Out of date chemicals in use		Chemicals being used outside the manufacturer's specifications	M	Checks are undertaken at regular intervals, for the purposes of disposal of out-of-date chemicals  Chemicals are disposed of in accordance with the SDS and the Local Authority	Y		Class teacher	24/08/23
Broken glassware		Lacerations/ burns/ chemical exposure	H	All glassware and storage vessels are periodically examined for star cracks  Correct disposal procedures are in place for glass waste	Y		Class teacher	24/08/23



Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Incorrect disposal of chemicals		Lacerations/ needle stick injuries and environmental contamination	H	Chemicals are disposed of in accordance with the SDS and the Local Authority. Tick where appropriate  Specific storage containers provided for chemical waste <input type="checkbox"/>  Recyclable solvents <input type="checkbox"/>  Designated Sharps Disposal Unit <input type="checkbox"/>	Y  N/A  N/A  Y		management	24/08/23
Inadequate administrative controls		Uncontrolled exposure to hazardous laboratory chemicals to students	H	General laboratory rules are understood and followed by students  Particular risks identified for an experiment to be communicated to students  Relevant sections of the SDS is conveyed to students  Bench tops are clean, organised and environs maintained to eliminate harmful exposures to unsafe conditions  <b>See Cleaning (Hazardous Chemicals and Biological Agents) - Template No. 7</b>	Y  Y  Y  Y		Class teacher	24/08/23
Lack of knowledge of risks in relation to laboratory experiments		Personal injury to persons working in the laboratory	H	Qualified teachers	Y			
		Incorrect use of chemicals leading to chemical exposure	H	Qualified teachers	Y			
Cluttered bench tops and unclean laboratory environment		Contact with chemicals	H	Professional teachers	Y			
Poor personal protective equipment (PPE) controls/ lack of PPE		Contamination by chemicals	H	Appropriate PPE is available, e.g. face shields, goggles, lab coats, appropriate hand protection, etc.  Students are instructed by teacher before using any equipment	Y		Class teacher	24/08/23

Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
				Y/N				
Inadequate maintenance of fume cupboard		Exposure to chemicals/ fumes	H	Fume cupboard fit for purpose and use supervised	N/A			29/05/23
				Fume cupboard inspected regularly, tested and maintained with test label affixed - records stored appropriately and easily retrievable	N/A			
				Regular checks are made to ensure the average face velocity on these units is adequate(0.5 m/s or higher)	N/A			
Poor engineering controls		Uncontrolled exposure to hazardous properties of laboratory chemicals	H	SDS consulted for correct engineering controls	N/A			
Poor hygiene controls		Inadvertent exposure of teachers/ students to hazardous laboratory chemicals	H	General laboratory rules are understood and followed by students, e.g. no eating, drinking, or tasting anything in the laboratory. No food permitted to be brought into the laboratory	Y		Class teacher	29/05/23
Chemical Ingestion		Chemical ingestion resulting in illness or chemical poisoning	H	Safety bulbs must be used when pipetting to avoid inadvertent ingestion	Y		Class teacher	29/05/23
Ingestion/ absorption of chemicals		Illness or chemical poisoning	H	Adequate handwash facilities and eye wash station available, unobstructed and maintained	Y		Class teacher	29/05/23

Science (Chemicals) – Risk Assessment Template No. 50 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Lack of other essential safety items in laboratory		Reduced ability to manage emergencies, incidents/spillages	H	Safety items to be available in the laboratory, e.g. <ul style="list-style-type: none"> <li>• Safety screen</li> <li>• Fire extinguishers (CO2/Dry powder)</li> <li>• Fire blankets</li> <li>• Fire buckets with sand</li> <li>• Chemical spill clean-up kit -absorbing agent</li> <li>• First aid kit</li> <li>• Warning notices</li> <li>• Contact notice for emergency services, National Poisons Centre etc.</li> </ul>	Y		Class teacher	29/05/23

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Moira Kennedy

Date: 24/08/2023

Science (Bunsen burners) – Risk Assessment Template No. 49 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Gas leak		Explosions	H	A gas shut-off/isolation valve is provided for each classroom	Y		Science teacher	24/08/23
		Fire	H	Gas is shut-off at end of each class from one central point	Y		School management	
		Burns	H	Gas supply isolated during holidays by a competent person	Y			
			H	Gas installation including any gas detector(s) and automatic shut- off mechanism checked annually by a competent person (refer to the manufacturer's instructions)	Y			
			H	The supply pipework to each room or teaching space is fitted with a purpose designed supervisory system in accordance with <b>Annex I of I.S. 820</b> , to test the integrity of that section of installation pipework each time the device is activated  There is an operating procedure which includes, at a minimum, deactivation of the system at the end of each working day	Y  Y		School management	24/08/23

**Reference**

IS.820 is the Irish standard specification for non-domestic gas installations.

Science (Bunsen burners) – Risk Assessment Template No. 49 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed	
Unsafe use of Bunsen burner		Fire Burns Hair catching fire	H	The Bunsen burner is kept away from gas taps and tubing and the edge of the bench	Y		Class teacher	24/08/23	
				It should be impossible for window blinds to be blown into Bunsen flames	Y				
				Loose clothing, scarves and dangling jewellery are avoided, long hair is tied back and face is kept clear of flame	Y				
				A utility lighter , matches or a splint is used to light Bunsen burner - never paper	Y				
				Students are instructed on the safe use of Bunsen burner, and are supervised	Y				
				When not in use, the Bunsen burner is turned off, or if lit but not in use, the air inlet is reduced until a visible yellow flame shows	Y				
				The Bunsen burner and equipment is allowed to cool after use before handling and putting away (e.g. tripod stand)	Y				
				Teacher and caretaker know how to isolate Bunsen burner	Y				
				A fire blanket and foam fire extinguisher are in the lab	Y				24/08/23
				First-aid arrangements are in place	Y				24/08/23
Use of damaged equipment, e.g. faulty tubing, blocked burner head (irregular shaped flame)			H	Rubber tubing and burners checked regularly (at least once per term), damaged tubing discarded and blocked jets cleaned as part of a regular maintenance and checking programme	Y			24/08/23	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Moira Kennedy

Date: 24/08/2023



Reference

I.S.820 is the Irish standard specification for non-domestic gas installations.

Science (Glassware) – Risk Assessment Template No.51 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Broken glass		Cuts/lacerations	H	Only lab grade glassware used for experiments Safe placement of glass  No over carrying	Y		Class teacher	29/05/23
Glassware breaking when trying to release seized stoppers and stopcocks, forcing glassware into bungs		Cuts	H	Only teacher to insert or remove glass from bungs, cut glass or release seized stoppers	Y		Class teacher	29/05/23
Broken glassware disposed of in general waste		Injury Cuts	H	Broken glassware disposed to a separate bin marked 'Broken glassware'. No bin liner in bin	Y		Class teacher	29/05/23
Defective glassware/ glass equipment  Wear and tear leading to breakage		Cuts, lacerations	H	All glassware and storage vessels should be periodically examined for star cracks  Glassware checked for cracks, chips, weaknesses before use  Broken or chipped glassware is taken out of service and disposed of immediately	Y  Y  Y		Class teacher	29/05/23
Unclean glassware		Exposure to chemicals from contaminated glassware	H	Glassware is cleaned thoroughly after each use  Appropriate (chemical resistant) gloves are worn when cleaning glassware	Y  Y		Class teacher	29/05/23

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Moira Kennedy

Date: 24/08/2023

**Student Considerations – Risk Assessment Template No.48 (List additional hazards, risks and controls particular to your school using Template No.74)**

Considerations	Yes or No	If yes, what additional actions may be required	Person responsible	Date action completed
Are there students with disabilities including a physical disability, vision impairment, a hearing impairment, an intellectual disability or a mental health condition?	Y	In class support teachers. SNA and information on Vsware when preparing group work Student has visual aids to help view board- resources shared on teams to allow for zoom	Class teacher	29/5/2023
Are there students whose first language is not English and who may require extra focus with respect to safety and health?	Y	In class support teachers. SNA and information on Vsware when preparing group work Translation app may be used in some instances	Class teacher	
Are there students with a known medical condition/ allergen requiring the administration of medication and/or care plan?	Y	In class support teachers. SNA and information on Vsware when preparing group work Training for teachers to administer medication in some instances	Class teacher	
Are there students with challenging behaviour that could increase the potential for injury to occur?	Y	In class support teachers. SNA and information on Vsware when preparing group work	Class teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Moira Kennedy

Date: 24/08/2023

Science (Bunsen burners) – Risk Assessment Template No. 49 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Gas leak		Explosions	H	A gas shut-off/isolation valve is provided for each classroom	Y		Science teacher	24/08/23
		Fire	H	Gas is shut-off at end of each class from one central point	Y		School management	
		Burns	H	Gas supply isolated during holidays by a competent person	Y			
			H	Gas installation including any gas detector(s) and automatic shut-off mechanism checked annually by a competent person (refer to the manufacturer's instructions)	Y			
			H	The supply pipework to each room or teaching space is fitted with a purpose designed supervisory system in accordance with <b>Annex I of I.S. 820</b> , to test the integrity of that section of installation pipework each time the device is activated  There is an operating procedure which includes, at a minimum, deactivation of the system at the end of each working day	Y  y		School management	24/08/23

**Reference**

IS.820 is the Irish standard specification for non-domestic gas installations.



Science (Bunsen burners) – Risk Assessment Template No. 49 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Unsafe use of Bunsen burner		Fire Burns Hair catching fire	H	The Bunsen burner is kept away from gas taps and tubing and the edge of the bench	Y		Class teacher	24/08/23
				It should be impossible for window blinds to be blown into Bunsen flames	Y			
				Loose clothing, scarves and dangling jewellery are avoided, long hair is tied back and face is kept clear of flame	Y			
				A utility lighter, matches or a splint is used to light Bunsen burner - never paper	Y			
				Students are instructed on the safe use of Bunsen burner, and are supervised	Y			
				When not in use, the Bunsen burner is turned off, or if lit but not in use, the air inlet is reduced until a visible yellow flame shows	Y			
				The Bunsen burner and equipment is allowed to cool after use before handling and putting away (e.g. tripod stand)	Y			
				Teacher and caretaker know how to isolate Bunsen burner	Y			
				A fire blanket and foam fire extinguisher are in the lab	Y			
First-aid arrangements are in place	Y			24/08/23				
Use of damaged equipment, e.g. faulty tubing, blocked burner head (irregular shaped flame)			H	Rubber tubing and burners checked regularly (at least once per term), damaged tubing discarded and blocked jets cleaned as part of a regular maintenance and checking programme	Y			24/08/23

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Moira Kennedy

Date: 24/08/2023



Reference

I.S.820 is the Irish standard specification for non-domestic gas installations.

Science (Glassware) – Risk Assessment Template No.51 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating: H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Broken glass		Cuts/ lacerations	H	Only lab grade glassware used for experiments Safe placement of glass No over carrying	Y		Class teacher	24/08/23
Glassware breaking when trying to release seized stoppers and stopcocks, forcing glassware into bungs		Cuts	H	Only teacher to insert or remove glass from bungs, cut glass or release seized stoppers	Y		Class teacher	24/08/23
Broken glassware disposed of in general waste		Injury Cuts	H	Broken glassware disposed to a separate bin marked 'Broken glassware'. No bin liner in bin	Y		Class teacher	24/08/23
Defective glassware/ glass equipment  Wear and tear leading to breakage		Cuts, lacerations	H	All glassware and storage vessels should be periodically examined for star cracks  Glassware checked for cracks, chips, weaknesses before use  Broken or chipped glassware is taken out of service and disposed of immediately	Y  Y  Y		Class teacher	24/08/23
Unclean glassware		Exposure to chemicals from contaminated glassware	H	Glassware is cleaned thoroughly after each use  Appropriate (chemical resistant) gloves are worn when cleaning glassware	Y  Y		Class teacher	24/08/23

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Moirá Kennedy

Date: 24/08/2023

**Student Considerations – Risk Assessment Template No.48 (List additional hazards, risks and controls particular to your school using Template No.74)**

Considerations	Yes or No	If yes, what additional actions may be required	Person responsible	Date action completed
Are there students with disabilities including a physical disability, vision impairment, a hearing impairment, an intellectual disability or a mental health condition?	Y	In class support teachers. SNA and information on Vsware when preparing group work Student has visual aids to help view board- resources shared on teams to allow for zoom	Class teacher	29/5/2023
Are there students whose first language is not English and who may require extra focus with respect to safety and health?	Y	In class support teachers. SNA and information on Vsware when preparing group work Translation app may be used in some instances	Class teacher	
Are there students with a known medical condition/ allergen requiring the administration of medication and/or care plan?	Y	In class support teachers. SNA and information on Vsware when preparing group work Training for teachers to administer medication in some instances	Class teacher	
Are there students with challenging behaviour that could increase the potential for injury to occur?	Y	In class support teachers. SNA and information on Vsware when preparing group work	Class teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Moira Kennedy

Date: 24/08/2023

General School Risk Assessments - No. 17 Fire (General Classrooms and Offices) (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electrical faults	Y	Electrocution Electric shock Fire	H	Electrical sockets not overloaded	Y	Sockets only used as specified never over loaded	Teacher	
			H	Equipment checked prior to use for faults	Y	Equipment always checked	Teacher	
			H	All electrical faults reported to designated person. Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or insert 'See General School Risk Assessments - No. 20 Portable Electrical Appliances'	Y	All faults reported	Teacher	
Fire		Fire causing death or injury	H	All teachers know how to raise the alarm and contact the emergency services	Y		Management	
			H	There is an accessible fire extinguisher in classroom or hallway close to classroom	Y	Co2 and powder extinguisher in room and also fire blanket	management	

## General School Risk Assessments - No. 17 Fire (General Classrooms and Offices) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Restricted access/egress	Y	Delays in exiting building safely in the event of a fire	H	Fire exit doors (including those located in classroom or office) checked weekly to ensure they open properly			Management	
			H	Exit routes kept free from obstruction			Management	
			H	School emergency evacuation plan has been developed which covers all areas, processes and identifies those people who may be at special risk e.g. visually impaired or those working in noisy environments. This plan has been brought to the attention of school users on a regular basis			management	
Fire - Access/Egress	Y	Death or injury	H	All fire doors are marked with 'Fire door, keep closed' safety sign			Management	
			H	All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety)			Management	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: William Mackey

Date: 01/10/2023

General School Risk Assessments - No.20 Portable Electrical Appliances (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective portable electrical equipment	Y	Electrocution	H	Defective electrical equipment shall be clearly identified, labelled as out of use, and stored separately to prevent accidental use	Y	Fixed or Removed from room	Teacher	
Exposed wiring/live parts		Fire	H	Visual checks carried out as follows:				
Failure in earth		Burns from hot surfaces	H	<b>Tools/appliance</b> • On/off switch is working correctly • No signs of damage to casing • No loose parts or missing screws • Live parts are properly guarded so as not to be inadvertently accessible	Y	Checked prior to use, parts guarded where possible	Teacher	
			H	<b>Cables</b> • Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible	Y	Constantly checked, tape not used, damaged cables replaced	Teacher	
			H	<b>Plug</b> • Securely anchored, no sign of cracked casing, overheating, loose or bent pins	Y	Constantly checked, damaged plugs replaced by qualified person	Teacher	
			H	<b>Socket outlet</b> • No cracks or damage or sign of overheating  Report defects to person in control of the workplace to ensure all items are repaired or replaced.	Y	Any signs of defect socket is changed by qualified person	Teacher	
Electrical equipment subject to heavy wear and tear	Y	Electrocution	H	Portable electrical equipment is tested periodically by a competent person and records of the test kept	Y	Constantly checked by teacher and once a year by qualified person	Teacher	

General School Risk Assessments - No.20 Portable Electrical Appliances cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electrical equipment becoming live	Y	Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)	Y	All sources are fitted with RCD	Teacher	
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD	Y	All sockets have RCD	Teacher	
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)	Y	Checked by Electrician	Management	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: William Mackey

Date: 01/10/2023

Technologies - No.51 Hand Fed Table Band Saw (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with blade	Y	Amputation	H	The top blade guard should be adjusted to the lowest position possible to ensure the blade is guarded to the maximum possible extent	Y	Always adjusted as low as possible	Teacher	
			H	The remainder of the blade should be enclosed with a guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism	Y	Guard fitted	Teacher	
			H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine	Y	Stop more prominent	Teacher	
			H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency	N	Proper emergency stop needs to be fitted	Teacher	
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop	N	Proper emergency stop needs to be fitted	Teacher	
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply	Y	Does not restart	Teacher	
Kick back	Y	Injuries resulting from kick back i.e. laceration	H	Saw blade should be good condition and has full set of teeth	Y	Blades always checked	Teacher	
Contact with drive mechanism	Y	Contact with transmission belts, pulleys or motor	H	Ensure fixed guard is in place on transmission and motor	Y	Guard in place	Teacher	



## Technologies - No.51 Hand Fed Table Band Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Direct contact with moving parts - general hazards	Y	Injuries due to contact with moving parts e.g. laceration, amputation, bruising, fracture and burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults	Y	Check always carried out	Teacher	
			H	Tools are used in compliance with manufacturers instructions	Y	Tools used for their purpose	Teacher	
			M	Operators manual is available where required	N	Operators manual needed	Teacher	
			H	Dangling jewellery prohibited	Y	Not permitted	Teacher	
			H	Long hair is tied back	Y	Always tied back	Teacher	
Contact by persons other than the operator with moving machinery	Y	Entanglement, lacerations, amputation of body parts	H	Safe operational areas should be marked out clearly around machines	N	areas need to be marked by competent person	Teacher	
Electric shock, electrocution, burns, death	Y	Electric shock/ fire/burns	H	Visual check carried out prior to use	Y	Check always done	Teacher	
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule	Y	Log book needs to be kept, serviced by competent person	Teacher	
			H	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced	Y	Defective equipment fixed or discarded	Teacher	
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)	Y	Done by electrician	Management	
			H	All fixed tools are secured properly	Y	All secured where needed	Teacher	
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating	Y	Cables kept in good condition	Teacher	
			H	Ensure equipment is disconnected or isolated when not in use	Y	Disconnected when not in use	Teacher	

Technologies - No.51 Hand Fed Table Band Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsupervised use of machines	Y	Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery	Y	Pupils not allowed use certain machines	Teacher	
			H	Pupils are supervised by teacher when using any machine	Y	Always supervised	Teacher	
			H	Pupils are instructed by teacher before using any machine	Y	Always instructed	Teacher	
			H	Machinery to be used by teachers only should be clearly identified	N	Clearer signage needed	Teacher	
Unsecured machine / unsecured work piece	Y	Movement of machine/ workpiece leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps/jigs in place to ensure that work pieces are secured, where applicable	Y	Machine fixed where needed	Teacher	
Noise	N	Hearing damage	M	See 'General School Risk Assessments - No. 26 Noise'				
Inadequate signage	Y	Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition	Y	Signs need to be updated	Teacher	
Flying fragments	Y	Eye/facial injury	H	Appropriate eye protection is worn	Y	Eye protection available on all machines	Teacher	

## Technologies - No.51 Hand Fed Table Band Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Dust	N	Dust inhalation	H	Machine is fitted to a suitable dust extraction device system when in use, e.g. local extraction unit or central extraction unit				
		Respiratory problems	H	Exposure to all wood dusts (hard and soft woods) is strictly controlled i.e. dust levels are kept well below the relevant occupational exposure limit values (OELVs) <sup>1</sup>				
		Eye irritation	H	Respiratory protective equipment (RPE) is used during change of filter bag e.g. CE marked disposable filtering face piece respirators FFP1 or FFP2				
			H	Appropriate personal protective equipment (PPE) is available, e.g. overalls, eye protection etc.				
			H	Housekeeping is maintained to a high standard to ensure control of any residual dust				
Ingestion of contaminated material	Y	Poisoning or ill health	M	Food and drink are prohibited in working area	Y	No food/drink allowed	Teacher	
Contact with hazardous materials	Y	Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)	Y	Wash facilities available	Teacher	

<sup>1</sup> See 2010 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 (S.I. No. 619 of 2001)

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: William Mackey

Date: 01/10/2023

Technologies - No.53 Metal Working Centre Lathe (manually operated) (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts, spindles chucks and work pieces	Y	Cuts Amputations Entanglement	H	Drive mechanism is guarded. Fixed guard in place (removable only with the use of a tool)	Y	All covers in place	Teacher	
				Hollow spindle is covered/guarded	Y	Spindle under covers	Teacher	
				Rear Spindle cover guard fitted	N	Needs to be fitted	Teacher	
				Chuck guard fitted	Y	Guard in place	Teacher	
				Splash guard fitted	N/A	Fluids not used	Teacher	
				Rear guard fitted	Y	In Place	Teacher	
				Lead /Feed screws shall be guarded unless safe by position	Y	Lead screw turned off/disabled	Teacher	
Contact by persons other than the operator with moving machinery	Y	Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines	N	Areas need to be marked by competent person	Teacher	
Contact with lathe	Y	Cuts/ lacerations Amputations Entanglement	H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine	Y	Stop control more prominent	Teacher	
				Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency	Y	Three different emergency stops fitted	Teacher	
				The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop	Y	Flap type not used	Teacher	

## Technologies - No.53 Metal Working Centre Lathe (manually operated) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts	Y	Injuries due to contact with moving parts ie lacerations, amputations, bruising, fracture, burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults	Y	Check always carried out	Teacher	
			H	Tools are used in compliance with manufacturers instructions	Y	Tools used as they should	Teacher	
			M	Operators manual is available where required	Y	Manual available	Teacher	
			H	Dangling jewellery prohibited	Y	Not permitted	Teacher	
			H	Long hair is tied back	Y	Hair always tied back	Teacher	
			H	Files and abrasive tape should not be used	Y	Never used	Teacher	
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply	Y	Does not restart	Teacher	
Contact with metal working fluid	N	Absorption of fluids through skin or irritation etc.	H	Control use of cutting fluids				
Contact with swarf	Y	Cuts/ lacerations	H	Precautions taken to remove swarf including the use of implements (dustpan and brush) to avoid handling swarf	Y	Precautions taken when removing swarf	Teacher	
Use of turning tools	Y	Entanglement and lacerations or amputation of fingers.	H	Appropriate turning tools used, which are maintained in a good condition	Y	Proper turning tools used and kept in good condition	Teacher	
Ejected material	Y	Flying objects leading to injury, eye injury	H	Work piece is securely fixed in place and chuck wrench removed	Y	Pupils shown correct/safe working practice	Teacher	
			H	Spring loaded chuck keys should be used	N	Chuck guard in place	Teacher	
Flying debris	Y	Being struck by flying debris leading to injury	M	Safe guards in place and wear eye protection	Y	Guards in place and eye protection always worn	Teacher	

## Technologies - No.53 Metal Working Centre Lathe (manually operated) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Inadequate signage	Y	Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition	Y	Signage needs some updating	Teacher	
Ingestion of contaminated material	Y	Poisoning or ill health	M	Food and drink are prohibited in working area	Y	No food/drink allowed	Teacher	
Contact with hazardous materials	Y	Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)	Y	Wash facilities available	Teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: William Mackey

Date: 01/10/2023

Technologies - No.52 Electric Ovens (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe use of ovens or direct contact with hot surfaces	Y	Fire and burns	H	Material should never be stored on top of an oven or in a way that might block exhaust outlets	Y	Oven and area kept clear of clutter	Teacher	
		Fire						
		Contact with hot surface	M	Control of material placed in oven	Y	Only suitable materials placed in oven	Teacher	
		Burns	M	Personal protective equipment (PPE) is used as necessary	Y	Gloves/aprons available	Teacher	
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use	Y	Checked before use	Teacher	
			H	Ensure oven controls function correctly prior to use	Y	Checked before use	Teacher	
			H	Ovens are serviced by a competent person and service records kept as part of the maintenance schedule	Y	Log book needs to be got for records	Teacher	
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced. See 'General School Risk Assessments - No.20 Portable Electrical Appliances'	Y	Defective equipment is either removed or fixed, log book to be got	Teacher	
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds). Applicable to plug & sockets arrangements	Y	Checked by electrician	Management	
			H	Ensure cable and plug are in good condition	Y	Cable and plug checked prior to each use	Teacher	
			H	Ensure ovens are turned off or disconnected when not in use	Y	Switched off when not in use	Teacher	

## Technologies - No.52 Electric Ovens cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with oven fan blades	N	Entanglement, pinching and or amputation of fingers	H	When fitted, fan blades are adequately guarded				
Ingestion of contaminated material	Y	Poisoning or ill health	M	Food and drink are prohibited in working area	Y	No food and drink allowed	Teacher	
Contact with hazardous materials	Y	Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)	Y	Washing facilities available	Teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: William Mackey

Date: 01/10/2023



Home Economics - No.33 Knives and Cutters (List additional hazards, risks and controls particular to your school using the blank template no.09)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Sharp knives and cutters	Y	Cuts/lacerations	H	Pupils instructed in safe use of knives and cutters	Y	pupils instructed on safe use of saw blades etc.	Teacher	
			M	Knives kept sharp (blunt knives require additional force in use leading to accidents)	N/A	Broken/worn blades replaced	Teacher	
			H	Knives and cutters checked for damaged blades or handles once per term	Y	Damaged/broken items are replaced	Teacher	
			M	Knives and cutters stored separately to other equipment	Y	Stored in their own place	Teacher	
			H	Knives and cutters counted out to pupils and counted back in at end of class	Y	All hacksaws are checked that they are back at the end of class	Teacher	
			H	Knives are washed in sink separately from other items of equipment and never left soaking in sink	N/A	Hacksaw dont need to be washed	Teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: William Mackey

Date: 01/10/2023

© All Rights Reserved

Technologies - No.50 Powered Hand Tools (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M=Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls <small>*Risk rating applies to outstanding controls outlined in this column</small>	Person responsible	Signature and date completed
Defective powered hand tools	Y	Electrocution/ electric shock  Fire	H	Defective powered hand tools shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or replaced	Y	Defective tools fixed or removed/discarded	Teacher	
			H	Powered hand tools are visually inspected before use and electrically tested by a competent person as necessary	Y	Always checked	Teacher	
			H	Visual checks are carried out as follows:  <b>Tools/appliance</b> <ul style="list-style-type: none"> <li>• On/off switch is working correctly</li> <li>• No signs of damage to casing</li> <li>• No loose parts or missing screws</li> <li>• Live parts are properly guarded so as not to be inadvertently accessible</li> <li>• Ensure equipment is disconnected when not in use</li> </ul> <b>Cables</b> <ul style="list-style-type: none"> <li>• Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible</li> </ul> <b>Plug</b> <ul style="list-style-type: none"> <li>• Securely anchored, no sign of cracked casing, overheating, loose or bent pins</li> </ul> <b>Socket outlet</b> <ul style="list-style-type: none"> <li>• No cracks or damage or sign of overheating</li> </ul>	Y	Tools/cables/sockets regularly checked	Teacher	
Using electricity in damp areas	Y	Electrocution/ electric shock	H	No powered hand tools or electrical equipment of greater voltage than 110 volts are used in external locations	Y	No tools used outside	Teacher	
Electrical equipment becoming live	Y	Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)	Y	RCD fitted	Teacher	
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD	Y	All plugs fitted with RCD	Teacher	
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)	Y	Checked by electrician	TeacherY	

## Technologies - No.50 Powered Hand Tools cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Direct contact with moving parts	y	Cutters, blades, abrasive wheels and sanding discs, contact with which can cause injuries	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults	Y	Machines checked	Teacher	
			H	Tools are used in compliance with manufacturer's instruction	Y	Students shown how to use tools correctly	Teacher	
			M	Operators manual is available where required	Y	Available	Teacher	
			H	Dangling jewellery prohibited	Y	Not permitted	Teacher	
			H	Long hair is tied back	Y	Always tied back	Teacher	
Ejection of fragments	Y	Flying objects or fragments causing injury	H	Eye protection is worn and guarding is used where required	Y	Eye protection worn	Teacher	
Unsupervised use of tools	Y	Unsupervised use leading to injury	H	Pupils are prohibited from using certain tools	Y	Pupils not allowed use certain machines	Teacher	
			H	Pupils are supervised by teacher when using any tool	Y	Always supervised	Teacher	
			H	Pupils are instructed by teacher before using any tool	Y	Always instructed	Teacher	
			H	Tools to be used by teachers only should be clearly identified	Y	Clearer signage needed	Teacher	
Contact with the open end of a compressed air line, which can force air through the skin into the blood stream	N	Death	H	All students should be supervised whilst working with compressed air	Y	No air line present	Teacher	

Technologies - No.50 Powered Hand Tools cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M=Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Trailing cables and compressed air lines, which could be tripped over	Y	Trip hazard resulting in possible fall, fracture, concussion or contact with dangerous parts of machinery leading to amputation	H	Good Housekeeping	Y	Machine cable is placed off the ground on a bench or in an area with no traffic Trip hazards eliminated where possible	Teacher	
			H	Review permanent trip hazards with a view to eliminate same	Y		Teacher	
Noise	N	Hearing damage	H	Noise measurements carried out where necessary by a competent person	Y	Not needed	Teacher	
			H	Warning signs are in place beside fixed noisy equipment and are visible	Y	Warning signs needed	Teacher	
			H	Hearing protection is worn where necessary	Y	Available if necessary	Teacher	
Unsecured work piece	Y	Movement of work piece leading to injury during use	H	Appropriate clamps in place to ensure that work pieces are secured, where applicable	Y	Clamps available for awkward work	Teacher	
Ingestion of contaminated material	Y	Poisoning or ill health	M	Food and drink are prohibited in working area	Y	Not allowed	Teacher	
Contact with hazardous materials	Y	Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)	Y	Wash facilities available	Teacher	
Inappropriate/unsafe use of powered hand tools	Y	Injury due to incorrect use  Electrocution	H	Pupils are instructed and supervised by the teacher when using tools	Y	Pupils always supervised	Teacher	
			H	Any unauthorised use of powered hand tools is prohibited	Y	Pupils told what they can and cant use	Teacher	
			H	Tools are used in the manner for which they were designed to be used	Y	Used correctly	Teacher	
			H	Tools are not left unattended when going for breaks and are secured in a set location when not in use	Y	Tools switched off when not in use	Teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

© All Rights Reserved

William Mackey

01/10/2023

Technologies - No.55 Bench/Pedestal Grinder (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts	Y	Laceration of fingers due to contact with moving parts	H	Notice setting out the dangers arising from the use of grinding wheels and the precautions to be observed in relation to them is prominently displayed close to the grinder	N	Needs to be done	Teacher	
			H	Work rests fitted with a gap <3mm between the edge of the work rest and the wheel	Y	In place	Teacher	
			H	Guard enclosing the grinding wheels and spindles, with an appropriate gap at the front to allow access to the work piece	Y	In place	Teacher	
			H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine	Y	Control in place	Teacher	
			H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency	Y	Emergency kick button in place	Teacher	
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop	Y	Not used	Teacher	
Disintegration of wheel	Y	Laceration of fingers, flying objects / debris from disintegrating grinding wheel	M	Maximum speed of the spindle clearly marked on the machine	Y	Marked on machine	Teacher	
			M	Maximum operating speed of a wheel should never be exceeded	Y	Machine used as normal	Teacher	
			H	Only persons trained in the fitting of grinding wheels are permitted to do so	Y	Wheel changed by competent person	Teacher	

## Technologies - No.55 Bench/Pedestal Grinder cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact by persons other than the operator with moving machinery	Y	Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines	N	Needs to be done by competent person	Teacher	
Direct contact with moving parts	Y	Cutters, blades abrasive wheels and sanding discs, contact with which can cause injuries	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults	Y	Check always carried out	Teacher	
			H	Tools are used in compliance with manufacturers instructions	Y	Used as per instructions	Teacher	
			H	Dangling jewellery prohibited	Y	Not permitted	Teacher	
			H	Long hair is tied back	Y	Tied back always	Teacher	
			M	Operators manual is available where required	N	Needs to be got	Teacher	
Ejection of flying debris when grinding	Y	Eye injury	M	Eye screen is constructed, fastened to the fixed flange guard and appropriately adjusted so that the operator shall see the working part of the wheel only through the screen	Y	In place	Teacher	
			M	Suitable eye or face protection worn	Y	Eye protection worn	Teacher	
Sparks from grinder	Y	Source of ignition leading to fire	H	Ensure correct precautions are taken when using grinder including good housekeeping to prevent accumulation of any combustible material nearby	Y	Area kept clear/clean	Teacher	

Technologies - No.55 Bench/Pedestal Grinder cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death	Y	Electric shock/fire/burns	H	Visual check carried out prior to use	Y	Check always done	Teacher	
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule	Y	Log book needs to be kept, serviced by competent person	Teacher	
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced	Y	Defective equipment fixed or discarded	Teacher	
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)	Y	Done by electrician	Teacher	
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating	Y	Cables kept in good condition	Teacher	
			H	Ensure cable and plug are in good condition	Y	Always checked and kept in good condition	Teacher	
			H	Ensure equipment is disconnected or isolated when not in use	Y	Disconnected when not in use	Teacher	
Unsecured machine / unsecured work piece	Y	Movement of machine or unsecured work piece leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps in place to ensure that work pieces are secured, where applicable	Y	Bolted down	Teacher	

## Technologies - No.55 Bench/Pedestal Grinder cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsupervised use of machines	Y	Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery	Y	Pupils not allowed use machine	Teacher	
			H	Pupils are instructed by teacher before using any machine	N/A	Pupils not allowed use machine	Teacher	
			H	Pupils are supervised by teacher when using any machine	N/A	Pupils not allowed use machine	Teacher	
			H	Machinery to be used by teachers only should be clearly identified	N	Work needs to be done on signage	Teacher	
Noise	N	Hearing damage	H	Noise measurements carried out where necessary by a competent person				
			H	Warning signs are in place beside fixed noisy equipment and are visible				
			H	Hearing protection is worn where necessary				
Inadequate signage	Y	Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition	Y	More work needs to be done on signage	Teacher	
Ingestion of contaminated material	Y	Poisoning or ill health	M	Food and drink are prohibited in working area	Y	No food/drink allowed	Teacher	
Contact with hazardous materials	Y	Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)	Y	Wash facilities available	Teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: William Mackey

Date: 01/10/2023



Technologies - No.56 Hazardous Substances (metal work, wood work, technology etc.) (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe use of varnishes, glues, oils, solvents, degreasing agents, resins	Y	Exposure (skin, lungs, eyes) to irritating or potentially hazardous chemicals	M	Safety Data Sheets (SDS) readily available for all hazardous chemicals	N	Data sheets to be got	Teacher	
			H	Where possible the least hazardous substance is purchased	Y	Small amounts and least hazardous purchased	Teacher	
			H	All users are aware of the hazards and precautions that must be taken when using chemical products	Y	Substances are for teacher use only but students are also made aware of dangers	Teacher	
			H	All hazardous chemicals are labelled correctly - labels understood, intact, legible	Y	No packaging is tampered with	Teacher	
			H	Containers with non-hazardous substances, e.g. water, clearly labelled to avoid confusion	Y	Labels never changed on containers	Teacher	
Unsafe storage of varnishes, glues, oils, solvents, degreasing agents, resins	Y	Unsupervised access  Fire	H	Hazardous substances are stored securely, in well ventilated rooms where access is controlled - pupils do not have access	Y	Hazardous substances are stored in press in store room when not in use, pupils do not have permission to access them	Teacher	
			H	Incompatible substances are not stored together (See relevant Safety Data Sheet (SDS))	Y	Substances that may react are kept apart	Teacher	
			H	Quantities kept to a minimum especially flammable liquids	Y	Only got as needed no stock kept	Teacher	
Inadequate personal protective equipment (PPE)	Y	Exposure causing irritation  Splashes	H	Appropriate personal protective equipment (PPE) is available and used as directed on the Safety Data Sheet (SDS)	Y	Gloves available for using substances	Teacher	

## Technologies - No.56 Hazardous Substances (metal work, wood work, technology etc.) con't. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Incorrect disposal of hazardous substances	Y	Environmental contamination  Chemicals being used outside manufacturers' specifications	H	Correct disposal procedures are in place for chemical waste	Y	Dont use chemicals that require these procedures	Teacher	
			M	Inspection undertaken at regular intervals, for the purposes of disposal of out-of-date chemicals	Y	Anything out of date is disposed of	Teacher	
Ingestion of contaminated material	Y	Poisoning or ill health	M	Food and drink are prohibited in working area	Y	No food in work areas	Teacher	
Contact with hazardous materials	Y	Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)	Y	Washing facilities available	Teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: William Mackey Date: 01/10/2023

**Technologies (Pedestal Drill (Metal Work)) – Risk Assessment Template No. 62 (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Contact with drive mechanism	Y	Entanglement Severe hand injury	H	The drive mechanism is appropriately guarded  The guard is removable only with the use of a tool, or alternatively is fitted with an interlocking guard mechanism	Y		Teacher	
Contact by persons other than the operator with moving machine	Y	Entanglement, pinching, amputation of body parts	M	Safe operational areas are marked out clearly around machines	N	ETB needs to appoint a person qualified to mark out operational areas		
Contact with spindle and drill bit	Y	Entanglement Severe hand injury	H	The spindle and drill bit is guarded. (An adjustable spindle/twist drill guard so that the spindle and twist drill (to the bit) are guarded to the greatest extent possible)	Y		User of Drill	
			H	Chuck is appropriately guarded				
			H	Drill bit is clamped and chuck key is removed				
			H	Spindle guard is in place before the drill is operated				
Direct contact with moving parts	Y	Injuries such as bruising, scalping, laceration, fracture, amputation, or burns	H	A visual check is carried before use to ensure, where applicable, all guards and covers are fitted, in good order, and there are no visible faults	Y		Teacher	
			H	Machine used in compliance with manufacturer's instructions				
			M	The operator's manual is available				
			H	Dangling jewellery is prohibited Gloves, rings or loose clothing are not				
			H	Long hair is tied back				

**Technologies (Pedestal Drill (Metal Work)) – Risk Assessment Template No. 62 cont'd (List additional hazards, risks and controls particular to your school using Template no. 74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Contact with pedestal drill during start/stop or emergencies	Y	Entanglement Severe hand injury	H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine	Y		Teacher	
			H	Where applicable, the machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency (A foot operated emergency stop is another possibility for a pedestal drill)  The emergency stop works	Y			
			H	The flap type <sup>221</sup> emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom- type push buttons, covering both the start and stop contacts) <b>is not acceptable</b> where there is a need for an emergency stop	Y			

<sup>221</sup>Flap Type Emergency Stop Control



**Technologies (Pedestal Drill (Metal Work)) – Risk Assessment Template No. 62 cont'd (List additional hazards, risks and controls particular to your school using Template no. 74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Unsupervised use of machines	Y	Unsupervised use leading to injury	H	Students are prohibited from using certain machinery	Y		Teacher	
			H	Students are supervised by their teacher when using any machine	Y			
			H	Students are instructed by their teacher before using any machine	Y			
			H	Machinery to be used by teachers only is clearly identified	Y			

**Technologies (Pedestal Drill (Metal Work)) – Risk Assessment Template No. 62 cont'd (List additional hazards, risks and controls particular to your school using Template no. 74)**

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
				Y/N				
Electric shock, electrocution, burns, death	Y	Electric shock/ fire/ burns	H	A visual check is carried out prior to use	Y		Teacher	
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule	Y			
			H	Defective electrical equipment is clearly identified and labelled as out of use All faults are recorded in log book. Previous faults have received attention. Defects are reported to person in control of workplace to ensure all items are repaired or replaced	Y			
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds) (Applicable to plug and socket arrangements)	Y			
			H	Cables are free from damage, do not have any non-standard joints, or show any signs of overheating	Y			
			H	Equipment is disconnected or isolated when not in use	Y			
Unsecured machine / unsecured work piece	Y	Movement of machine leading to injury during use	H	The machine is securely fixed to the floor or bench and appropriate clamps are in place to ensure that work pieces are secured, where applicable.	Y		Teacher	

**Technologies (Pedestal Drill (Metal Work)) – Risk Assessment Template No. 62 cont'd (List additional hazards, risks and controls particular to your school using Template no. 74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Inadequate signage	Y	Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition	Y	More signs needed	Teacher	
Flying fragments	Y	Eye/facial injury	H	Appropriate eye protection is worn	Y		Teacher	
			H	Particular attention is paid to spring loaded chuck key	Y			
Contact with swarf or metal working fluids	Y	Eye irritation, Skin irritation	H	Metalworking fluids, if used, should be mixed and changed in accordance with the supplier's instructions <b>See Technologies (Hazardous Chemicals - Metal Work, Wood Work, etc.) - Template No. 59</b>	Y		Teacher	
			H	Suitable implements are used to remove swarf (dustpan and brush) No swarf is removed whilst machine is in motion	Y			
Ingestion of contaminated material	Y	Poisoning or ill health	M	Food and drink are prohibited in working area	Y		Teacher	
Contact with hazardous materials	Y	Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)	Y		Teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and Immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: William Mackey

Date: 01 / 10 / 2023

Technologies - No.64 Vacuum Former (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unprotected heat sources	Y	Burns	H	The heating system is shielded or guarded (in accordance with manufacturer's guidance) to prevent accidental contact with hot surfaces	Y	Guards are in place to cover heat source	Teacher	
Overheating of equipment	Y	Fire	H	Timer with audible warning device to prevent overheating	N	Not available on model	Teacher	
Direct contact with moving parts	Y	Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults	Y	Visual check always carried out, machine kept in good condition	Teacher	
			M	Operators manual is available where required	Y	Manual available		
			H	Dangling jewellery prohibited	Y	Not allowed		
			H	Long hair is tied back	Y	Hair tied back always		
Electric shock, electrocution, burns, death	Y	Electric shock/fire/burns	H	Visual check carried out prior to use	Y	Check always done	Teacher	
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule	Y	Log book needs to be kept, serviced by competent person		
			H	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced	Y	Defective equipment fixed or discarded		
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds). Applicable to plug & sockets arrangements	Y	Done by electrician		
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating	Y	Cables kept in good condition with no joints		
			H	Ensure equipment is disconnected or isolated when not in use	Y	Disconnected when not in use		



Technologies - No.64 Vacuum Former cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsupervised use of machines	Y	Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery	Y	Pupils instructed on what they can use	Teacher	
			H	Pupils are supervised by teacher when using any machine	Y	Pupils always supervised		
			H	Pupils are instructed by teacher before using any machine	Y	Pupils always receive instruction before using a machine		
Inadequate signage	Y	Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition	Y	Signs in place but some more work needs to be done on them	Teacher	
Ingestion of contaminated material	Y	Poisoning or ill health	M	Food and drink are prohibited in working area	Y	Food/drink not allowed	Teacher	
Contact with hazardous materials	Y	Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)	Y	Wash facilities available	Teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: William Machug Date: 1 / 10 / 2023

**Technologies (Milling Machine) – Risk Assessment Template No. 60 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Contact by persons other than the operator with moving machinery	Y	Entanglement, pinching, crush injury, amputation of body parts	H	Safe operational areas are marked out clearly around machines to ensure a space of at least 500mm between machine table at extreme ends of its travel and any fixed object.	N	Needs to be done by qualified person appointed by the ETB	Teacher	
Unsecured machine or work-piece	Y	Cuts/lacerations	H	Appropriate clamps are used to ensure that the work-piece is secured	Y		Teacher	
Metal-working fluids	Y	Irritation to skin/eyes/throat Occupational dermatitis	L	Metalworking fluids, if used, should be mixed and changed in accordance with the supplier's instructions  Mist formation and splashing is minimised	Y		Teacher	
			L	Contaminated clothing is cleaned	Y			
			L	Hygiene controls are in place	Y			
Electric shock, electrocution, burns, death	Y	Electric shock/fire/burns	H	A visual check carried out before use	Y		Teacher	
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule	Y			
			H	Defective electrical equipment is clearly identified and labelled as out of use	Y			
				All faults are recorded in log book. Previous faults have received attention	Y			
			H	Defects are reported to person in control of workplace to ensure all items are repaired or replaced	Y			
H	Cables are free from damage, do not have any non-standard joints or show any signs of overheating	Y						
Prevention of accidental start-up	Y		H	Equipment is disconnected or isolated when not in use	Y		Teacher	

**Technologies (Milling Machine) – Risk Assessment Template No. 60 – cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Unsupervised use of machines	Y	Unsupervised use leading to injury	H	Students are prohibited from using certain machinery	Y	Student not allowed to use milling machine  More signage needed	Teacher	
			H	Students are supervised by their teacher when using any machine	Y			
			H	Students are instructed by their teacher before using any machine	Y			
			H	Machinery to be used by teachers only is clearly identified	N			
Inadequate signage	Y	Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition	Y	More signage needed	Teacher	
				The operator's manual is available	N	Available online		
Flying fragments	Y	Eye/facial injury	H	Appropriate eye protection is worn	Y		Teacher	
			H	Precautions are in place to prevent hand contact when removing swarf	Y			
Direct contact with moving parts	Y	Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check is carried out to ensure, where applicable, all guards and covers are fitted, in good order, and there are no visible faults	Y		Teacher	
			H	Machine used in compliance with manufacturer's instructions	Y			
			H	Dangling jewellery is prohibited Gloves, rings or loose clothing are not worn	Y			
			H	Long hair is tied back	Y			
			H	Eye protection is worn	Y			

**Technologies (Milling Machine) – Risk Assessment Template No. 60 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Ingestion of contaminated material	Y	Poisoning or ill health	M	Food and drink are prohibited in working area	Y		Teacher	
Contact with hazardous materials	Y	Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)	Y		Teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Enda Hogan

Date: 01 / 10 / 23

**Technologies (Woodworking Bench Circular Saw) – Risk Assessment Template No. 57 (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Contact with moving parts  Note: This machine is classed as a "high risk woodworking machine" under health and safety Regulations  <b>[Ref.S.I. No.36 of 2016]</b>	Y	Entanglement and lacerations or amputation of fingers.	H	Extension tables are used when cutting large sheet materials	Y		Teacher	
			H	Rip fence is in place which is adjustable parallel to the saw blade	Y			
			H	Bottom guard fixed (removable only with the use of a tool)	Y			
			H	Crown guard extends from the top of the riving knife to a point above and as close as practicable to the work piece	Y			
			H	The crown guard extends down each side of the saw blade and the adjustment ensures that the roots of the teeth are covered at all times	Y			
			H	Push sticks are used	Y			
			H	Before use a visual check is carried out to ensure, where applicable, all guards and covers are fitted, in good order, and there are no visible faults	Y			
			H	Machine used in compliance with manufacturer's instructions and operator's manual is available	Y			
			H	Dangling jewellery is prohibited. No gloves, rings or loose clothing are worn	Y			
			H	Long hair is tied back	Y			
Contact with power transmission parts	Y	Laceration and amputation of fingers	H	Power transmission is appropriately guarded The guard is removable only with the use of a tool or alternatively is fitted with an interlocking guard mechanism	Y		Teacher	
Contact by persons other than the operator with moving machinery	Y	Entanglement, laceration, Amputation of body parts	H	Safe operational areas are marked out clearly around machines	N	Needs to be done by a qualified person, advised by the ETB	Teacher	

**Technologies (Woodworking Bench Circular Saw) – Risk Assessment Template No. 57 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Contact with blade during start/stop or emergency	Y	Cuts/ lacerations Amputations Entanglement	H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine	Y	Emergency stop is more prominent than the start button	Teacher	
			H	The machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency  The emergency stop works	N			
			H	The flap type <sup>17</sup> emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) <b>is not acceptable</b> where there is a need for an emergency stop	Y			
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply	Y			
			H	Ensure that the run-down time of the machine is not in excess of 10 seconds	Y			

<sup>17</sup>Flap Type Emergency Stop Control



**Technologies (Woodworking Bench Circular Saw) – Risk Assessment Template No. 57 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Kickback	Y	Ejected material leading to injury	H	Riving knife is securely fixed and adjusted so that the gap does not exceed 8 mm from the blade at bench level; distance must be between 3-8 mm Equipment is used in line with manufacturer's instructions	Y		Teacher	
		Injury sustained from rickback such as fractures, bruising and laceration	H	Saw blade is sharp and in good condition to prevent rick-back.	Y		Teacher	
Exposure to hazardous substances when cleaning blades (depends on cleaning process)	Y	Severe cuts, eye and respiratory injury	H	Cleaning of blades is carried out using appropriate personal protective equipment (PPE) and following best practice guidelines provided by manufacturer. Use non-hazardous cleaning substances	Y		Teacher	
Electric shock, electrocution, burns, death	Y	Electric shock/ fire/burns	H	A visual check is carried out before use	Y		Teacher	
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule	Y		Teacher	
			H	Defective electrical equipment is clearly identified, labelled as out of use and stored separately to prevent accidental use. All faults are recorded in log book Previous faults have received attention Defects are reported to person in control of workplace to ensure all items are repaired or replaced	Y		Teacher	
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds) (Applicable to plug and socket arrangements)	Y		Management	
			H	Cables are free from damage, do not have any non-standard joints or show any signs of overheating	Y		Teacher	

**Technologies (Woodworking Bench Circular Saw) – Risk Assessment Template No. 57 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
Y/N					Y/N			
Accidental start- up	Y		H	Equipment is disconnected or locked out when not in use	Y		Teacher	
Unsupervised use of Woodworking Bench Circular Saw machines	Y	Unsupervised use leading to injury	H	Use of this machine is restricted to authorised teachers	Y		Teacher	
			H	Machinery to be used by teachers only is clearly identified	Y			
Unsecured machine / unsecured work piece	Y	Movement of machine or unsecured work piece leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps/jigs in place to ensure that work pieces are secured, where applicable	N	Machine has rubber feet that stop it moving	Teacher	
Noise	Y	Hearing damage	H	Noise measurements are carried out where necessary by a competent person	N		Teacher	
				Warning signs are in place beside noisy equipment and are visible	Y			
				Hearing protection is worn where necessary	Y			
Inadequate signage	Y	Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition	Y	More signage needed	Teacher	
Flying debris	Y	Being struck by flying debris leading to injury	M	Safety glasses are worn	Y		Teacher	



**Technologies (Woodworking Bench Circular Saw) – Risk Assessment Template No. 57 – cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Dust	Y	Dust inhalation	H	Machine is fitted to a suitable dust extraction device system when in use, e.g. local extraction unit or central extraction unit	Y		Teacher	
		Respiratory problems	H	Exposure to all wood dusts (hard and soft woods) is strictly controlled i.e. dust levels are kept well below the relevant occupational exposure limit values (OELVs) <sup>181</sup>	Y			
		Eye irritation	H	Respiratory protective equipment (RPE) is used during change of filter bag e.g. CE marked disposable filtering face piece respirators [FFP2] (as long as all other controls are working effectively, and they are well below the OELV)	Y			
			H	Appropriate personal protective equipment (PPE) is available, e.g. overalls, eye protection, etc.	Y			
			H	Housekeeping is maintained to a high standard to ensure control of any residual dust	Y			
Ingestion of contaminated material	Y	Poisoning or ill health	M	Food and drink are prohibited in working area	Y		Teacher	
Contact with hazardous materials	Y	Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)	Y		Teacher	

© All Rights Reserved

<sup>181</sup> See HSA Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2018

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Enda Hogan

Date: 01 / 10 / 23

**Technologies (Manual Treadle Operated Metal Cutting Guillotines) – Risk Assessment Template No. 70 (List additional hazards, risks and controls particular to your school using Template no. 74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Contact with guillotine blade/clamps	Y	Pinching, crush injuries, fractures,  Amputation of body parts	H	Front guard in position and correctly adjusted  Machine to be worked by one person to avoid accidental treadle operation	Y Y		Teacher	
Contact with guillotine blade from side or rear	Y	Pinching, crush injuries  Amputation of body parts	H	Restricted access to cutting edges from side or rear	Y		Teacher	
Contact by persons other than the operator with moving machinery	Y	Pinching, crush injuries  Amputation of body parts	H	Clear and clean working area around machine  Machine to be operated by one person at a time. No gathering around the machine	Y Y		Teacher	
Contact with sharp metal edges	Y	Cuts and lacerations from sharp metal	H	Leather gloves are worn	Y	Where applicable	Teacher	
Other entanglement hazards	Y	Pinching, crush injuries,	M	No loose clothing or jewellery	Y		Teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Enda Hogan

Date: 01 / 10 / 23

**Technologies (Bench Mounted Scroll Saw) – Risk Assessment Template No. 66 (List additional hazards, risks and controls particular to your school using Template no. 74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Reciprocating sharp blade	Y	Severe hand injury	H	The blade is appropriately guarded	Y		Teacher	
			H	The guard should be adjustable for the size of the work piece while ensuring minimum amount of blade is exposed during cutting	Y			
			H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine	Y			
Contact with drive system/mechanism	Y	Severe hand injury Cuts/ lacerations Amputations Entanglement	H	The drive mechanism is adequately guarded with a fixed guard in place	Y		Teacher	
Direct contact with moving parts	Y	Injuries e.g. laceration, amputation, bruising, fracture or burns	H	A visual check is carried out before use to ensure, where applicable, that all guards and covers are fitted, in good order and there are no visible faults	Y	Available online	Teacher	
			H	Machine used in compliance with the manufacturer's instructions	Y			
			M	The operator's manual is available	N			
			H	Dangling jewellery is prohibited Gloves, rings or loose clothing are not worn	Y			
			H	Long hair is tied back	Y			
			H	Eye protection is worn	Y			
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply	Y			
Contact by persons other than the operator with moving machine	Y	Entanglement, pinching, amputation of body parts	H	Safe operational areas are marked out clearly around machines	N	Mounted on a bench when needed, students instructed to use on their own, others instructed to keep away, machine mounted in a low traffic area	Teacher	

**Technologies (Bench Mounted Scroll Saw) – Risk Assessment Template No. 66 cont'd. (List additional hazards, risks and controls particular to your school using Template no. 74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Electric shock, electrocution, burns, death	Y	Electric shock/ fire/burns	H	A visual check is carried out before use	Y		Teacher	
			H	Machines are serviced by a competent person and service records are kept as part of the maintenance schedule	Y			
			H	Defective electrical equipment is clearly identified, labelled as out of use, and stored separately to prevent accidental use	Y			
				All faults are recorded in log book Previous faults have received attention	Y			
				Defects are reported to the person in control of the workplace to ensure all items are repaired or replaced	Y			
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD (Applicable to plug and socket arrangements)	Y			
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)	Y			
H	Cables are free from damage, do not have any non-standard joints, or show any signs of overheating	Y	Teacher					
Unexpected start - up	Y		H	Equipment is disconnected or isolated when not in use	Y		Teacher	
Unsupervised use of machines	Y	Unsupervised use leading to injury	H	Students are prohibited from using certain machinery	Y		Teacher	
			H	Students are supervised by their teacher when using any machine	Y			
			H	Students are instructed by their teacher before using any machine	Y			
			H	Machinery to be used by teachers only is clearly identified	Y			

**Technologies (Bench Mounted Scroll Saw) – Risk Assessment Template No. 66 cont'd. (List additional hazards, risks and controls particular to your school using Template no. 74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Unsecured machine / unsecured work piece	Y	Movement of machine leading to injury during use	H	The machine is securely fixed to the floor or bench and appropriate clamps are in place to ensure that work pieces are secured, where applicable	Y	Clamped to desk	Teacher	
Noise	Y	Hearing damage	H	Noise measurements are carried out where necessary by a competent person  Warning signs are in place beside noisy equipment and are visible  Hearing protection is worn where necessary	Y  Y  Y		Teacher	
Inadequate signage	Y	Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located	Y	More signage needed	Teacher	
Flying fragments	Y	Eye/facial injury	H	Appropriate eye protection is worn	Y		Teacher	
Ingestion of contaminated material	Y	Poisoning or ill health	M	Food and drink are prohibited in working area	Y		Teacher	
Contact with hazardous materials	Y	Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)	Y		Teacher	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

© All Rights Reserved

Risk Assessment carried out by: Enda Hogan

Date: 01 / 10 / 23