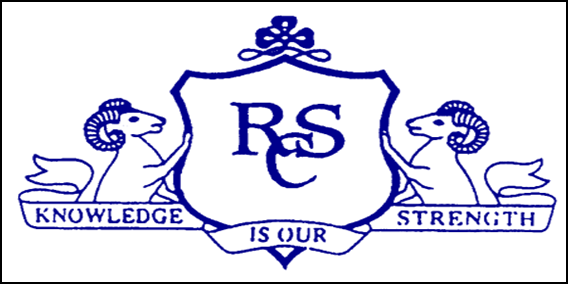
**Safety Statement**

**For**



**Ramsgrange Community School,**

**Ramsgrange,**

**New Ross,**

**Co.Wexford.**

**Tel: 051 389211**

**Fax: 051 389187**

**Valid until August 2016**

|  |  |  |
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**1. Foreword.**

This document sets out the Safety Statement for all employees, students, visitors and contractors at Ramsgrange Community School. It has been prepared in accordance with the Safety, Health and Welfare at Work Act, 2005 and all associated relevant legislation.

The purpose of the Safety, Health and Welfare at Work Act 2005 (herein after referred to as the Act) is to ensure the safety, health and welfare of all employees in the workplace and to ensure that non-employees present in the workplace are safe. The Act applies to employees in all types of work and embraces all the activities of the school.

Section 20 of the Act requires the school to prepare a written safety statement specifying the manner in which the safety, health and welfare at work is to be secured and managed. This Safety Statement is a programme in writing for safeguarding health and safety of all individuals at the school, represents management’s commitment to health and safety, and states how resources will be implemented in order to maintain the above. The Safety Statement is based on the principle that health and safety can be managed, since accidents and diseases are foreseeable and can usually be prevented. It is a commitment to comply with all the relevant health and safety legislation and provides a framework for continual improvement by setting targets and objectives.

This safety statement will be updated as necessary in light of new legislation, structural changes, changes in systems of work etc. and will be reviewed annually.

**Safety and health in this school is dynamic and will not become routine**

**Important**

**This Safety Statement is a live document and should be updated on a regular basis by Ramsgrange Community School.**

**The sole responsibility for keeping this document current and statutory compliant rests with the Board of Management of Ramsgrange Community School.**

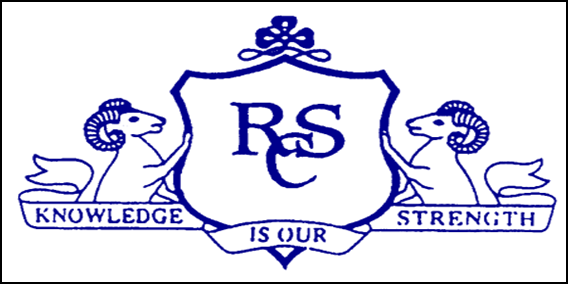
**2. Safety Policy Statement**

|  |  |
| --- | --- |
| **Contact Details** | |
| **Name:** | Ramsgrange Community School |
| **Address:** | Ramsgrange, |
|  | New Ross, |
|  | Co.Wexford |
|  |  |
| **Telephone:** | 051 389211 |
| **Fax:** | 051 389187 |
|  |  |
| **Email:** | info@ramsgranagecommunityschool.ie |
|  |  |
| **Misson Statement:** | Ramsgrange Community School is a welcoming, open and inclusive school. Our aim is to develop each student as a whole person by promoting an atmosphere of respect, honesty and fairness in which all the school community can achieve their full potential. |

|  |  |
| --- | --- |
| **Emergency Contact Details** | |
| **Name:** | **Telephones Numbers:** |
| Doctor: Dr. Byrne    Dr. Cox    Caredoc | 051- 389215  051- 397111  1850334999  059-9138199 |
| Hospital:  Wexford  Waterford | 053-9142233  051-848000 |
| Ambulance: | 999 or 112 |
| Fire Brigade: | 999 or 112 |
| Garda Station:  Duncannon  New Ross | 051- 389102  051- 426030 |
| First Aider: |  |
| H.S.A. Local Office: | Waterford 051 875892 |

List of Staff Trained with AED Defibrillator

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| Name | Expiry Date |
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**Ramsgrange Community School**

**Health and Safety Policy Statement**

It is the policy of Ramsgrange Community School to promote high standards of health and safety within the school to ensure that compliance with the Safety, Health and Welfare at Work Act 2005, S.H.W.W. (General Application) Regulations 2007 and associated legislation are achieved.

In addition to our commitment to the safety of our staff and students, it is our policy to ensure the safety of visitors and members of the public and to discharge our duties to contractors and others who may be affected by our activities.

Ramsgrange Community School undertakes to ensure that adequate resources are provided to implement the Health and Safety Policy. The Management will therefore ensure that:

* Adequate resources are provided to ensure that proper provision can be made for health and safety.
* Adequate numbers of suitably trained personnel are available to undertake all work activities.
* Sufficient resources are available to provide necessary information and training with respect to health and safety.

All employees of the school are expected to demonstrate their commitment towards a safe and healthy work and study environment by complying with this health and safety policy and associated procedures.

It is our intention to monitor this Safety Statement regularly and fully review its effectiveness each year. All staff and students are encouraged to put forward suggestions for improvement through the consultation procedure.

This Safety Statement is available to all our staff, students, contractors and members of the Health and Safety Authority.

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ms Rachel O’ Connor, Principal**

[](http://www.hsa.ie/)

**Dignity Charter**

**“**We at

**Ramsgrange Community School**

commit ourselves to working together to maintain an environment that encourages and supports the right to dignity for all who work here and attend out school. All teachers, staff and pupils are expected to respect the right of each individual to dignity. All will be treated equally and respected for their individuality and diversity.

Bullying in any form is not accepted by us and will not be tolerated. Our policies and procedures will underpin the principles and objectives of this Charter.

Each person in Ramsgrange Community School has :

* The right to be respected, and the duty to respect others.
* The right not to accept, and the duty not to engage in,

name-calling, physical abuse, ganging up, isolating or harassing other people

* The right to report if this is happening to them, and the duty to report it if they see it happening to others.
* The right to learn, and the duty to promote learning and recreation in a safe and enjoyable atmosphere.

All teachers, staff and pupils have a duty and a responsibility to uphold this Dignity Charter.**”**

This Charter is endorsed by the Board of Management.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ms Rachel O’ Connor, Principal**

Nothing in this Charter overrules a person’s legal and statutory rights.

**3. Organisational Safety Structure.**

|  |
| --- |
| **Principal** |
| Ms Rachel O’ Connor |
| **Deputy Principal** |
| Ms Tracey Edwards |

**Teachers and General Staff**

|  |  |
| --- | --- |
| **Teaching Staff** | **Teaching Staff cont** |
| Sarah Kirwan | Orlaigh Kent |
| Conor Berry | Niamh Rowe |
| Ann Cadogan | Louise Walsh |
| Bridget Cadogan | Maeve Walsh |
| Mary Cullinane | Shane Walsh |
| Nichola Culleton | Sharon Walsh |
| Michelle Ryan | Katherine Curtis Jones |
| Aine Coughlan | Barry Molloy |
| David Edwards |  |
| Tracey Edwards | **Special Needs Assistants** |
| William Gillard | Trina Beale |
| Helen Hart | Eileen Bennett |
| Mary Harris | Geraldine Ryan |
| Brighid Hearne | **Office Staff** |
| Marie McCabe | Orla Marks |
| Sharon McDermott | Bridget Prendergast |
| Mairin Dunne |  |
| Jimmy Meaney | **Caretaker** |
| Deirdre O Donohoe | Dan Coady |
| Tara McDonnell | **Catering** |
| Aoife Power | Richard Tobin |
| Linda Rogers | Helene Tobin |
| Jonathan Reynolds | Ann Marie Foley |
| Rachel O’ Connor | **Cleaning Staff** |
| Sarah Larkin | Imelda Hayes |
|  | Paula O’ Donoghue |
|  | Mag Whitty |
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| Students with Medical Conditions | | |
| Name | Condition | Protective/ Preventative measures |
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**3.1 Responsibilities of Board of Management of Board of Management and School Principal**

**Board of Management**

The ultimate responsibility for the implementation of the school’s health and safety policy and ensuring its compliance with the health and safety legislation rests with the Board of Management.

**School Principal, Ms Rachel O’ Connor**

The School Principal has overall responsibility to ensure that:

1. Ramsgrange Community School meets its statutory obligations set out in the Safety, Health and Welfare at Work Act, 2005 and associated legislation.
2. All staff (teaching and non-teaching) have been made aware of the schools Health and Safety Policy and Procedures.

**3.2 Employer’s Responsibilities**

Ramsgrange Community School will, in so far as is reasonably practicable, ensure the safety, health and welfare at work of all employees and persons not in its employment (students, visitors and contractors) but who may be affected by the school activities. In achieving this, the school recognises its express responsibilities under Section 8 of the Act which outlines the employer’s duties.

These duties cover:

* The management and conduct of all school activities.
* Preventing improper conduct or behaviour (for example, violence, bullying, or horseplay involving the school activities).
* The design, provision and maintenance of:

1. safe workplaces.
2. safe means of access to and egress from the workplace.
3. safe plant and machinery
   * Providing safe systems of work.
   * Providing adequate welfare facilities.
   * Provision of adequate instruction, training, and supervision and any necessary information.
   * Preparing risk assessments and safety statements
   * Take account of the general principles of prevention when implementing necessary safety, health and welfare measures.
   * Provision and maintenance of suitable personal protective equipment (PPE) where risks cannot be eliminated, or where such equipment is prescribed.
   * The preparation and, where necessary, the revision of adequate plans and procedures to be followed and measures to be taken in the case of an emergency or the presence of serious or imminent danger.
   * The reporting of accidents and dangerous occurrences to the Health and Safety Authority.
   * To obtain, where necessary, the services of a competent person to assist in ensuring the safety, health and welfare of his or her employees.

**3.3 Employee Duties**

The Act places the following statutory provision on employees:

An employee must

1. Comply with requirements of the 2005 Act and all associated legislation.
2. Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work.
3. Not to be under the influence of an intoxicant or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person.
4. Co-operate with his or her employer or any other person, as necessary, to assist that person in complying with safety and health legislation as appropriate.
5. Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or his or her safety, health and welfare.
6. Attend health and safety training as required and undergo as appropriate, any reasonable assessment required by the school.
7. Taking account of the training and instructions given and correctly use any article or substance and protective clothing and equipment provided for use at work for his or her protection.

Any employee, on entering into a contract of employment, may not misrepresent himself or herself as regards the level of training that they have received.

An employee is required to report to his/her employer, or other appropriate person, as soon as they become aware of any instance:

1. where work is being carried on, or likely to be carried on, in a manner which may endanger his or her safety, health or welfare or that of another person
2. any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person
3. A breach of safety and health legislation likely to endanger him or her or another person which comes to his or her attention.

**3.3 Employee Duties (Contd)**

All employees have a duty to refrain from improper conduct liable to harm the safety, health or welfare of persons at work. Violence, horseplay and bullying at work could come within the meaning of improper conduct. Horseplay amongst employees can result in serious consequences, particularly when working with potentially dangerous machines or hazardous substances.

An employee may not intentionally or recklessly interfere with, misuse or damage anything provided under safety and health legislation, or provided to protect the safety, health and welfare of persons at work, or to place at risk the safety, health or welfare of person in connection with work activities without reasonable cause.

In addition to the legal obligations listed above:

1. All staff must read and fully understand Ramsgrange Community Schools Safety Statement, safety policies and procedures.
2. Staff must promote safe work practices as outlined in the safety statement.
3. Ensure equipment is operated in a safe manner and good housekeeping standards are maintained.
4. Use personal protective equipment as necessary
5. Report any accident, dangerous occurrence, or potential safety hazard to Ramsgrange Community School Management and co-operate fully in any subsequent investigation.
6. Ensure all safety rules are communicated to students, contractors and visitors while working in their area.
7. Use equipment only if properly trained.
8. Must ensure that, in so far as reasonably practicably, students under their supervision receive safety information and training appropriate to their hazards and risks that they may be exposed to.

**3.4 School Safety Committee**

The following are the members of the School Safety Committee

* Ms Rachael O’ Connor
* Mrs Tracey Edwards, Safety Coordinator
* Shane Walsh – Technical Graphics/Woodwork
* William Gillard – Engineering/Technical Graphics
* Marie McCabe- Religion/ Chaplaincy
* Fire Officers
  + Imelda Hayes
  + Dan Coady

**3.5 Student Safety Guidelines.**

Students also have a legal duty not to endanger themselves or others by their actions. Therefore students must:

1) Take reasonable care of their own safety and not endanger others by their acts or omissions.

2) Co-operate fully with all safety rules and regulations issued by Ramsgrange Community School

3) Not interfere or misuse anything that is provided in the interest of health and safety.

4) Ensure equipment is operated in a safe manner and good housekeeping standards are maintained.

5) Use personal protective equipment (PPE), as necessary.

6) Use equipment only if properly trained.

7) Report accidents, dangerous occurrences, defective equipment or potential safety hazard to your teacher or the Ramsgrange Community School Management.

8) Comply with requirements of the 2005 Act and all associated legislation.

9) Not to be under the influence of an intoxicant, or a combination or alcohol or drugs.

10) Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person or his/her safety, health and welfare. Become familiar with the school policy on counteracting bullying and report all cases of which you become aware.

11) Attend health and safety training as required and undergo as appropriate, any reasonable assessment required by Ramsgrange Community School.

**3.6** **Responsibilities of Contractors**

The following responsibilities are allocated to contractors:

1. All contractors will be expected to comply with the schools policy for Health, Safety and Welfare, and must ensure that their own Safety Statement is made available whilst work is being carried out. It is the school policy that all contractors have a safety statement in accordance with the requirements of the Safety, Health and Welfare at Work Act 2005.
2. All work must be carried out in accordance with relevant statutory provisions and Ramsgrange Community School rules and regulations, taking into account the health and safety of all persons at our school.
3. Contractors involved in building work must comply fully with S.I. No. 504 of 2006, Safety, Health and Welfare at Work (Construction) Regulations 2006, and associated amendments.
4. Scaffolding and other access equipment used by contractors’ employees must be erected and maintained in accordance with current regulations and codes of practice.
5. All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
6. All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use, and in good condition. If it is necessary to use equipment operating from a 240 volt supply, a residual current device with a rated tripping current of 30mA and operating 30m.secs must be used.
7. Any injury sustained by a contractor’s employee must be reported immediately to the management of Ramsgrange Community School.
8. Contractors must comply with any safety instructions given by Ramsgrange Community School Management.
9. Ramsgrange Community School must be notified of any material or substance brought onto the site which has health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations.
10. Contractors are not permitted to use any work equipment/tools owned by Ramsgrange Community School.
11. Contractors must not use Ramsgrange Community School staff unless the permission of the school principal is received.
12. The School reserves the right to see documentary clarification of contractors’ insurance arrangements.

**4. Identification of Hazards and Protective and Preventive Measures**

**General Hazards**

4.1.1 Manual Handling

**Manual Handling - Correct Lifting Technique.**

The Manual Handling of Loads Regulations can be broken down into three major components:-

1. The duty to avoid manual handling where possible.
2. Risk Reduction and assessment where manual handling is avoidable.
3. The duty to provide training and information to employees.

The following rules must be observed when lifting, putting down, pushing, pulling, carrying or moving a load in order to avoid injury, particularly back injury.

1. If the load is awkward or too heavy “get help”.
2. If there are mechanical aids available “use them”.
3. Check for sharp edges. Use your gloves where necessary.
4. Check to see that there is adequate room to lift the object, a clear part to your destination, that you can see where you are going and that there is adequate room for setting the object down.
5. Do not let the object obstruct your vision.
6. Make sure you back is warm, particularly on a cold day, cold muscles tear easily.
7. Keep you feet slightly apart and one foot forward to maintain your balance.
8. Bend you knees and drop alongside the load.
9. Keep your back straight and your head up. This helps your spine to stay straight.
10. Test the load first. If it is too heavy, get help.
11. Lift the load using your strong leg muscles, not your back.
12. Keep the load as close to your body as possible.

**Note: All injury or damage to your back at work must be reported in the accident report sheet**

**4. Identification of Hazards and Protective and Preventive Measures**

4.1.2 Housekeeping/Access to Classrooms.

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Slips, trips and falls.    Material which has not been stacked properly causing persons to strike against or fall.    Material improperly stacked falling on persons.  P1010002  P1010025  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  Medium | **Protective and Preventive Measures**  All passageways and walkways must be kept clear.  No items stored in front of or behind doors, particularly emergency exit doors.  Materials or schoolbags shall be stacked or stored so as not to cause obstruction in passageways  No trailing cables. When cables must cross passageways, they must be securely taped to floor or walls so as to avoid trip hazards.  Waste must be disposed of regularly and never allowed to build up.  All areas must be kept in a clean and tidy condition at all times.  Adequate lighting and sufficient space must be provided for all access and egress routes.  Provide mops so that spillages can be cleaned up immediately.  Provide wet area signage during cleaning and after any spillages.  Provide safe access equipment for reaching heights. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.1.3 Trespassers

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Unlawful access into the school.  Theft and/or unauthorised access.  **Persons at Risk**  Teachers  Students  Persons on the premises. | **Risk Rating**  Medium | **Protective and Preventive Measures**  Ensure that all school doors and outside gates are locked at the end of each day.  Ensure that all chemicals, equipment and tools are locked away in a safe store.  Any incidents or suspicious activity should be reported on the incident report forms to the school management immediately. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.1.4 Staff room and canteen

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Cutting injuries  Burns and scalds.  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  Low | **Protective and Preventive Measures**  Tools and equipment stored securely  Always follow teacher’s instructions on use of tools/ equipment and machinery.  Use correct techniques as demonstrated by the teacher.  Ensure any machines used are fit for purpose and only use as intended.  Provide suitable personal protective equipment- gloves and aprons for dishwashing, proper oven cloths for removing hot items from ovens.  Ensure suitable fire fighting equipment is available – e.g. fire extinguishers, fire blanket, etc.  First aid stock to include burn kit  Clean microwave ovens regularly.  Ensure Emergency Exits are properly maintained, obstruction free, unlocked and open outwards.  Ensure regular maintenance of electrical equipment and fire safety equipment.  Report electrical faults immediately.  Never overload electrical circuits by using adapters. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.1.5 Pregnant Employees/ Students/ persons in the Area

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**    Back injury  Miscarriage  Collision  Fatigue  Stress  Physical limitations  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  Low | **Protective and Preventive Measures**  Pregnant employees must inform their employer as soon as practicable after they become aware of their condition, with the appropriate medical certification.  Ensure that there is a written risk assessment of all chemical/physical agents and systems of work that may pose a hazard to the pregnant employee.  Take the necessary protective and preventive measures to safeguard the pregnant employee following this risk assessment. Adjust temporarily the working conditions/working hours of the pregnant employee, based on the results of the risk assessment  Assign alternative work to the employee, if the hazard cannot technically or feasibly be reduced.  Provide rest areas for pregnant or nursing employees  Pregnant Student’s should inform management as soon as possible and management to decide if teachers need to know. (some subjects eg. Pe, Sciences, Practical subjects) |

4**. Identification of Hazards and Protective and Preventive Measures**

4.1.6 Display Screen Equipment (DSE) Work

|  |  |  |
| --- | --- | --- |
| **Hazards**  **Identified**  V.D.U.  [DISPLAY SCREEN EQUIPMENT] USAGE.  KEYBOARD.  FURNITURE.  OFFICE ENVIRONMENT.  SOFTWARE  **Persons at Risk**  Teachers  Students  Person using computers | **Risk Rating**  Low | **Protective and Preventive Measures**  -**Suitable workstation chairs are required in the staff room before Risk Assessments can be carried out.**  **-The DSE/VDU workstation Risk Assessment form must be completed with the involvement of the employees using the display screen involved.**  **-It is recommended that a member of the safety committee complete the 1 day VDU assessor training.**  ENSURE DISPLAY SCREEN IMAGE IS CLEAR.  Characters must be readable.  Images must be free of flicker and movement brightness / contrast must be adjustable screen must be adjustable screen must swivel and tilt.  Screen must be glare and reflection free.  KEYBOARD COMFORTABLE.  Keyboard must be tilt able, glare free, and have enough space to move hands and characters easy to read.  FURNITURE MUST FIT” THE WORK AND THE USER.  Chair must be stable and adjustable, posture must be comfortable, work surface must be large enough for documents, monitor, keyboard etc.  Surface must be free of glare and reflection.  ENVIRONMENT AROUND WORKSTATION MUST BE RISK FREE.  There must be enough space within which to work.  Light, heat and noise levels must be comfortable.  THE SOFTWARE MUST BE USER FRIENDLY.  The software must be usable without any stress. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.1.7 Electricity

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Defective sockets, plugs  Overloading of sockets  Lights faulty or flickering  Fire  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  Medium | **Protective & Preventive Measures**  Ensure all electrical installations and maintenance have been carried out by a competent electrician.  Carry out your own visual inspections of plugs and leads and get them repaired as necessary. Faults to look out for include physical damage to the cable, failure of the cord grip at the plug and signs of overheating.  Switch off equipment before unplugging and before cleaning  Provide sufficient socket outlets and avoid or minimise the use of adapters. Overloaded sockets can lead to fire hazards  Do not used taped joints to connect cables since they have neither the mechanical strength needed nor sufficient insulation protection from liquids. Damaged cables should be replaced completely but if cables have to be joined, proper connectors should be used All electrical repairs must be carried out by a competent electrician.    Do not ignore obvious tell-tale signs such as faulty switches or intermittent stopping. These may indicate an internal fault such as a loose wire which could cause external metal work to become live. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.1.8 Fire

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| **Hazards Identified**  Fire risks  Fires can occur from electrical and gas faults, smoking, and vandalism  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  High | **Protective and Preventive Measures**  Ensure that all staff are made aware of what they have to do in the event of fire or any emergency evacuation. This is covered in section 5 of this safety statement.  The Safety Committee should discuss if the current procedures to ensure fire detection and prevention systems in place are adequate. Guardian Fire and Security, Unit 1 Woodbine Business Park, New Ross, Co.Wexford (051 448774) or any other competent company can be contracted to check that the systems in place are adequate and comply with IS 3218 standards.  Smoke alarms and Fire Extinguishers must be in place and properly maintained.  Staff must be trained in the use of fire extinguishers and know what to do in the event of a fire or any other emergency.  Ensure all unnecessary electrical appliances are switched off before classrooms or work stations are vacated. The last person leaving the premises should check that no sources of ignition exist before leaving.  Ensure all fire escapes routes are clear and fire exits are unblocked while people are on the premises.  **Note: Emergency Exit doors must open outwards**. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.1.9 Lone Working

**Guidelines for Lone Workers**

1. Make sure when working alone that the school management or a work colleague is aware of your location, the duration of the tasks involved and the time when you intend to have the work completed.
2. Check with the Principal that the work you are doing has been subjected to a risk assessment, and that it can be safely carried out by one person working alone.
3. If necessary, make arrangements beforehand to keep in regular contact with a member of staff or a person authorized by school management. The use of a mobile at regular intervals could be considered.
4. Do not put yourself at risk. If you do not feel safe or have any concerns about working alone, then contact the school management immediately.
5. Employees must immediately notify the school management if they are ‘suffering from any disease or physical or mental impairment’ which could endanger themselves or any other person at work. This is of significant importance to lone workers.

Note: Under no circumstances, carry out any tasks which safety control measures are not in place in this safety statement. If you are unsure about safety requirements, contact the school management immediately. Remember, if it’s not safe don’t do it and inform the school management before you start the task.

**Any issues or concerns regarding working alone should to be on the agenda for Safety Committee meetings.**

**4. Identification of Hazards and Protective and Preventive Measures**

**Engineering/Woodwork Hazards**

Note: See Safety Audit Report dated Tuesday 9th March 2010 on actions completed and still to be carried out since the H.S.A Inspection on 21st October 2009, which is contained in Appendix 7 of this Safety Statement.

Teachers in these areas have been made aware that the Manufacturers Instructions for equipment in use must be followed and contained in the Student Training/Demonstration Log.

Any additional equipment or machinery used in either Engineering or Woodwork classes must be included in the Safety Statement by the teacher involved.

The hazards not identified section of the safety statement (section 4.7) can be used for this purpose and the necessary protective and preventive measures can then be detailed in the Student Training/Demonstration Log.

**4. Identification of Hazards and Protective and Preventive Measures**

4.2.1 Use of Bandsaws

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| --- | --- | --- |
| **Hazards Identified**  Inexperienced student operators  Cuts  Loss of Fingers  Dust  Noise  Eye Injuries  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  High | **Protective & Preventive Measures**  - Only students who have received instruction, training and demonstration on the safe use of the saw can operate it.  - The Student Training/Demonstration Log must be signed by each student before operating saw.  - Students are not permitted to operate any machinery until authorised by the teacher in charge of the classroom.  - Students must be supervised at all times.  - Ensure operators and people in the surrounding area of saws are wearing eye protection and ear defenders.  - Slide door guard over blade to leave 5mm clearance between the material and the guard.  - Start the machine and allow it to get up to full speed before cutting.  - Never place your hands in the line of the blade.  - Keep hands clear of the blade at all times.  - **Ensure dust extraction is used when cutting.** Needs to be examined in the woodwork room.  - Tie up long hair, remove any loose jewellery.  - Inspect all timbers before cutting and avoid knots where possible.  - All defects must be reported to your teacher immediately and saws must be taken out of use until fixed.  - All incidents/accidents must be reported immediately to your teacher. Use incident/accident report sheets in First Aid Box, if required. |

1. **Identification of Hazards and Protective and Preventive Measures**

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| --- | --- | --- |
| **Hazards Identified**  Inexperienced student operators  Cuts  Loss of Fingers  Dust  Noise  Eye Injuries  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  High | **Protective & Preventive Measures**  Only students who have received instruction, training and demonstration on the safe use of the lathe can operate it.  The Student Training/Demonstration Log must be signed off before operating this lathe.  Students are not permitted to operate any machinery until authorised by the teacher in charge of the classroom.  Students must be supervised at all times.  Ensure operators and people in the surrounding area of lathe are wearing eye protection, ear defenders and full face guard.  Ensure students tie up long hair, jewellery is removed, no loose clothing is being worn and sleeves are rolled up.  Position the tool rest, allowing 5mm clearance.  Rotate the material by hand to make sure it moves freely.  Start the machine and allow it to get up to full speed before turning the material.  Check with your teacher before turning the machine on.    All defects must be reported to your teacher immediately and lathe must be taken out of use until fixed.  All incidents/accidents must be reported immediately to your teacher. Use incident/accident report sheets in First Aid Box, if required. |

4.2.2 Use of Lathe - (Engineering room and Woodwork room)

**4. Identification of Hazards and Protective and Preventive Measures**

4.2.3 Use of Pillar Drill and Drilling Machine.

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| --- | --- | --- |
| **Hazards Identified**  Inexperienced Operators  Cuts  Loss of Fingers  Dust  Noise  Eye Injuries  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  High | **Protective & Preventive Measures**  Only students who have received instruction, training and demonstration on the safe use of the Pillar Drill can operate it.  The Student Training/Demonstration Log must be signed off before operating this Pillar Drill.  Students are not permitted to operate any machinery until authorised by the teacher in charge of the classroom.  Students must be supervised at all times  Ensure operators and people in the surrounding area of Pillar Drill are wearing eye protection and ear defenders.  Ensure students tie up long hair, jewellery is removed and no loose clothing is being worn.  Make sure material is securely held in the machine vice, or for longer pieces clamped with g-clamp.  Guarding must be put place before starting machine.  All defects must be reported to your teacher immediately and pillar drill must be taken out of use until fixed.      All incidents/accidents must be reported immediately to your teacher. Use incident/accident report sheets in First Aid Box, if required |

**4. Identification of Hazards and Protective and Preventive Measures**

4.2.4 Use of Scroll Saw

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| --- | --- | --- |
| **Hazards Identified**  Inexperienced students operators  Cuts  Loss of Fingers  Dust  Noise  Eye Injuries  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  High | **Protective & Preventive Measures**  Only students who have received instruction, training and demonstration on the safe use of the scroll saw can operate it.  The Student Training/Demonstration Log must be signed off before operating this scroll saw.  Students are not permitted to operate any machinery until authorised by the teacher in charge of the classroom.  Ensure operators and people in the surrounding area of Scroll Saw are wearing eye protection and ear defenders.  Students must be supervised at all times  Ensure students tie up long hair, jewellery is removed and no loose clothing is being worn.  Slide guard down into place before starting machine.  Flip guard into place before using machine.  Never place your hands in the line of the blade.  When adjusting the tension or replacing a blade switch off the machine at the wall.  All defects must be reported to your teacher immediately and scroll saw must be taken out of use until fixed.  All incidents/accidents must be reported immediately to your teacher. Use incident/accident report sheets in First Aid Box, if required. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.2.5 Use of Morticer

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| --- | --- | --- |
| **Hazards Identified**  Inexperienced student operators  Cuts  Loss of Fingers  Dust  Noise  Eye Injuries  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  High | **Protective & Preventive Measures**  Only students who have received instruction, training and demonstration on the safe use of the Morticer can operate it.  The Student Training/Demonstration Log must be signed off before operating this Morticer.  Students are not permitted to operate any machinery until authorised by the teacher in charge of the classroom.  Students must be supervised at all times.  Ensure operators and people in the surrounding area of morticer are wearing eye protection and ear defenders.  Ensure students tie up long hair, jewellery is removed and no loose clothing is being worn  Clamp material securely  Pull handle down slowly when removing material.  Allow the bit to get up to full speed before removing material.  All defects must be reported to your teacher immediately and morticer must be taken out of use until fixed.    All incidents/accidents must be reported immediately to your teacher. Use incident/accident report sheets in First Aid Box, if required. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.2.6 Use of Sanding Machine

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| --- | --- | --- |
| **Hazards Identified**  Inexperienced student operators  Cuts  Loss of Fingers  Dust  Noise  Eye Injuries  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  High | **Protective & Preventive Measures**  Only students who have received instruction, training and demonstration on the safe use of the sanding machine can operate it.  The Student Training/Demonstration Log must be signed off before operating this sanding machine.  Students are not permitted to operate any machinery until authorised by the teacher in charge of the classroom.  Students must be supervised at all times.  Ensure operators and people in the surrounding area of sanding machine are wearing eye protection, ear defenders and dust masks.  Ensure students tie up long hair, jewellery is removed and no loose clothing is being worn  Use the dust extraction when using sanding machine.  Never place hands near the moving belt.  All defects must be reported to your teacher immediately and sanding machine must be taken out of use until fixed.  All incidents/accidents must be reported immediately to your teacher. Use incident/accident report sheets in First Aid Box, if required. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.2.7 Use of Power and Hand tools.

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| --- | --- | --- |
| **Hazards Identified**  Electrocution  Vibration  Shock  Fractures  Lacerations  Contusions  Fragments  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  High | **Protective and Preventive Measures**  - Operate and maintain all tools as per the manufacturer’s instructions.  - Service all tools as required and keep a record of the servicing.  - Use only suitable/appropriate power tools for each task.  - Ensure that all portable and electrically powered tools on site are supplied at 110v.  - Never carry tools by cords and never pull cords to disconnect.  - Never use power tools with leads that use insulating tape.  - Check all tools for faults and damage before use.  - Store all tools correctly after use.  - Report all defects/faults immediately to your teacher.  - Remove damaged, defective, worn or suspect tools from service and mark them ‘out of service’ until repaired.  - Allow only competent persons to carry out repairs/adjustments, and then only with the appliance/tool disconnected from the power source.  - Ensure that all tools with rotating shafts and components have suitable guards fitted.  - Do not tamper with guards/safety devices.  - Ensure that tools that generate dust or fumes are fitted with appropriate extraction or wetting acids and where possible, are only used outdoors.  - Avoid trailing electric cables and extensions leads, where possible. Use only correctly rated leads (fully uncoiled), elevated above head level, where absolutely necessary.  - Additional PPE must be worn when using hand/power tools, goggles, eye protection, gloves as necessary. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.2.8 Welding

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| --- | --- | --- |
| **Hazards Identified**  Eye Injury  Hand Injury  Electric Shock  Fire  Burns  Inhalation of welding fume  Radiation from ultra violet and infra red  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  High | **Protective and Preventive Measures**    No Welding can take place until the extraction/ventillation system is working.  -Only trained and competent persons are permitted use welding equipment.  -The Student Training/Demonstration Log must be signed off in advance of using welders.  -Welding PPE must be worn i.e. welding mask, gloves and overalls.  -Ensure welding takes places in well ventilated areas and respiratory protective equipment is used where necessary.  -Fire Extinguisher should be located in an easily accessible area  -Never apply heat to containers, tanks or drums which may contain flammable residues  -Ensure hoses are fitted to manufacturer instructions  -Examine flexible gas and oxygen hoses regularly and replace them when damaged, never repair them with tape.  -Hoses must be checked before use for gas leaks.  -Store full and empty cylinders with chains in a safe, well-ventilated location, preferably outside the workshop |

**4. Identification of Hazards and Protective and Preventive Measures**

**Caretaker/Cleaning Hazards**

4.3.1 Use of Fuel

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| --- | --- | --- |
| **Hazards Identified**  ENGINE FUEL  Used in lawn mowers,  Strimmers, ride-on-mowers, hedge cutters, etc.  HIGHLY FLAMMABLE  Burns and damage to skin  Fire  Inhalation of Toxic fumes  **Persons at Risk**  Caretaker  Persons in the area | **Risk Rating**    High | **Protective & Preventive Measures**  Store fuel in containers specially designed for this purpose.  -Refuel using a funnel and outdoors only. Do not smoke while refuelling or handling the fuel.  -Add fuel before starting the engine. Never remove the cap of the fuel tank or add fuel while the engine is running or when the engine is hot.  -If fuel is spilled, do not attempt to start the engine. Move the machine away from the area of spillage and avoid creating any source of ignition until the fuel has evaporated and the fumes dispersed.  -Tighten the caps of all fuel tanks and containers securely.  -Ensure all containers holding fuel are labelled correctly. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.3.2 Hand-Push Lawnmower

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| --- | --- | --- |
| **Hazards Identified**  Damage to self  Overturning  Loss of fingers  Damage to property  **Persons at Risk**  Caretaker  Persons in the area | **Risk Rating**  Medium | **Protective & Preventive Measures**  Before mowing  Thoroughly inspect the area where the equipment is to be used and remove all objects which could be thrown by the machine e.g. stones, sticks, metal, wires, etc.  Never leave a Hand-Push Lawnmower running unattended  Always start Hand-Push Lawnmower outdoors    Observe protective & preventive outlined for hazards with engine fuel  Keep other people at a safe distance when  machinery is in use.  Make sure all persons stay clear of machinery at all times.  Always wear the safety boots, high vis vest and ear protection provided |

**4. Identification of Hazards and Protective and Preventive Measures**

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Damage to self  Overturning  Loss of fingers  Damage to property  **Persons at Risk**  Caretaker  Persons in the area | **Risk Rating**  High | **Protective & Preventive Measures**  Before mowing  Thoroughly inspect the area where the equipment is to be used and remove all objects which could be thrown by the machine e.g. stones, sticks, metal, wires, etc.  Never leave a Ride-on Lawnmower running unattended  Always start Ride-on Lawnmower outdoors    Observe protective & preventive outlined for hazards with engine fuel  Keep other people at a safe distance when  machinery is in use.  Make sure all persons stay clear of machinery at all times.  Always disconnect the spark plug wire  Ensure the Ride-on Lawnmower is adequately maintained and report defects immediately to your supervisor    Always wear the safety boots, high vis vest and ear protection provided  **Remember there is no such thing as a "Safe" slope**.  To guard against overturning, always:  -Do not stop or start suddenly when going up or downhill  -Always keep the machine in gear, especially when travelling downhill.  -Machine speeds should be keep very low on slopes and during tight turns.  -Stay alert for humps and hollows and other hidden hazards.  -Never mow across the face of a slope |

4.3.3 Ride-on Lawnmower

4. Identification of Hazards and Protective and Preventive Measures

4.3.4 Use of Strimmer

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| --- | --- | --- |
| **Hazards Identified**  Damage to self  Loss of fingers  **Persons at Risk**  Caretaker  Persons in or near the area | **Risk Rating**    High | **Protective & Preventive Measures**  Before using strimmers:-  - Thoroughly inspect the area where the strimmer is to be used and remove all objects which could be thrown by the machine e.g. stones, sticks, metal, wires, etc.  - PPE must be worn at all times when using strimmer (i.e. Goggles, hi-vis vest, ear protection and safety boots)  Never leave strimmer running unattended  Always start the strimmer outdoors  Observe protective & preventive outlined for hazards with engine fuel during refuelling.  Keep other people at a safe distance when strimmer is in use.  Make sure everyone in the work area stays clear of strimmer at all times and establish a safe exclusion zone before starting the work. |

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| --- | --- | --- |
| **Hazards Identified**  CHEMICALS:   1. Detergents:   Main hazard is through contact which dissolves the fatty tissues of the skin. This removes the body's natural protection and increases the possibility of infection e.g. dermatitis and skin rash.  (B) PESTICIDES  includes herbicides, fungicides, insecticides,  rodenticides etc.  Mixing pesticides prior to application is the time of greatest risk to users. Care should be taken to prevent any contact with the concentrated product.  **Persons at Risk**  Caretaker  Cleaners  Persons in the area | **Risk Rating**    High | **Protective & Preventive Measures**  -Do carefully read and observe hazard and precaution warning given on labels and Material Safety Data Sheets (MSDS).  -Do wear protective clothing and equipment supplied, particularly eye and respiratory protective equipment.  - Do organize work practices and protective clothing to avoid soiling of the skin and eyes; to avoid breathing vapors aerosols, dust and fumes; to avoid inadequate container labelling; and to avoid fire and explosion hazards.  -Do wash before job breaks, before eating, smoking, drinking, before and after using toilet facilities or handling chemicals.  -Do keep work area clean and free of spills.  -Do store according to the regulations |

**4. Identification of Hazards and Protective and Preventive Measures**

4.3.5 Use of chemicals & pesticides

**4. Identification of Hazards and Protective and Preventive Measures**

4.3.6 Waste Collection (Removable of Rubbish)

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| --- | --- | --- |
| **Hazards Identified**  .  Fire  Contamination  Infections  Contact with hazardous materials  Wiel diseases  Cuts  **Persons at Risk**  Caretakers  Cleaners  Persons in the area | **Risk Rating**  High | **Protective & Preventive Measures**  Observe kinetic lifting technique during loading or unloading of waste bins.  Use hand pickers where possible and observe kinetic technique/posture  Be particularly careful of any sharp objects in waste material, e.g. broken glass, bottles, or sharp jagged points on waste metal etc.  Always wear suitable gloves when handling waste material  Be aware of protective and preventive measures in section 4.3.7 on weils diseases |

**4. Identification of Hazards and Protective and Preventive Measures**

4.3.7 Weils Disease

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| --- | --- | --- |
| **Hazards Identified**  - People working with waste material,  - Environmental work  People working in excavations, particularly near sewers or near ground water, can be at risk to weils disease or leptospirosis  **Persons at Risk**  Caretaker  Cleaners  Persons in the area | **Risk Rating**  High | **Protective & Preventive Measures**  Whenever you to go your doctor or hospital make sure he/she is aware of your occupation and the risk to weils diseases. If a cut or graze becomes infected, have it treated by your doctor immediately  Always get cuts and grazes properly cleaned and treated immediately. Keep them covered with a waterproof dressing.  Always wash your hands thoroughly on leaving an area where you suspect was rat infected.  Always use protective clothing, gloves and respiratory protection. Ensure they are in good working order and replace damaged items immediately. Use barrier creams.  Always carry out your work in a safe manner. Do not endanger yourself or other with practical jokes |

**4. Identification of Hazards and Protective and Preventive Measures**

4.3.8 Ladders

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| **Hazards Identified**  Ladders  Uneven base  No ties at top of ladder  Inadequate projection above landing platform  Incorrect slope on ladder to the horizontal.  Not securely placed and fixed.  Climbing carrying loads  Over reaching  Over loading | **Risk Rating**  High | **Protective and Preventive Measures**  Foot of ladder should be supported on a firm level surface and should not rest on loose material or on other equipment to gain extra height.  Top of ladder should be securely fixed so that it cannot slip.  Ladders should extend at least 1m above landing place.  A ladder should have a slope of 75 degrees, ideally 1m out form the building for every 4m in height. |
| Summary  **Persons at Risk**  Person using the ladder  Persons in the area |  | Ladders showing any signs of defects should be reported and should be removed from use.  Avoid over-reaching – move ladder as required.  Do not carry heavy loads up or down ladders, keep both bands on ladder so far as practicable.  Used appropriate ladders for work in hand.  **Remember Ladders are suitable only for work of short duration and where the risk is low.** |

**4. Identification of Hazards and Protective and Preventive Measures**

4.3.9 Use of step-ladders

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| --- | --- | --- |
| **Hazards Identified**  -Ladders  -Uneven base  -Inadequate projection above landing platform  -Incorrect slope on ladder to the horizontal.  -Not securely placed and fixed.  -Climbing carrying loads  -Over reaching  -Over loading  scan  **Persons at Risk**  Person using the ladder  Persons in the area | **Risk Rating**  High | **Protective & Preventive Measures**  Ensure that the area is free from obstruction by pedestrians or vehicles. Put signs in place or use tape if necessary.  Ensure the ground is level and the base of the stepladder is free of muck/dirt, and is secure.  Ensure the restraint devices are fully opened and locking devices engaged.  Climb the stepladder by grabbing the rungs and not the stiles with a firm handhold. Only one person is allowed on any ladder at one time.  Avoid side on work by having the steps facing the work activity. ***Stay two rungs clear from the top of ladders with six rungs, three clear steps from the top on ladders with 12 rungs.***  Avoid carrying items when climbing by using tool belts.  Do not overreach and keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task.  Report any near-misses or unsafe conditions to your foreman and fill out the Incident Report Sheet, if necessary. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.3.10 Cleaning Duties.

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| **Hazards Identified**  Chemicals are potentially dangerous and can cause burns and/or irritation. | **Risk Rating**  Low | **Protective & Preventive Measures**  Use the safest possible cleaning agents.  Follow manufactures instructions for safe use.  Obtain information on all substances used in the premises from manufactures material hazard data sheet.  Suitable protective clothing outlined in Material Safety Data Sheets must be provided and used. |
| Use of Vacuum Cleaners  Trailing leads causing slips, trips and falls.  **Persons at Risk**  Caretaker  Cleaners  Persons in the area | Low | Arrange work times when areas to be cleaned are free of school pedestrian traffic, where possible.  Plug appliance into the nearest available socket and try to ensure that the extended lead does not cause a trip hazard.  Dispose of used vacuum bags in appropriate containers.  Note: Any incidents/accidents while carrying out cleaning duties must be reported on the appropriate form, and brought to the attention of the school management. |

**Kitchen Hazards**

**4. Identification of Hazards and Protective and Preventive Measures**

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| --- | --- | --- |
| **Hazards Identified**  e.g. the use of oven cleaners, detergents, caustic soda etc…  Burns  Dermatitis  Inhalation of fume and hazardous substances  **Persons at Risk**  Canteen Workers  Persons in the area | **Risk Rating**  Medium | **Protective & Preventive Measures**  Identify and list all the substances that are used in the kitchen.  Obtain all information on hazardous substances from the Material Safety Data Sheet. (MSDS)  Find out if substances have occupational exposure limit (OELs).  Identify who might be affected and what extent they are likely to be exposed to a hazardous substance and how.  If it is possible you should prevent exposure by:   * Change the process to eliminate the hazardous substances * Replace the substance with a safer alternative. * Using it in a safer form e.g. pellets instead of powder.   If prevention is not practicable you must adequately control exposure by a combination of the following:   * total enclosure of the process * partial enclosure and extraction equipment * general ventilation   using systems of work and handling procedures which minimise the chances of spills, leaks and other escapes of hazardous  - Use PPE such as goggles, gloves and masks. But this should never be the first or only form of control  Train and inform your staff about the risks they may face and the precautions to be taken. |

4.4.1 Control of Hazardous Substances

**4. Identification of Hazards and Protective and Preventive Measures**

4.4.2 Electricity

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| --- | --- | --- |
| **Hazards Identified**  Misuse  Poor maintenance of electrical equipment  Increased danger during cleaning due to presence of water/wet surface.  **Persons at Risk**  Canteen Workers  Persons in the area | **Risk Rating**  Medium | **Protective & Preventive Measures**  Know the electrical system within the premises where you will be working and ensure that it is soundly constructed and properly installed. If necessary hire a competent person to carry out a safety check.  Secure switchboards and fuse boards in a room or cupboard. Ensure fuses are properly identified and clearly labelled  Provide adequate sockets to prevent overloading or the need to use adaptors. Use suitably fused multi-plug socket outlets where additional sockets cannot be provided.  Ensure all persons engaged in electrical work are competent for the tasks and are not placed at risk due to lack of skills or information on the part of themselves or others  Have a recorded inspection and maintenance programme for all electrical equipment. Train staff to carry out visual inspections and report faults  Ensure faulty equipment is taken out of use until repaired.  Do NOT undertake makeshift repairs or attempt to clean equipment while it is still connected.  Alert staff to the risks of electric shock by promoting the following safety messages ie. Never touch light switches or appliances with wet hands |

**4. Identification of Hazards and Protective and Preventive Measures**

4.4.3 Liquefied Petroleum Gas

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| --- | --- | --- |
| **Hazards Identified**  Leakages  Fire  Explosion  **Persons at Risk**  Canteen Workers  Persons in the area | **Risk Rating**  High | **Protective & Preventive Measures**  Store all cylinders (full and empty) externally in a secure and well ventilated compound. Do not store below ground level, or adjacent to openings into buildings or drains. Compound gates should open outwards  Keep storage areas clear of combustible materials and ignition sources and clearly mark with warning, no smoking and fire procedure signs.  Provide and maintain suitable fire fighting equipment eg dry powder extinguishers and ensure it is readily accessible  Store cylinders in an upright position. Do not stack above 2.5m high and leave sufficient space for access, cylinder removal and fire fighting  Ensure all work on gas appliances are carried out by a competent person.  In rooms where L.P.G appliances are used, ensure plently of high and low level ventilation and provide a readily accessible isolation point to switch off the supply quickly in the event of an emergency.  Have all appliances and flues regularly checked and maintained. Carry out visual checks for damage to pipe work and flexible hoses.  Turn off cylinder valves at the end of each working day, and change cylinders away from ignition sources in a well ventilated place (preferably outside). |

**4. Identification of Hazards and Protective and Preventive Measures**

4.4.4 Use of knives and choppers

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| --- | --- | --- |
| **Hazards Identified**  Cuts  Loss of fingers  **Persons at Risk**  Canteen Workers  Persons in the area | **Risk Rating**    Medium | **Protective & Preventive Measures**  Ensure all protective blade guards are in place prior to operation.  Every day, test the automatic safety switch that turns the power off when the cover is raised.  Only use plastic spatulas to feed or remove food from the cutter.  Ensure the machine is switched off and disconnected from power source BEFORE cleaning or any maintenance work. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.4.5 Use of Slicers

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Cuts  Loss of fingers  Poor quality from blunt blades  **Persons at Risk**  Canteen Workers  Persons in the area | **Risk Rating**    Medium | **Protective & Preventive Measures**  Do not hand feed slicers – always use the food conveyor attachment and keep hands away from blades at all times – especially when catching products being sliced.  When cleaning, disconnect the power, set the slicing dial to zero, then remove the guard. Use a spoon with a cloth wrapped around one end to clean the blade working from centre to outside. Ideally wear mesh or Kevlar gloves when cleaning the blade – but if not available, cover the blade with a thick cloth while you rotate it, to protect your bare hand. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.4.6 Use of Mixers

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Mixer blades uncovered  Entanglement  **Persons at Risk**  Canteen Workers  Persons in the area | **Risk Rating**  Medium | **Protective & Preventive Measures**  Since most mixer blades cannot be completely guarded, avoid loose fitting shirt sleeves, ties or anything that could become entangled in the agitator.  Never attempt to wipe the sides of the bowl, adjust the machine or remove the bowl while the machine is operating.  When cleaning, ensure the power is switched off and disconnected from the power. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.4.7 General Kitchen Work

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Microwave Ovens  - Burns or scalds caused when sealed containers burst open.  -Microwave ovens can cause fire if they are not used properly or if their contents overheat  **Persons at Risk**  Canteen Workers  Persons in the area | **Risk Rating**  Medium | **Protective & Preventive Measures**  Do not put metal dishes in microwave  Do not cook eggs in their shells in the microwave  Always pierce cling film covering food in dishes before cooking  Do not cook food in a sealed container unless it has been specially manufactured for use in a microwave oven  Keep the inside surfaces of the oven and the door clean  Do not use the oven if it does not switch off automatically when the door is opened.  Food containers can be very hot, always use an oven cloth or oven gloves  Remove cling film carefully and keep out of the way of the steam  Never switch the oven on if it is empty. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.4.7 General Kitchen Work (contd)

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Kitchen Equipment  Electric Hot Plates- hot liquids hot surfaces  Kenwood Mixer-  Moving parts  Marco Hot Water Boiler- hot water/hot surface  Electric hob  **Persons at Risk**  Canteen Workers  Persons in the area | **Risk Rating**  Medium | **Protective & Preventive Measures**   * Wear gloves, where appropriate * Exercise caution when taking lids off hot material containers * Never attempt to lift hot containers. Use a safe system to transfer hot material or get help. * Be familiar with first aid procedures to deal with burns * Report all incidents and accidents |

**4. Identification of Hazards and Protective and Preventive Measures**

4.4.8 Slips, Trips and falls.

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Spillages  Wet floors  Inappropriate flooring  **Persons at Risk**  Canteen Workers  Persons in the area | **Risk Rating**    Medium | **Protective & Preventive Measures**  Stop Spillages by   * Maintaining equipment to prevent leaks, fitting drip trays, supplying lids and reviewing the way people work. * Don’t overfill containers , don’t push food on the floor, use lids and trays * When a spillage occurs , clean it up immediately, dry the floor - DO NOT IGNORE THEM   Carry out effective floor cleaning   * Check you have the right system in place, carry it out at the right time, in the right way. * Don’t cut corners, follow instructions, use the right equipment and leave floors DRY. * If not possible to leave the floor area dry – use appropriate warnings signs.   Get the most from your team.   * Inform them of procedures which stops slips, provide training and good supervision * Wear shoes with good grip to stay firmly on your feet and keep soles clean to prevent slips.   Keep food off floor  A good motto is **“See it , Sort it**”  Establish a one way system in and out of the kitchen |

**4. Identification of Hazards and Protective and Preventive Measures**

4.4.9 Cleaning

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Dermatitis  Burns  **Persons at Risk**  Canteen Workers  Persons in the area | **Risk Rating**  Low | **Protective & Preventive Measures**  Use the safest possible cleaning agents and follow manufactures instructions for staff use.  Obtain information on all substances used in the premises from manufacturer’s hazard data sheets.  Staff must use appropriate protective clothing.    Report all incidents/accidents immediately |

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Difficult Students  Robbery of stock, cash.  Risk of violence or assault to staff  **Persons at Risk**  Canteen Workers  Persons in the area | **Risk Rating**  Low | **Protective & Preventive Measures**  Train staff to recognise the warning signs and to handle themselves and the situation.  Call for school principal or deputy principal if the situation is getting out of control.  Note: The Dignity Charter also applies to students who are aggressive or unruly to staff in the canteen. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.4.10 Harassment/Violence to staff

**4. Identification of Hazards and Protective and Preventive Measures**

**Science/Home Economics Hazards**

4.5.1 Home Economics

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Burns/Scalds – hot water/liquid, dishes or accidental fires.  Fire –overheating of oil in a deep fat fryer/wok/frying pan.  Glass wear/Knives – cuts and grazes  Burns due to steam from saucepans/ovens  Electrical dangers  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  High    High  Medium  Low  High | **Protective & Preventive Measures**  Handles of saucepans and pans must be placed to the side while cooking. Oven gloves must be worn at all times when handling hot dishes. Pot stands provided for hot dishes.  Cooking oil not be left in saucepans, woks, frying pans or deep fat fryers unattended.  A deep fat fryer must never be overfilled with oil.  Dishes and glassware are examined on a regular basis and any damaged pieces are immediately discarded in a safe way. Students are supervised by the teacher at all times and encouraged to take care when using knives.  Students are reminded consistently to keep their faces back from the fan ovens or microwave ovens when opening doors.  Students are required to be vigilant when using electrical equipment. Flexes should never tail across hobs. Students must ensure hands are thoroughly dry before handling electrical equipment. Electrical sockets are checked on a regular basis and any damages are reported to the school management. |

**4. Identification of Hazards and Protective and Preventive Measures**

4.5.1 Home Economics (contd)

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Slip, trip and falls due to bags and books  Cuts from blades/attachments –food processor  Sewing machines- belta and pulleys of sewing machines- fingers could be crushed if they got trapped in these.  Revolving drum of washing machine – fingers could become trapped in this.  Revolving drum of spin dryer – fingers could become trapped in this | **Risk Rating**  Medium  High  Low  Low  Low | **Protective & Preventive Measures**  All bags and books must be stored in a designated area outside the kitchen during practical cookery classes.  Follow manufactures instructions. Dry hands thoroughly. Students are reminded of the dangers of placing metal cutlery or fingers in the feeder funnel when the disk/blade is rotating. The bowl should not be overloaded with food. The machine should be stopped occasionally and the food should be scraped down the sides of the bowl.  The belts and pulleys of sewing machines are guarded. Students are supervised with extra care when machines are in use.  The door is fitted with an interlock which prevents the machine from operating until the door is closed and will not permit opening of the door during the wash cycle.  The door is fitted with an interlock which prevents the machine from operating until the door is closed. If the door is opened mid-cycle the machine stops. |

**Home Economics Department Safety Rules:**

* No students are permitted to be in the classroom unless under the supervision of a teacher.
* Pupils must pay attention to what they are doing and follow all instructions exactly in all practical classes.
* Students who engage in giddy or potentially dangerous behaviour at any time may be prohibited from work in a practical nature in the future.
* All breakages must be reported immediately to the teacher.
* Any burns, cuts etc that a pupil may sustain while performing practical work must be reported immediately to the teacher. The teacher must fill out the accident report sheet, where relevant.

**Persons at Risk**

Teachers

Students

Persons in the area

**4. Identification of Hazards and Protective and Preventive Measures**

4.5.2 Science School Laboratories

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Use of chemicals or biological agents  Burns, scalds  Infection  Inhalation of harmful fumes/vapour  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  Medium | **Protective & Preventive Measures**  Students must never be permitted to enter any science laboratory unless they are under the supervision of a teacher.  Material Safety Data Sheets (MSDS) must be obtained for all chemicals used.  Guidelines and instructions on the safe use, handling, storage and disposal of all substances as outlined in the MSDS Sheets must be carried out.  Reactive chemicals to be stored in accordance with the Department of Education Guidance on Colour Coding.  During practical work and experiments, clear instructions and demonstrations on the tasks to be undertaken must be provided.    For practical work involving chemicals, equipment or unfamiliar tasks, students must sign the Training/Demonstration Log.  Appropriate Personal Protective Equipment (PPE) e.g eye protection, ear protection, gloves and overalls must be provided.  Teachers must ensure that all necessary PPE is available and worn.  All incidents/accidents must be reported and investigated. |

**4. Identification of Hazards and Protective and Preventive Measures**

**Art Room Hazards**

4.6.1 Art Room

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  Burns/Scalds  P1010017  Housekeeping  P1010019  Manual Handling  Slips Trips and Falls  P1010024  **Persons at Risk**  Teachers  Students  Persons in the area | **Risk Rating**  Medium | **Protective & Preventive Measures**  Give clear instruction and training to all students for class exercises to be carried out.  Ensure that gloves are worn when handling any sharp or hot objects e.g. glass and hot material.  Keep sources of ignition away from paper and other material.  Ensure that all students are instructed to adopt a clean as you go policy. Teachers must ensure that this is implemented.  If a load is awkward or too heavy get help.  Follow correct lifting technique outlined on page 16-17  This floor surface must be repaired and maintained.  **Note:- for all practical work involving hazardous activities with foreseeable risks of personal injury, the students must sign the Training/Demonstration Log.** |

**4.7 Hazards Not Identified**

**It is foreseeable that additional hazards will be identified during the school year. In the event that additional hazards are identified the following procedures will apply:**

**1. STOP WORK UNTIL THE HAZARD HAS BEEN IDENTIFIED**

**2. ASSESS THE RISK**

**3. PUT IN PLACE THE NECESSARY PROTECTIVE AND PREVENTIVE MEASURES**

**4. BRIEF THE TEACHERS/STUDENTS INVOLVED**

**5. UPDATE THE RELEVANT SECTION OF THE SAFETY STATEMENT**

**6. MEASURE EFFECTIVENESS OF THE REVISED PROTECTIVE AND PREVENTIVE MEASURES.**

**4.7 Hazards Not Identified**

Hazard

Risks

Protective and Preventive Measures

|  |  |  |
| --- | --- | --- |
| **Hazards Identified**  **Persons at Risk** | **Risk Rating** | **Protective & Preventive Measures** |

**5 FIRE & EMERGENCY EVACUATION PROCEDURES**

**IF YOU DISCOVER A FIRE:-CALL THE FIRE BRIGADE**

**1.** **Dial 999 or 112 (Landline or Mobile).**

**2. Ask the operator for the fire brigade.**

**3. When Fire brigade answers, state clearly:**

FIRE AT:

|  |
| --- |
|  |

NEAREST MAIN ROAD OR LANDMARK:

|  |
| --- |
|  |

YOUR PHONE NUMBER IS

4. Do not assume that the call has been received until the fire brigade has acknowledged the above information.

5. If safe to do so, remain near the telephone in case the fire brigade should ring back to confirm details.

6. If evacuation is necessary, proceed to the nearest assembly point.

7. Bring the daily visitor log book to conduct a roll call

8. Do not re-enter the premises, remain at assembly point until otherwise advised by the person in charge.

**5.1 EVACUATION PROCEDURES**

**Staff involved in emergency procedures must be named. Fire drills must be carried out twice per year.**

**Staff nominated for fire drills:**

|  |  |
| --- | --- |
| **Teachers in charge of Classrooms** | **Nearest fire assembly points**  **Posted in Classroom.** |
|  |  |
|  |  |

**Should you discover a fire or one is reported to you**

**Immediately raise the alarm and:**

1. Open the nearest available exit in your area and direct people to this exit.

2. Make sure that all areas e.g. toilets, cloakrooms, store rooms are searched for stragglers, if it safe to do so. If possible close all doors and windows behind you.

3. Evacuate the building immediately. Do not take anything with you.

4. Once evacuated, no person should be allowed back into the building under any circumstances.

5. Rescue: If any staff or students are discovered missing or are injured they will need assistance to bring them to safety. You should only re-enter the area under these circumstances, if you are not placing yourself in danger.

6. Fire Control: You should only attack the fire if you know what you are doing and if you are not placing your own life in serious danger. Fire extinguishers and fighting equipment are provided for this purpose.

7. Carry out any special tasks allocated by teachers or school management.

8. Do not go home. You must wait until you have been given permission to leave.

**5.2 FIRE GENERAL PRECAUTIONS**

All teachers and students should familiarise themselves as soon as possible with:

1. The layout of the school building.

2. The location and operation of nearest emergency exits.

3. The location and operation of extinguishers, hose reels and break glass units where fitted.

4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

***EACH MEMBER OF STAFF SHOULD OBSERVE THE FOLLOWING RULES*;**

1. Refuse or wrappings to be disposed of only at points intended for the purpose.

2. Smoking is permitted only in designated areas only and cigarette butts must always be placed in metal containers or sand buckets, never into refuse sacks.

3. Escape routes and Emergency Exits to be kept clear at all times.

4. Fire Doors and Smoke Doors must always be kept shut.

5. All fire hazard faults, electrical, gas or equipment, must be reported to school management.

6. Fire / Emergency equipment and exit routes must clearly marked.

**6. FIRST - AID**

**Ramsgrange Community School** will have a first aid box in the office and in other locations like classrooms (science, engineering, woodwork etc.)

It shall be fully stocked and filled as required by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

When a person is injured or ill, the following procedure should be followed:

* Deal with any danger which caused the problem, e.g. if it is safe to do so, switch off any electrical supply/machinery involved.
* Do not move the casualty, unless there is a danger to life.
* Call for help from a First Aider, Nurse or Doctor. Unless you are qualified in First Aid, do not attempt anything more than life saving action.
* If the casualty is not breathing, ensure his airway is clear and give artificial respiration. Keep it up until help arrives or patient starts breathing again.
* Particularly look out for back injury and if this seems likely, do not move the patient in any way, which is likely to bend the back. Damage to the spinal cord can cause paralysis for life.
* If you feel it is safe to move a patient into the recovery position and particularly if they are breathing but unconscious, gently do so.
* If a patient is conscious, reassure them, cover them up and keep them warm. Loosen tight clothing.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Materials** | **First-Aid**  **Travel Kit**  **Contents** | **First-Aid Box Contents** | | |
| **1-5 6-25 26.50(a)**  **Persons Persons Persons** | | |
| **Adhesive Plasters** | 12 | 12 | 20 | 40 |
| **Sterile Eye Pads (Bandage attached)** | **-** | **-** | **2** | **4** |
| **Individually Wrapped Triangular Bandages** | 2 | 2 | 6 | 6 |
| **Safety Pins** | **2** | **2** | **6** | **6** |
| **Medium Individually**  **Wrapped Sterile**  **Unmedicated Wound**  **Dressings**  **(approx. 10 x 8 cms)** | **-** | **-** | **6** | **8** |
| **Large Individually**  **Wrapped Sterile**  **Unmedicated Wound**  **Dressings**  **(approx. 13 x 9 cms)** | **1** | **1** | **2** | **4** |
| **Extra Large Individually**  **Wrapped Sterile**  **Unmedicated Wound**  **Dressings(approx. 28 x 17.5 cms)** | **-** | **-** | **3** | **4** |
| **Individually Wrapped Wipes** | **8** | **8** | **8** | **10** |
| **Paramedic Shears** | **1** | **1** | **1** | **1** |
| **Pairs of Latex Gloves** | **1** | **1** | **2** | **2** |
| **Additionally, where there is no clear running water, Sterile Eye Wash(b)** | **1** | **1** | **2** | **2** |
| NOTES(a) Where more than 50 persons are employed pro rata provision should be made.(b) Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be reused once the sterile seal is broken. At least 900 ml should be provided. **Eye bath I eye cups I refillable containers should not be used for eye irrigation.** | | | | |

**7.** **Consultation and Safety Representative**

**Ramsgrange Community School** will consult regularly with their staff and students to ensure the policies for promoting Health and Safety are effective.

They will also take account of any representations made by staff and students and will do whatever is reasonably practicable to protect their health and safety.

Staff and Students may select from amongst their number a “Safety Representative” to represent them in safety consultations.

School health and safety inspections can be carried out by staff elected as Health and Safety Representatives from time to time**.**

**Other Duties include:-**

1. Safety Representatives have a legal right to inspect all areas of the school in which they work. The purpose of the inspection is to identify any weaknesses in the provision of a safe place of work for their colleagues.
2. The Safety Representative will discuss in advance with the school principal the timing of these inspections. Safety Representatives must work closely with the school principal and other members of staff, both teaching and non teaching.
3. All staff should co-operate fully with the Safety Representatives as they carry out these inspections. Specialist teachers (e.g. science, art, woodwork, PE, home economics teachers etc.) should assist the Safety Representatives in identifying hazards.
4. Inspections may take place during working hours and Safety Representatives are entitled by law to time off to conduct them.
5. Following the inspections, the Safety Representatives will bring to the attention of the school management/safety committee any matters of concern that have been identified.
6. Employers are required by law to give full consideration to issues raised by Safety Representatives and, so far as is reasonably practicable, to take appropriate action following representations from Safety Representatives.

**8. Incident/Accident reporting procedure**

An effective procedure for acting on reports of accidents, especially minor ones – called “near misses” or incidents, is part of this school’s Safety Policy. The investigation of a minor accident or near miss, followed by meaningful action to eliminate any defect identified, can prevent a more serious accident occurring in the future. The Management of **Ramsgrange Community School** policy is to reduce the human and financial toll that a serious accident involves.

Experience indicates that many serious accidents are very rarely once-offs, but are usually the result of failure to remedy a problem identified from a previous minor incident. Therefore, the Incident Report Sheet included in the appendix is an important tool in the preventing of accidents and ill health in all the business activities of this organisation.

All incidents and accidents must be reported to management, who will carry out investigations on the circumstances with a view to implementing action to prevent a similar incident / accident in the future. Incident / accident report sheets are contained in the appendix of this Safety Statements, and are also contained in the First-Aid box in classrooms and the office at reception.

An accident investigation is of little benefit to the immediate victim, but it may help to prevent future accidents. Incident or (“near miss”) reports that are investigated can prevent an accident taking place.

Regardless of what has happened, a review of the accident report will reveal facts that will assist in the investigation to prevent a recurrence.

**Important point:** ***Unless an employee reports an accident at work there is***

***Firstly no proof that the accident ever happened and***

***Secondly safeguards to prevent a recurrence cannot be put in place.***

**All accidents must be reported by the person who has the accident or somebody acting on his/her behalf.**

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# 9. Prevention and Dealing with Bullying and Harassment

**Prevention**

The best way to eliminate bullying in the workplace is to foster an environment which discourages such behaviour. All employees have an important role in creating an environment where bullying is unacceptable. An individual’s responsibility extends to an awareness of the impact of personal behaviour that could cause offence to other staff members and make them feel uncomfortable or threatened. In addition to ensuring that their own behaviour is not in any way offensive, employees should make clear to others that bullying is unacceptable and should support colleagues suffering such treatment.

All management personnel have a particular responsibility to ensure that the workplace is kept free from all forms of harassment and bullying so that staff may go about their work free from the threat of harassment or intimidation. As in all matters of discipline, safety and welfare, it is primarily the responsibility of management personnel to establish and sustain proper standards in the workplace. Community and Comprehensive school management will respond promptly to complaints of harassment or bullying and will deal with all complaints in all expeditious and sensitive manner.

**Definition of Bullying and Harassment**

Bullying can be defined as a destructive and malicious attempt to target a particular individual or individuals.

* It should not be confused with workplace inter-personal conflicts which may, in themselves, be damaging and stressful, but which do not necessarily constitute bullying.
* It should not be confused with the reasonable conduct of their responsibilities by school management staff.
* It should not be confused with industrial relations difficulties, which should be handled using the appropriate industrial relations procedures.

Bullying and harassment is behaviour that is unprovoked, unwelcome, persistent and is intimidatory or offensive to the recipient. It can take the form of a verbal, physical or psychological attack and can be openly aggressive or subtle. Generally, bullying and harassment is taken to mean repeated and persistent behaviour. The impact of bullying and harassment can be devastating: it can affect a person’s performance, health and personal life outside of work.

Bullying is frequently perceived to be a problem between someone in management and staff. However, bullying can occur between any member of staff. A “bully” may pick on one person or may turn his/her attention onto a group: a “bully” may bully a colleague or someone senior to him/her. Groups can bully individuals or other groups. In addition, the bullying of one student by another, while not specifically dealt with in this document, is a serious offence and should be dealt with under the code of discipline within schools. While the following examples of bullying and harassment are not exhaustive, it is important to be mindful of the fact that if a person behaves inappropriately to another and the victim can make a case that injury has been caused, then in such incidences there is a case for harassment.

**Bullying can include:**

* Using open aggression, threats, shouting, abuse, or obscenities towards a colleague
* Horseplay, offensive gestures and unwanted physical contact
* Derogatory or offensive nicknames
* Subjecting a colleague to constant humiliation, sneering, ridicule or using a person as a constant butt of jokes
* Maligning or spreading malicious gossip about a colleague
* Subjecting a colleague to unreasonable scrutiny with persistent unwarranted criticism about minor matters
* Undermining a person’s authority, work or achievement
* Removing – for no justifiable reason – areas of work responsibility from an individual
* Setting impossible and unreasonable objectives for an employee, or constantly changing the work requirements without telling him/her and criticising or reprimanding him/her for not meeting these impossible objectives or requirements
* Deliberately withholding information which an employee needs to do his/her job effectively
* Shunning or marginalising a colleague, excluding him/her from discussions, decisions, etc. or refusing to deal directly with him/her in the workplace
* Deliberately blocking another staff members development.

**Procedures for Dealing with Complaints of Bullying and Harassment in the Workplace**

**Purposes of Complaints Procedure**

* To provide a fair, consistent and expeditious mechanism to process complaints of bullying and harassment against staff.
* To do so in a manner that affords all concerned full rights in accordance with natural justice.
* To outline the principles for both the employer, the staff member and their representatives in the event of complaints of bullying and harassment being made against staff.

**Specifically this procedure may be utilised:**

* To investigate complaints of bullying/harassment made by staff against other members of staff
* To investigate complaints of bullying/harassment made by staff against holders of management responsibility
* To investigate complaints of bullying/harassment made by holders of management responsibility against staff.

**Issues to which these procedures do not apply:**

* Complaints of bullying/harassment made by staff against students. Such complaints will be treated in accordance with the appropriate student code of discipline/behaviour and/or other agreed codes of practice.
* Matters of the professional competence of teachers which cannot be dealt with at school/centre level or which are referred to the Department of Education & Science for investigation under the terms of circular letter 43/85 or other existing arrangements.
* Anonymous complaints
* Frivolous and vexatious complaints which do not impinge on the work of staff member.
* Complaints which are the subject of legal proceedings.

**Complaints of bullying/harassment made by a student(s) against a staff member do not fall within the remit of these procedures. Such complaints will be dealt with under appropriate guidelines or other agreed codes of practice.**

Note: Claims of harassment under the nine grounds set in the Employment Equality Act, 1998, may be taken under the provisions of that Act. Section 32 of the Act defines these grounds as follows:

|  |  |  |
| --- | --- | --- |
| Sex | Age | Disability |
| Martial Status | Family Status | Race |
| Sexual Orientation | Religion | Membership of the Travelling Community |

**Informal Procedures**

**Stage 1**

* 1. A staff member who feels that he/she may have been bullied or harassed should immediately ask the person harassing them to stop. It may be possible and sufficient for the employee concerned to explain clearly to the person engaging in the unprovoked conduct that the behaviour in question is unwelcome, that it offends them, or makes them uncomfortable and that it interferes with their work. A person who wishes to make a complaint (hereinafter referred to as the complainant) should make an appointment and discuss the matter with the staff member (hereinafter referred to as the subject of the complaint) with a view to resolving the complaint.
  2. If the complainant feels that he/she cannot directly address the subject of the complaint engaging in the unprovoked conduct, they should ask a Designated Person to do so on his/her behalf. In each school two Designated Persons(male and female) shall be appointed by the employer, following constructive and positive consultation and agreement where possible, in line with good industrial relations practice, with the relevant trade union(s). If the harassment complained of does not cease, or, if in the first instance, it is of a nature that the complainant (following discussion with a Designated Person) considers that it should be reported, the matter should proceed to stage 1.3. The procedures at stage 1 should be concluded within 5 working days of the reporting of the matter to the Designated Person.
  3. If the matter is unresolved at the stage 1.2, the complainant should approach the Officer of First Recourse who shall be the Deputy Principal or an other person agreed between the relevant trade union(s) and school management, who would endeavour to resolve the complaint through an informal process as in stage 1.2. If the Officer of First Recourse is a party to the complaint, another agreed person shall be appointed to this position. The procedure at stage 1.3 should be concluded within no more than 5 working days of the reporting of the matter to the officer of First Recourse.

**Appendix 1**

**Incident/Accident Report and Investigation Forms**

SAFETY STATEMENT

ACCIDENT REPORT FORM

**INJURED PERSON**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age:** \_\_\_\_\_\_\_\_ **Class:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parents Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Accident:**

**Date of accident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Time**:\_\_\_\_\_\_\_\_\_

**Exact place of accident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Details of the Accident** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Nature and Extent of Injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Names of Witnesses : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Teacher

SAFETY STATEMENT

INCIDENT (NEAR MISS) REPORT

**Nature of Incident:** Tick as many as are applicable).

(a) Near accident to person ------------------------------------------------------

(b) Near loss of equipment ------------------------------------------------------

(c) Dangerous Condition ------------------------------------------------------

(d) Unsafe practice ------------------------------------------------------

(e) Damage to Equipment ------------------------------------------------------

(f) Loss of Material ------------------------------------------------------

**Reported by (teacher/safety representative):** ----------------------------------------

**Date**: ------------------------------------

Descriptions: --------------------------------------------------------------------------------------

------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Signed:** ----------------------------------------------- **Date:** -----------------------------------------

**Investigations:** --------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Changes (if applicable)**----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Signed:** -------------------------------------------- **Date:** --------------------

**Investigation Report Form**

Date Investigation Commenced\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Accident (further details – equipment, environment etc.)**

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**Corrective Action Recommended & Person Responsible with Completion Dates.**

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

**APPENDIX 2**

**Statutory Reporting Form IR1&IR3Statutory Accident/Dangerous Occurrences Reporting**

**All reporting must be done on an original form, as photocopied forms will not be accepted.**

**Forms can be filled out or downloaded from the HSA web site**

[**www.hsa.ie**](http://www.hsa.ie)

**Appendix 3**

**ACKNOWLEDGEMENT SIGN OFF SHEET**

**SAFETY STATEMENT ACKNOWLEDGEMENT SIGN OFF SHEET**

The undersigned have read and acknowledged the Safety Statement of **Ramsgrange Community School** and agree to comply with its requirements in order to minimise and control risks and maintain an acceptable standard of Health, Safety and Welfare.

|  |  |  |
| --- | --- | --- |
| **NAME** | **SIGNATURE** | **DATE** |
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**Appendix 4**

**STUDENT TRAINING/DEMONSTRATION LOG**

**Student Training/Demonstration Log**

**Note to Teachers**

When working with tools, equipment and materials, in practical activities and in different environments, including those that are unfamiliar, pupils should be taught:

a) About hazards, risks and risk control

b) To recognise hazards, assess consequent risks and take steps to control the risks to themselves and others;

c) To use information to assess the immediate and cumulative risks

d) To manage their environment to ensure the health and safety of themselves and others;

e) To explain the steps they take to control risks.

**After instruction, training and demonstration has been provided, students sign below.**

I have attended the instruction, training and demonstration on the safe systems outlined. I will follow all safety instructions outlined and will report any defects of which I become aware. I will also report any “near miss” incidents or accidents while carrying out these tasks.

Class/Activity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Student Name (Print)** | **Student Signature** | **Teacher or Instructor** | **Class activity, equipment involved** | **Comments** |
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**Appendix 5**

**Machinery Maintenance Log**

**Machinery Maintenance Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection Date** | **Name of Machinery** | **Room No.** | **Maintenance carried out by** | **Comments** |
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**Appendix 6**

**H.S.A Teachers guide for students on work experience.**

**Appendix 7**

**Safety Audit – 9th March 2010**

**Safety Audit at Ramsgrange Community School**

To: Mark O Brien , Principal/Safety Committee

Date: Tuesday 9th March 2010.

Meetings with Fr Don Kenny (Safety Officer), William Gillard, Shane Walsh and Aoife Power (Teachers) and Dan (Caretaker).

Actions carried out since H.S.A Inspection on 21st October 2009:

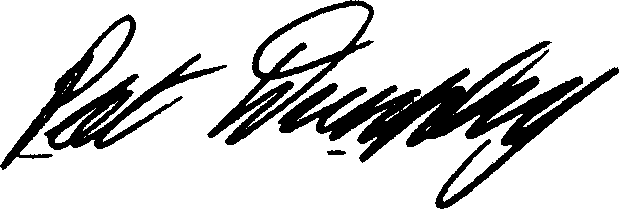
* Shattered glass at kitchen exit door has now been replaced.
* The unguarded hand guillotine in the art room has been removed and is no longer in use.
* Pillar drills in the woodwork room have been bolted in position and are secure.
* Carpet and cable trip hazards in the computer room have been made safe by removing carpet and taping cable in position.
* Trip hazards on stairs to demonstration room (no.16) have been repaired and new floor covering is in place.

Actions still to be carried out:

* Dust extraction systems to be put in place in woodwork and engineering rooms.
* Instruction for students using equipment and machinery to be documented and signed off by students. E-mails have been sent to Mr William Gillard and Mr Shane Walsh outlining the format for putting this in place.
* Manufacturers instructions and work equipment regulations outlined in Chapter 2, Part 2, of the S.H.W.W (General Application) Regulations 2007 must be complied with when instructions of the use of equipment is being drawn up.
* Display screen equipment risk assessments and the provision of suitable workstation chairs have still to be carried out in the staff room.
* Asbestos survey results and radon risk assessment have to be included in the safety statement.

There is a copy of the contents of the safety statement and the student training/demonstration log included with this audit report.

In conclusion, I propose that the safety committee should meet as soon as practicable after the Easter Holidays to review progress to date and finalise arrangements for the completion of the safety statement.



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pat Dunphy, M.A. (Law)

**Appendix 8**

**DSE/VDU Risk Assessment Checklist**

**With permission and assistance from the employee, complete the form below. Once complete, work with employee to make appropriate changes.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Print Employee Name** | **Date** | **Supervisor/Manager** | **Assessor** | **Right/Left Handed** | **Location/Extension** |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Circle the body parts listed below where employee has any discomfort** | | | | | |
| Head | Neck | Ears | Shoulders | Hands | Wrists |
| Fingers | Upper Arms | Lower Arms | Legs | Feet | Back |
| **General Notes** | | | | | |
|  | | | | | |

This risk assessment checklist is used as an aid to help comply with the requirements of Schedule 4 of the Display Screen Equipment Regulations.

This risk assessment checklist must be completed in consultation with each DSE user. By ticking either the yes or no column:

* Yes answers will require no further action.
* No answers will require investigation or remedial action to be taken. Assessor will inform the individual DSE user and his/her supervisor/manager of all remedial action to be taken to reduce the risk of injury or ill health.

**Remember the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by giving users health and safety training, and providing for breaks or changes of activity. Advice on these is given in the main text of the guidance.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **Remedial Action** | **Action By** |
| **1. Seating** |  |  |  |  |
| Is the chair |  |  |  |  |
| - Height adjustable |  |  |  |  |
| - Back adjustable (tilt & height) |  |  |  |  |
| - moving freely |  |  |  |  |
| Sitting Posture |  |  |  |  |
| - Back in natural S Shape |  |  |  |  |
| - Lumbar support in correct position |  |  |  |  |
| - Feet flat on floor or on footrest |  |  |  |  |
| - Thighs (horizontal or slightly downwards) |  |  |  |  |
| - Lower legs at 90◦ or greater |  |  |  |  |
|  |  |  |  |  |
| **2. Posture (Keyboard/Mouse etc)** |  |  |  |  |
| Are upper arms vertical and close to side of body? |  |  |  |  |
| Are the lower arms at right angles to upper arms? |  |  |  |  |
| Are the wrists in a comfortable posture while typing? |  |  |  |  |
| Does the keyboard tilt? |  |  |  |  |
| Typing Technique |  |  |  |  |
| Are characters on the key easy to read? |  |  |  |  |
| Is the keyboard positioned in front of the user with sufficient room? |  |  |  |  |
| Is the mouse close to the user? |  |  |  |  |
| Is there a mouse mat present? |  |  |  |  |
| Wrist support present? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **Remedial Action** | **Action By** |
| **3. Monitor** |  |  |  |  |
| Is the user’s eye line height in the upper 1/3 of the monitor? |  |  |  |  |
| Is the monitor adjustable in tilt and swivel? |  |  |  |  |
| Is the monitor in front of the user? |  |  |  |  |
| Is the text comfortable to read? |  |  |  |  |
| Are the images free from flicker? |  |  |  |  |
| Is the screen free from glare and reflections? |  |  |  |  |
| Can you adjust the brightness/contrast on the monitor? |  |  |  |  |
| Is there a document holder present? |  |  |  |  |
| Is it at the same height as the monitor? |  |  |  |  |
|  |  |  |  |  |
| **4. Working Environment** |  |  |  |  |
| Is the work surface large enough? |  |  |  |  |
| Is there adequate storage areas? |  |  |  |  |
| Is the work surface free from glare? |  |  |  |  |
| Is there adequate lighting? |  |  |  |  |
| Is the area draughty or uncomfortable temperature? |  |  |  |  |
| Is there any environmental noise or dust? |  |  |  |  |
| Is there any slip, trip or fall hazards? |  |  |  |  |
|  |  |  |  |  |
| **5. Electrical** |  |  |  |  |
| Is the electrical system in good working order? |  |  |  |  |
| Is there overloading of sockets |  |  |  |  |
| Has there been any electrical faults? |  |  |  |  |
| Is there any trailing cables or wires? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **Remedial Action** | **Action By** |
| **6. Fire** |  |  |  |  |
| Is there a fire escape in case of emergency? |  |  |  |  |
| Is there smoke detectors fitted? |  |  |  |  |
| Is there fire extinguisher present? |  |  |  |  |
| Is there any combustible material present? |  |  |  |  |
|  |  |  |  |  |
| **7. Additional Factors** |  |  |  |  |
| Is the phone in the correct position? |  |  |  |  |
| Is the workstation used solely for VDU tasks? |  |  |  |  |
| Do you have to carry out significant manual handling? |  |  |  |  |
| Are you aware of the incident/ accident reporting procedures? |  |  |  |  |
| Have you any other health and safety concern? |  |  |  |  |
|  |  |  |  |  |

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| --- |
| **Comments:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name: |  | Signature |  | Date |  |
| Supervisors/Manager Name: |  | Signature |  | Date |  |
| Assessor Name: |  | Signature |  | Date |  |

**Pages to be updated every year**

1. **5 6 7 8 9 10 15 86**

Last safety audit 93

Safety statement acknowledgement sheet 86