

RÁITEAS SÁBHÁILTEACHTA (2024)



Gaelscoil
Thaobh na Coille

In accordance with the requirements of

- The Safety, Health & Welfare at Work Act (2005)
- The General Application Regulations (2007 - 2023)
- The Guidelines on Managing Safety, Health & Welfare in Primary Schools (2018)
- Work Safely Protocol for Employers and Workers (2022)

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CONTENTS

SECTION	PAGE
1.0 General Policy Statement	5
2.0 Roles and Responsibilities	6
2.1 School Management Responsibilities	6
2.2 Employee Responsibilities	9
3.0 Safety Co-Operation	10
3.1 Staff Members	10
3.2 Contractors	10
3.3 Control of Contractors Record	11
4.0 Consultation and Information	12
4.1 Safety Representatives	12
4.2 Safety Information	12
4.3 Availability of the Safety Statement	12
5.0 Safety Resources and Policies	13
5.1 Personnel Resources	13
5.2 Maintenance Resources	13
5.3 Safety Training Policy	13
5.4 Other Safety Resources	13
5.5 Bullying/Harassment Policy	14
5.6 Pregnant Employee Policy	16
5.7 Stress Policy	17
5.8 Accident/Incident Reporting and Investigation Policy	18
5.9 Emergency Procedures Policy	19
5.10 Lone Working Policy	20
5.11 Covid Control Policy	21
6.0 Risk Assessments	22
6.1 Risk Assessment Methodology	23
6.2 Specific Hazard Identification, Risk Assessment & Risk Control Actions	26
6.3 Risk Control Action Record	53
7.0 Revision of the Safety Statement	54
8.0 Employee Signatures	56
9.0 Appendices	Separate Document

This report is intended to assist in reducing the possibility of accidents and ill health by bringing identified hazards (including a risk assessment) to the attention of Gaelscoil Thaobh na Coille.

Within constraints of time and resources every effort has been made to identify hazards and recommend remedies. It is not implied that all other hazards are under control at the time of inspection.

The report is advisory and management of Gaelscoil Thaobh na Coille must make the final risk control decisions.

Document amendments and revisions are recorded below:

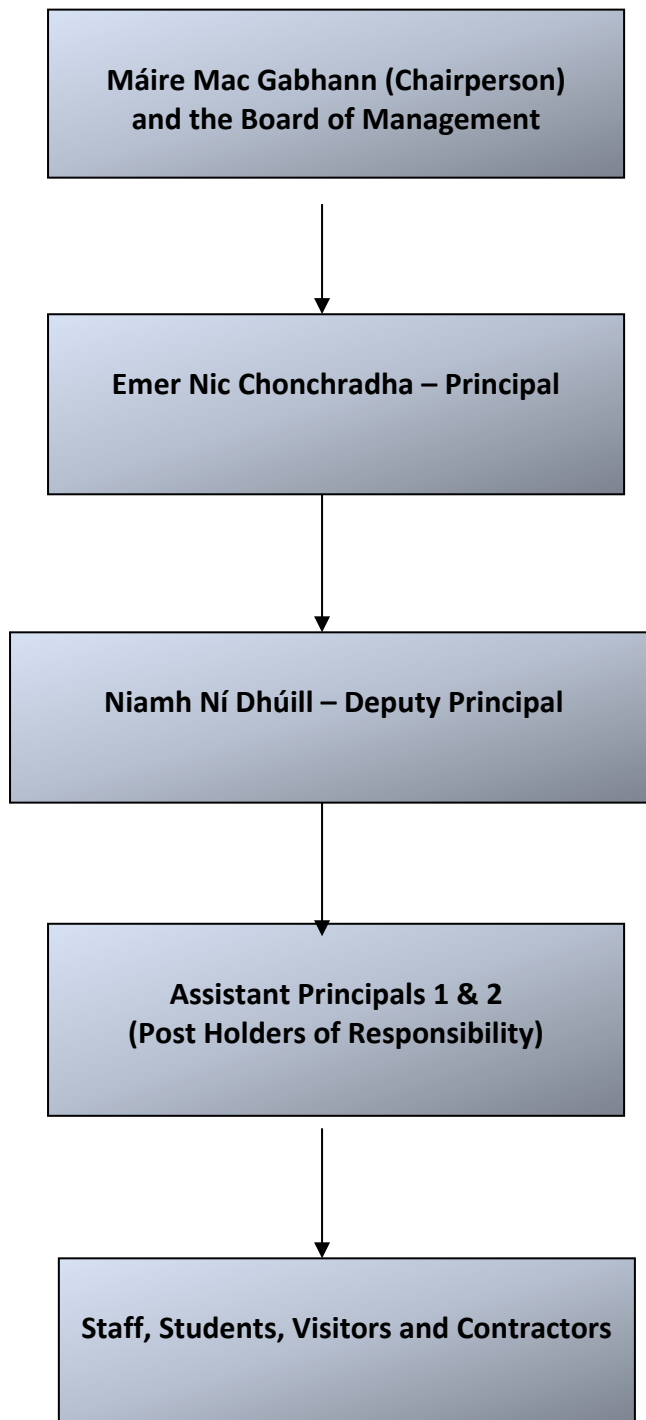
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**Safety Management Responsibility Structure of
Gaelscoil Thaobh na Coille (2024)**

Gaelscoil Thaobh na Coille places a high value on health and safety, for which everyone has a responsibility. The Safety, Health & Welfare at Work Act (2005) imposes legal obligations on all members of staff, and school management is also responsible for promoting and managing safety at work. From both a common law and statutory law standpoint, the chart below represents the safety management responsibility structure at Gaelscoil Thaobh na Coille.



Safety Statement of Gaelscoil Thaobh na Coille (2024)

To each staff member, student, contractor and visitor:


1.0 – General Policy Statement

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

School management will endeavour to achieve these objectives by providing adequate safety training, managing proper emergency planning, facilitating safety consultation, and provision of safe systems of work and safety conscious (competent) staff.

Safe working is a condition of employment and every staff member at Gaelscoil Thaobh na Coille must assume responsibility for working safely. The success of this policy will depend on your co-operation. It is therefore important that you read the document carefully and understand your role and the overall arrangements for health and safety at Gaelscoil Thaobh na Coille.

It is our intention to review this Safety Statement in the light of experience and developments at Gaelscoil Thaobh na Coille. Staff and other stakeholders are encouraged to put forward any suggestions for continual improvement of the safety management system documented in this Safety Statement.

Signed 

Date 2024 11/11/2024

Máire Mac Gabhann
Chairperson of Board of Management
Gaelscoil Thaobh na Coille

2.0 – Safety Roles and Responsibilities

The organisation of work practices in Gaelscoil Thaobh na Coille endeavours to ensure that optimum conditions are in place for safeguarding safety, health and welfare at work. The following declarations made in relation to health and safety, are done so in accordance with the requirements and recommendations laid down by the Safety, Health and Welfare at Work Act (2005). These declarations are also in accordance with the guidelines as specified by The Health and Safety Authority (HSA).

2.1 – Health & Safety Responsibilities

Health and safety responsibilities begin at senior management with each level accountable for the level below. The following responsibilities attach to the management structure of Gaelscoil Thaobh na Coille, however, the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests ultimately with the Board of Management.

Máire Mac Gabhann and The Board of Management

The Board shall:

- Endeavour to ensure that there are sufficient funds and supports available to enable the safety management system highlighted in this Safety Statement to be reasonably implemented.
- Endeavour to provide a safe place of work and safe systems of work within the school.
- Take a direct interest in the health and safety policy and positively support any personnel whose function it is policy implementation.
- Monitor health and safety performance in Gaelscoil Thaobh na Coille.
- Include health and safety issues on the Board's meeting agenda.
- Prioritise actions on health and safety issues where resources are required.
- Ensure appropriate actions are taken regarding health and safety obligations.
- Ratify this Safety Statement by signatory of the Chairperson.

The Principal – Emer Nic Chonchrada

The typical safety responsibilities of the Principal are to:

- Demonstrate a safety commitment by taking active steps to be aware of the safety record of the school and issue any necessary reasonable directives in the interest of the health, safety and welfare of all staff members, students and others.
- Periodically appraise the effectiveness of the Safety Statement.
- Ensure that responsibility is properly assigned, understood and accepted at all levels.

- Procure advice and assistance whenever necessary and action any valid health and safety matter highlighted by staff members.
- Ensure that all staff held accountable for their performance in relation to occupational health and safety.
- Show through personal behaviour that only the highest standards of safety are acceptable.
- Ensure that up to date risk assessments have been completed for the school.

The Deputy Principal – Niamh Ní Dhúill

The typical safety responsibilities of the Deputy Principal are to:

- Be fully familiar with the school's Safety Statement and ensure it is brought to the attention of all staff members as necessary.
- Ensure that thorough investigations are carried out into all reported accidents and incidents and that an Accident Report Form is completed following any accident/incident.
- Consider representations about health and safety from staff members.
- Maintain a hazard awareness approach to ongoing health and safety management in the school.
- Review all incident/accident reports with the Safety Coordinator and/or Principal.

The Safety Coordinator – Maoilíosa O’Dubhthaigh

The role of the Safety Coordinator for **co-ordinating health and safety**, extends to all areas of the premises at Gaelscoil Thaobh na Coille. Typically, the role includes:

- Implementation of the health and safety policy programme in accordance with the Safety, Health and Welfare at Work Act, 2005, and in accordance with the recommendations set forth in this Safety Statement.
- Reviewing the hazard identification/risk assessment section of this Safety Statement (Section 6.2) and act upon the recommendations stated therein.
- Continuous vigilance in the area of hazard identification.
- Establishing a consultative process with members of the workforce.
- Dealing directly with the safety representative and act upon any representations whenever reasonably practicable.
- Arranging a periodic review of the Safety Statement and risk assessments for the school.
- Ensuring that all staff members have appropriate safety training, instruction and information relative to their work.
- Ensuring that all staff members are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available.
- Monitoring housekeeping standards and ensuring fire exit routes are kept clear and that fire points are not obstructed.
- Collation of safety information relating to any hazardous substances, hazardous materials or hazardous equipment being used in the school.

Posts of Responsibility (AP1 and AP2)

Their main functions are;

- Assisting with the day-to-day management of health and safety in accordance with this Safety Statement.
- Assisting in drawing up and reviewing departmental health & safety procedures.
- Assisting with health and safety inspections of their appointed department/area and making reports to the Principal/Safety Coordinator on any health and safety issues identified.

- Conveying health and safety information received to relevant personnel within their remit.
- Ensuring all accidents are reported to the Principal/Safety Coordinator.

2.2 – Staff Member Responsibilities

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

- To take reasonable care of their own health and safety and that of other staff members who may be affected by his/her acts or omissions.
- To cooperate with school management on statutory safety obligations.
- To use any suitable appliance, protective clothing, safety equipment or other means provided for securing safety, health and welfare.
- To report to management without delay any defects of which he/she becomes aware in work equipment, place of work, or system of work, which might endanger health and safety.
- Not to intentionally or recklessly interfere with any safety measure provided. Such action may lead to disciplinary procedures.
- To be familiar with any required safety procedures and safe work methods.
- To cooperate with, and take into account, any safety training provided.
- Not to be under the influence of an intoxicant while at work (including illegal drugs, alcohol, and prescribed drugs with known intoxicant side effects).

Gaelscoil Thaobh na Coille additionally requires each staff member to immediately report to the Safety Coordinator (**Maoilíosa O'Dubhthaigh**) any incident resulting in loss (e.g., equipment/property damage) or injury and any dangerous occurrence that could have resulted in loss or injury.

There is also a requirement for staff to be aware of the risks (including new risks) in their immediate working environment in accordance with the **Guidelines on Managing Safety, Health & Welfare in Primary Schools (2018)**.

3.0 – Safety Co-operation

3.1 – Staff Members

In addition to the aforementioned obligations, staff members are required to co-operate with the investigation of an accident either by the responsible person, safety representative or an inspector from the Health and Safety Authority. Gaelscoil Thaobh na Coille has expended considerable time and resources in the preparation and implementation of a safety policy programme designed to protect the interests of its staff members.

The programme will not succeed unless each staff member co-operates fully by observing their legal safety obligations and by following safe work practices. Staff members are expected to read, understand, and work in accordance with the information and recommendations set forth in this Safety Statement.

Revised safety documentation will be produced periodically and made readily available to all personnel as appropriate. In such an event, all staff members will be required to comply with any new safety requirements as stated therein.

Each staff member is expected to familiarise themselves with the Safety Statement of Gaelscoil Thaobh na Coille. Failure to co-operate with the requirements of this Safety Statement may result in disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

3.2 – Control of Contractors

Contractors may be provided at pre-contract stage with a copy of this Safety Statement. They will be required to sign the control of contractor's section of the document (see Section 3.3 on next page) to indicate that they understand their obligations to work in a non-negligent manner on our premises. It is implied in this condition that, in its work activities, the contractor will adhere to recognised standards and regulations relevant to their work practices.

Contractors may also be required to submit their own Safety Statement (and Method Statement in the case of higher risk activities) at the pre-contract stage for examination. It shall be reviewed by the designated "responsible person" in Gaelscoil Thaobh na Coille. If it does not reflect safe working practices (applicable to the contract work intended) then Gaelscoil Thaobh na Coille can direct the contractor to amend the Safety Statement before any contract work commences.

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

3.3 – Control of Contractors Record

Contractors working on our premises are obliged to carry out their duties in accordance with the requirements of The Safety, Health & Welfare at Work Act, 2005, and as such accept responsibility to work in a non-negligent manner whilst on the premises of Gaelscoil Thaobh na Coille. We may also ask for a copy of the Contractors Safety Statement and a Method Statement for any work to be carried out:

Contractor Name	Nature of work	Signature

4.0 – Safety Consultation and Information

4.1 – Safety Representatives

Under the Safety, Health & Welfare at Work Act, 2005, staff members at Gaelscoil Thaobh na Coille have the “right” to elect a safety representative (however, it is not a mandatory requirement to have one).

Currently, there is no safety representative role being fulfilled.

Safety Representatives have the right to:

- Information from the Safety Statement.
- Be informed of impending Health and Safety Authority inspections.
- Accompany the HSA Inspector on visits (but not during official investigation of an accident).
- Consult with the HSA Inspector.
- Make representations to the Safety Coordinator.
- Investigate accidents and dangerous occurrences provided that it does not interfere with the performance of the employer’s statutory obligations.
- Inspect the workplace subject to agreement with school management.
- Time off as may be reasonable in order to acquire information and training on matters relating to safety, health and welfare.

4.2 – Safety Information

Information in the format of emergency response procedures, evacuation plans, warning signs and safety notices are displayed in hard copy and distributed where applicable. Information relating to any hazardous substances, materials, or equipment being used in the workplace is available through the Safety Coordinator.

4.3 – Availability of the Safety Statement

Each staff member has access to this Safety Statement and is encouraged and legally obliged to maintain safe work practices. The Safety Statement of Gaelscoil Thaobh na Coille is available from the Safety Coordinator/Principal.

A copy of the Safety Statement will be made available to staff for further reference. Staff members who have read the document are asked to indicate this by placing their signature on the signature list (see Section 8.0).

5.0 – Safety Resources and Policies

5.1 – Personnel Resources

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

Trained First Aiders
<p>Enter names of trained personnel: All Staff – Staff Training 10/09/2024 - 2 year certificate awarded</p>
First Aid Equipment
<p>First Aid supplies are available in the Staffroom/Office. There is also a defibrillator located in the entrance foyer.</p>

5.2 – Maintenance Resources

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

5.3 – Safety Training

Training is being provided at Gaelscoil Thaobh na Coille on an ongoing basis with fire and evacuation drills, and other areas related to safety, which consumes financial and direct resources (e.g., personnel time, materials, equipment). Any ongoing safety training needs identified will be resourced accordingly by school management.

5.4 – Other Health and Safety Resources

Hazards may also be controlled by the following non-exhaustive list of safety management strategies;

- Safety audits
- Hazard identification and assessment of risk
- Accident and incident investigation
- Monitoring workplace practices
- Safety consultation
- Provision of safety information and hazard warning signage
- Provision of personal protective equipment (PPE)
- Implementing the risk control recommendations in this Safety Statement (Section 6.2)

5.5 – Bullying and Harassment Policy

Gaelscoil Thaobh na Coille is committed to a policy to treat all staff members equally in line with the **Workplace Relations Commission/Health & Safety Authority – Joint Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work (2021)**.

Harassment and bullying are behaviours that are destructive to a positive working atmosphere and will not be endured. All staff members have the right to working in an environment free from any form of harassment causing stress, bullying or intimidating behaviour. If any staff member experiences unwanted or offensive behaviour toward them, and makes a complaint through the identified channels, they can expect the complaint to be fully investigated and the proper outcome to be identified. Breach of this policy will lead to disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

Bullying and harassment undermines the confidence and dignity of the individuals affected by it. It can also tarnish the work atmosphere where bullying is tolerated or is accepted as the norm. Harassment and bullying can occur in any kind of workplace and this policy aims to inform staff members of their rights and responsibilities under this policy.

Definition of Harassment & Bullying:

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

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

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

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

- Verbal and non-verbal abuse
- Shouting, making jokes, unfair and excessive criticism, ridicule in front of other individuals, spreading false truths about the individual.
- Dismissive or threatening looks/gestures, displaying offensive emblems, social exclusion, derogative whistling, etc.
- Physical abuse.
- Hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a colleague's personal belongings, etc.
- Improper use of social media against another individual

Cyber Bullying and Privacy Requirements

Circulating, publishing or distributing (including on the internet) material associated with Gaelscoil Thaobh na Coille activities including, but not limited to, material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of discipline and may result in disciplinary action.

COMPLAINTS PROCEDURE

Informal:

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

Formal:

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

RESPONSIBILITY

Every member of staff has a responsibility to ensure that harassment and bullying do not occur at any level or in any department. This individual responsibility extends to an awareness of the impact of personal behaviour that could cause offence to another member of staff and make them feel uncomfortable or threatened. Management has a particular responsibility to ensure that the workplace is kept free from all forms of harassment and bullying so that staff may go about their work free from the threat of harassment or intimidation. As in all matters of discipline it is primarily the responsibility of management to establish and sustain proper standards in the workplace. Management will respond promptly to complaints of harassment or bullying and will deal with all complaints in an expeditious and supportive manner.

It is also the responsibility of all staff to make themselves familiar with this policy and procedure and to treat their colleagues with respect and dignity.

Please refer also to the "Dignity in the workplace" Code of Procedures (S.I. No. 208/2012) covering bullying and harassment.

5.6 – Pregnant Staff Member Policy

Gaelscoil Thaobh na Coille adheres to its obligations under The General Application (Pregnant Employee) Regulations (2007).

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

The following hazards must be considered:

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures, which are abrupt or severe, or give, rise to excessive fatigue.
- Non-ionising radiation.
- Chemicals: In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e., organic solvents.
- Biological agents (exposure to risk groups 2, 3 and 4 as categorised in the Biological Agents Regulations of 2020).

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

Adequate control means:

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

These safeguards include:

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

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

5.7 – Stress Management Policy

Gaelscoil Thaobh na Coille adheres to all aspects of the Safety, Health and Welfare at Work Act (2005) that obliges employers to identify and safeguard against all risks to health and safety, including stress.

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

Certain causes of stress in the workplace can include:

- Poorly organised work patterns
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- The threat of (or actual) violence, harassment or bullying

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

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

Gaelscoil Thaobh na Coille may utilise the following methods of managing stress:

- Ensure that school management is aware of the potential causes of stress and the early warning signs
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken (e.g., through using the “Work Positive” climate survey tool).
- Invite staff members to consult with school management on work related stress, and to attend review meetings to agree appropriate remedial action, where necessary.

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

5.8 – Accident/Incident Reporting and Investigation Policy

All accidents or incidents (near misses), whether serious or not, must be reported immediately to management. An Accident/Incident Report form is available for this purpose and must be completed by Gaelscoil Thaobh na Coille. **(See Appendix 6 for sample form and typical details to be recorded).**

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

Accident data will be periodically analysed by school management with a view to improving our overall safety performance. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident or near miss incident.

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

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

Management of Gaelscoil Thaobh na Coille is responsible for reporting any such accidents/dangerous occurrences to the Health and Safety Authority. Reporting will be completed on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences) and notification will be submitted online through the Health & Safety Authority website.

H.S.A. contact details:

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

5.9 – Emergency Procedures Policy

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

Records of all fire safety management procedures shall be included separately in the Fire and General Register (red coloured fire safety records folder).

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

New staff will receive information on fire safety from the Safety Coordinator/Principal. This may include the following:

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

The emergency assembly points are designated along the perimeter fence in the Basketball Court. See nearest evacuation notices for specific details.

List of emergency phone numbers:

Ambulance	999 or 112
Fire Brigade	999 or 112
Stepaside Garda Station	01 – 666 5700
Hospital (Tallaght)	01 – 414 2000
Hospital (Crumlin)	01 – 409 6100
Hospital (Beacon)	01 – 293 6600
Hospital (St. Vincents)	01 – 221 4000
Hospital (St. James's)	01 – 410 3000
ESB	1850-372 999
Gas (Leaks etc)	1850-20 50 50

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

5.10 – Lone Working Policy

The term 'Lone Worker' refers to any staff member who works alone without supervision or contact with co-workers. Gaelscoil Thaobh na Coille extends its duty to ensure lone workers are made aware of all necessary steps to prevent putting themselves at risk either through the work itself or the working environment, when they must work alone.

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

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

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

The designated contact persons are Emer Nic Chonchradha and Niamh Ní Dhúill

5.11 – Covid Control Policy

Gaelscoil Thaobh na Coille is committed to providing a safe and healthy workplace for all our staff and students. To ensure this, we have previously developed a Covid Response Plan and school management and staff are responsible for the success of (and co-operation with) this plan and a combined effort will help contain the potential spread of any re-emergent virus.

Gaelscoil Thaobh na Coille will endeavour to:

- Monitor our Covid response and amend this policy in consultation with our staff
- Provide up to date information to our staff and students on the latest public health advice issued by the HSE and Gov.ie
- Facilitate Covid Lead Worker Reps (if required again) as outlined in the Covid Response Plan
- Inform all staff and students of essential hygiene and respiratory etiquette
- Adapt the school to facilitate physical distancing when advised to do so
- Ensure all staff and students have had Covid training/familiarisation briefing
- Maintain a procedure to be followed in the event of someone showing symptoms of Covid in the school.
- Provide a hygiene regime in line with the latest public health advice

All staff at Gaelscoil Thaobh na Coille will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions regarding risk control measures. Feedback can be directed through the following personnel:

Safety Coordinator	Maoilíosa O’Dubhthaigh
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6.0 - Risk Assessments

6.1 – Risk Assessment Methodology

The risk assessment process that Nascon employed in determining a risk profile for Gaelscoil Thaobh na Coille incorporated the following approach:

- Identifying the significant hazards present in the school.
- Identifying what risks are associated with each hazard.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury - see page 25 for specific details).
- Suggesting control options in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The length of time specified for implementing control measures will vary and be dependent on the risk rating for the hazard i.e., the higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

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

The Hierarchy of Controls

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

1. Elimination:

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

2. Substitution:

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

3. Engineering Solutions:

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

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

4. Administrative Solutions:

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

For example:

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

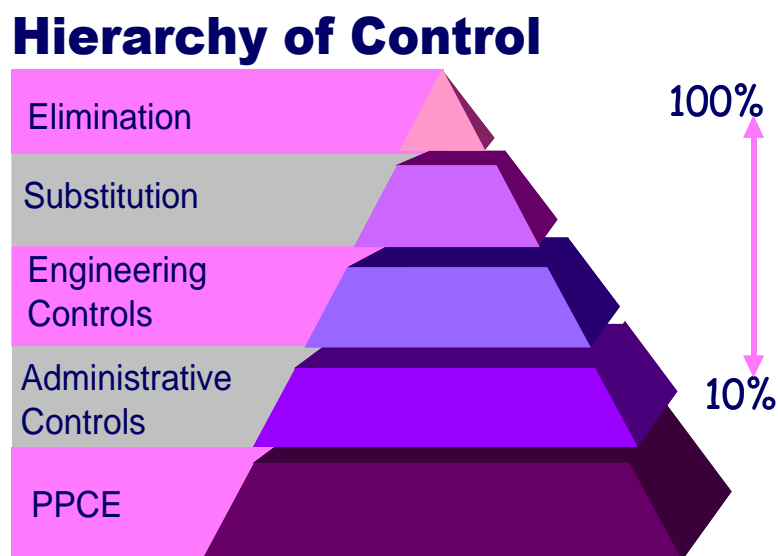
5. Personal Protective Equipment & Clothing:

Personal protective equipment and clothing should always be considered as a last resort; however, it is still an important risk control approach. It can also be used as an interim measure to reduce exposure to a hazard.

Summary

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

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



Risk Assessment Scoring Methodology (HSG65/BS 8800 Risk Rating System)

(Likelihood (L) x (S) Severity) = Risk Rating (RR)

Table 1 - Risk Scoring Matrix

Likelihood	Severity		
	Slightly Harmful	Harmful	Very Harmful
Unlikely	1	2	3
Likely	2	4	6
Very likely	3	6	9

Table 2 – Injury Severity Classification

Slightly Harmful	Harmful	Very Harmful
Superficial injuries Minor cuts & bruises Eye irritation from dust Nuisance & irritation Temporary discomfort	Lacerations Burns Concussion Serious sprains Minor fractures Temporary Deafness Dermatitis Asthma Minor disability	Amputation Major fractures Poisoning Fatal injuries Occupational cancer Life shortening disease Fatal disease Head injuries Eye injuries

Table 3 – Risk Control Action Timeframes

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

- Due to the varying nature of different organisations, it will be a management responsibility to dictate exact timeframes on each risk rating. For example, this will be based on personnel and financial resources available, in-house expertise, and changing circumstances (e.g.; accident/incident analysis).
- The risk ratings given to each hazard are based on a risk profile **without** any of the recommended risk control actions implemented. Colour coding is assigned to risk ratings as per Table 3 above.

6.2 - Specific Hazards, Risk Assessment & Risk Control Actions

Gaelscoil Thaobh na Coille (June 2024)			
Seomraí Ranga Ginearálta			
Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
1- No anti finger trap mechanisms on doors in the Infant classrooms	Finger crush injury	Install a slam shut prevention device (easy close door damper) on each door.	Medium - High
2- Slippery marmoleum floor surfaces (around sinks) when wet or damp	Slips and falls	Clean up any spillages/wet areas without undue delay. Restrict access to slip zone and use hazard warning sign when floors are slippery. Monitor floor conditions regularly and use non-slip mats where necessary.	Medium
3- Hanging artwork at height	Slips and falls	Avoid hanging artwork above a zone inaccessible from a pedestal or other secure access platform. Never access height whilst working alone.	Medium - High
4- Electrical sockets unprotected/unguarded in Infant classrooms	Electric shock	Place child proof socket guards on all electrical sockets.	Medium

Seomraí Ranga Ginearálta			
Specific Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
5- Open storage of items on top of cupboards/cabinets	Falls from height Musculoskeletal strain (over reaching)	Never store heavy items above shoulder height and ensure all items are stored in a secure manner. Provide secure access facilities (pedestals, folding steps, etc) or extra shelving at lower height levels. Refrain from storing items on top of cabinets/cupboards.	Medium
6- Poor housekeeping/untidiness	Trips and falls Fire (increased fire load in building)	Send any unwanted items for disposal. Provide adequate or extra storage systems (shelving units, etc), and carry out regular housekeeping checks in this area.	Medium
7- Papers, posters and crayons lying on floor	Slips and falls	All floor surfaces should be monitored for slips hazards and these hazards removed when necessary.	Medium - High

Seomraí Ranga Ginearálta			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
8- Schoolbags lying around classroom floors (in access/egress routes)	Trips and falls	Provide designated storage areas for schoolbags and maintain adequate supervision of housekeeping in classrooms.	Medium
9- Cleaning agents, aerosol spray and bleach stored openly around the sinks in some rooms	Irritant or sensitising to skin Eye irritation (from unauthorised use)	Keep all cleaning agents locked in a designated cabinet in each room. Do not leave cleaning agents accessible to younger pupils in classrooms.	Medium
10- Changing high ceiling lights	Falls from a height	Utilise a mobile scaffold (or scissors lift) for safe access to excessive heights. Work at height (following a 'work at height' risk assessment) must always be a minimum two-person task. Implement a 'permit to work' system for all work at height tasks. Use competent contractors (with secure access to height) to complete such tasks.	Medium - High

Conairí & Limistéir Choiteanna			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
1- Upturned corners on floor mats (and crumpled mats)	Trips and falls	<p>Monitor floor mats regularly for crumpled condition.</p> <p>Cut away any damaged edges. Ideally replace all damaged mats.</p> <p>Alternatively, securely tape down hazardous edges on floor mats with duct tape or similar product.</p>	Medium
2- Slippery marmoleum floor surfaces when wet or damp	Slips and falls	<p>Clean up any spillages/wet areas immediately, restrict access to slip zone and use hazard warning sign when floors are slippery.</p> <p>Monitor floor conditions regularly and use non-slip mats when necessary.</p>	Medium
3- Accessing high shelves in store rooms	Slips and falls Musculoskeletal strain (over reaching)	<p>Never store heavy items above shoulder height and ensure all items are stored in a secure manner.</p> <p>Provide secure access facilities (pedestals, folding steps, etc.) or extra shelving at lower height levels.</p>	Medium

Conairí & Limistéir Choiteanna			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
4- Changing high ceiling lights	Falls from a height	<p>Utilise a mobile scaffold (or scissors lift) for safe access to excessive heights.</p> <p>Work at height (following a 'work at height' risk assessment) must always be a minimum two-person task.</p> <p>Implement a 'permit to work' system for all work at height tasks.</p> <p>Use competent contractors (with secure access to height) to complete such tasks.</p>	Medium - High
5- Release of lift in event of emergency or malfunction	Persons trapped in lift for prolonged periods	<p>Designated staff should be instructed by the lift servicing agents on the manual release procedures (where appropriate).</p> <p>Hard copy of the lift manual release procedure should also be kept on site.</p> <p>A procedure for dealing with persons trapped in lift should be in place and communicated to all relevant personnel.</p>	Low

Conairí & Limistéir Choiteanna			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
6- Comms room unlocked	Unauthorised entry access to <ul style="list-style-type: none"> • Electrical equipment • Roof ladder 	Keep all storage areas (located on corridors) locked at all times when not in use.	Low - Medium
7- Use of electrical floor polisher	Entanglement Electric shock Manual handling injury Slips, trips and falls Chemical splashes Vibration	Only use the polisher when floor area to be polished is vacant. Do not allow the electrical cord to become a trip hazard. Never place feet or hands near rotating parts, and follow manufacturers safety instructions at all times. Check electric cables for damage before each use.	Low - Medium
8- Emergency lighting operability	Failure to operate during an emergency	Test all emergency lighting (and back up batteries) on a periodic basis in accordance with I.S. 3217 – Code of Practice for Emergency Escape Lighting. Record this test in the Fire Safety Register.	Ongoing Risk Awareness Required

Oifigí Aonair & Fáiltiú			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
1- Panic button (operability) in Reception Office	Inability to activate when necessary	<p>Check/test panic buttons regularly.</p> <p>Panic buttons should be in an easily accessible location and all staff in this area should be aware of the relevant location.</p>	Low - Medium
2- Lone working (in individual offices)	<p>Exposure to physical and health implications such as</p> <ul style="list-style-type: none"> • Heart attack • Seizure • Accident occurrence • Physical assault 	<p>Maintain coverage by CCTV and controlled access to premises.</p> <p>Maintain communication links with lone working staff (e.g., mobile phone, use of personal alarms).</p> <p>Refer to Lone Working Policy in Section 5.10 of this document for further control requirements.</p>	Ongoing Risk Awareness Required
3- Non-routine use of photocopier and printer (changing toner, unblocking, etc.)	<p>Carbon monoxide (<i>from toner</i>)</p> <p>Fire if heat accumulation is excessive</p> <p>Cuts/grazes or electric shock (<i>when clearing paper jams</i>)</p> <p>Ultraviolet light exposure.</p>	<p>Use in well-ventilated areas and avoid contact with toner.</p> <p>Keep top panel closed on photocopiers when in use.</p> <p>Isolate electricity before opening any panels to clear blockages.</p>	Low

Oifigí Aonair & Fáiltiú			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
4- Use of shredder	Entanglement	<p>Ensure no loose clothing, hanging ties, or loose sleeves when using shredder.</p> <p>Display appropriate warning signage.</p>	Low
5- Portable electric heater use	<p>Fire</p> <p>Trips and falls (over cable)</p>	<p>Should not be left unattended for prolonged periods when powered on.</p> <p>Keep away from combustible materials.</p> <p>Keep all vents free from obstruction and cables away from access and egress routes.</p> <p>Ensure electrical power circuit is controlled by a residual current device (RCD) or “trip-switch”.</p>	Medium
6- Trailing electrical cables	Trips and falls	Secure all cables away from walkways and access routes. Use cable ties where appropriate or cover with cable protector floor strips.	Medium

Oifigí Aonair & Fáiltiú			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
<p>7- Prolonged visual display unit (computer) use</p> <p>(Only if exposure is excessive – hours of continuous use on a daily basis)</p>	<p>Eye strain Repetitive strain injury Headaches Back and neck pain</p>	<p>All VDU workstations must comply with the General Application Regulations (Part 2, Chapter 5), 2007, including completion of individual VDU workstation risk assessments. Instruct users in proper posture and workstation set-up/layout.</p> <p>Continuous workstation activity should be broken up to allow for changes in posture, standing up, walking around, etc. Refer to Appendix 4 for further guidelines.</p>	<p>Low - Medium</p>
<p>8- Accessing high shelves</p>	<p>Slips and falls Musculoskeletal strain (over reaching)</p>	<p>Never store heavy items above shoulder height and ensure all items are stored in a secure manner.</p> <p>Provide secure access facilities (pedestals, folding steps, etc.) or extra shelving at lower height levels.</p>	<p>Medium</p>

Seomra Foirne			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
<p>1- Use of toaster (if timer is overset or contents get jammed)</p>	<p>Fire Accidental activation of fire alarm</p>	<p>Ensure the thermostat is operating correctly on the toaster and that smoke detection devices are located nearby.</p> <p>Never overset the timer for the product to be toasted and monitor while using. Do not leave an activated toaster unattended.</p> <p>Keep toasters positioned away from overhead storage cupboard/cabinet when using.</p>	<p>Low</p>
<p>2- Cooking hob countersunk into counter top (level with counter top)</p>	<p>Burns</p>	<p>Place “hot surface warning” labels on the worktop around the hob, and ensure no articles or items are left on top of a hot hob surface.</p> <p>Ensure fire extinguishers are conveniently located.</p>	<p>Low - Medium</p>

Seomra Foirne			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
3- Use of water boiler (Burco)	Burns and scalds (from accidental impact or congested nozzle)	<p>Use warning signs, provide adequate space around equipment, and advise vigilance among staff.</p> <p>Ensure boiler nozzle does not become calcified and that it is de-scaled on a regular basis.</p>	Low
4- Microwave use (x 3)	<p>Burns and scalds</p> <p>Fire (obstructed vents)</p>	<p>Avoid overheating ('superheating'). Ensure first aid box has supply of burn relief cream or spray.</p> <p>Use warning sign highlighting a cooling off period before using any consumables microwaved.</p> <p>Keep microwave vents free from obstruction.</p>	Low

Seomra Foirne			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
<p>5- Slippery marmoleum floor when wet or damp</p>	<p>Slips and falls</p>	<p>Clean up any spillages/wet areas without undue delay.</p> <p>Restrict access to slip zone and use hazard warning sign when floors are slippery.</p> <p>Monitor floor conditions regularly and use non-slip mats where necessary.</p>	<p>Medium</p>

Halla Tionóil			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
1- Changing high ceiling lights	Falls from a height	<p>Utilise a mobile scaffold (or scissors lift) for safe access to excessive heights.</p> <p>Work at height (following a ‘work at height’ risk assessment) must always be a minimum two-person task.</p> <p>Implement a ‘permit to work’ system for all work at height tasks.</p> <p>Use competent contractors (with secure access to height) to complete such tasks.</p>	Medium - High
2- Non-routine use of photocopier and printer (changing toner, unblocking, etc.)	<p>Carbon monoxide (<i>from toner</i>)</p> <p>Fire if heat accumulation is excessive</p> <p>Cuts/grazes or electric shock (<i>when clearing paper jams</i>)</p> <p>Ultraviolet light exposure.</p>	<p>Use in well-ventilated areas and avoid contact with toner.</p> <p>Keep top panel closed on photocopiers when in use.</p> <p>Isolate electricity before opening any panels to clear blockages.</p>	Low
3- No visible markings to highlight the outer edge of stage	Falls	<p>Mark out the perimeter edge of the stage with a high visibility paint or adhesive strip.</p>	Low - Medium

Halla Tionóil			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
<p>4- Manual handling of heavy items (stage props, school furniture, etc.)</p>	<p>Back injuries Foot crush Muscle strain Ligament damage Slips, trips and falls</p>	<p>Ensure all relevant staff are trained in safe manual handling techniques (with periodic refresher training). Keep weights below 15kgs if possible.</p> <p>Maintain and encourage use of handling aids (trolleys, castors). Advise on use of 'multi person lift' technique where appropriate.</p> <p>Reduce carrying distances, particularly for heavier loads, and keep such items stored within a zone of convenient reach (through ergonomic layout).</p>	<p>Medium</p>
<p>5- Frayed/flaking floor mats</p>	<p>Trips and falls</p>	<p>Monitor floor mats regularly for any defective conditions.</p> <p>If necessary, cut away any damaged edges. Ideally replace all damaged mats.</p> <p>Alternatively, securely tape down hazardous edges on floor mats with duct tape or similar product.</p>	<p>Medium</p>

An Chistin			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
1- Microwave use	Burns and scalds Fire (obstructed vents)	Avoid overheating ('superheating') of items in microwave. Ensure first aid box has supply of burn relief cream or spray. Use warning sign highlighting a cooling off period before using any consumables microwaved. Keep microwave vents free from obstruction.	Low
2- Use of water boiler	Burns and scalds (from accidental impact or congested nozzle)	Display warning signs, provide adequate space around equipment, and advise vigilance among users. Ensure boiler nozzle does not become calcified and that it is de-scaled on a regular basis.	Low
3- Dust (lint) build up on filter in laundry dryer	Fire	All dust (lint) filters need to be cleaned after each use of dryer. Highlight this requirement with equipment users and display warning signage accordingly.	Medium

An Chistin			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
<p>4- Open storage of items on top of cupboards/cabinets</p>	<p>Falls from height Musculoskeletal strain (over reaching)</p>	<p>Never store heavy items above shoulder height and ensure all items are stored in a secure manner.</p> <p>Provide secure access facilities (pedestals, folding steps, etc) or extra shelving at lower height levels.</p> <p>Refrain from storing items on top of cabinets/cupboards.</p>	<p>Medium</p>
<p>5- Using cooking ovens</p>	<p>Burns Fire Electric shock</p>	<p>Ensure vigilance when using. Ensure first aid box has supply of burn relief cream or spray. Know where the power isolation (gas and electrical) switches are located.</p> <p>Carry out visual checks regularly on all cooking equipment for potential damage or deterioration. Competent electrician should periodically complete portable appliance testing (PAT).</p>	<p>Low - Medium</p>

Dualgais Glantóirí agus Airíoch			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
1- Use of stepladder	Falls	<p>Ensure ladder step surfaces do not accumulate slippery residue (over time).</p> <p>Advise personnel not to over-reach or stand fully on top step when using the stepladder.</p>	Medium
2- Manual handling of heavy items (in storage and throughout the school)	<p>Back injuries</p> <p>Foot crush</p> <p>Muscle strain</p> <p>Ligament damage</p> <p>Slips, trips and falls</p>	<p>Ensure all relevant staff are trained in safe manual handling techniques (with periodic refresher training). Keep weights below 15kgs if possible.</p> <p>Maintain and encourage use of handling aids (trolleys, castors). Advise on use of 'multi person lift' technique where appropriate.</p> <p>Reduce carrying distances, particularly for heavier loads, and keep such items stored within a zone of convenient reach (through ergonomic layout).</p>	Medium

Dualgais Glantóirí agus Airíoch			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
3- Use of cleaning agents	Irritant or sensitising to skin Eye irritation (from splashes)	Adhere strictly to manufacturer's safety instructions and wear the required protective clothing & equipment. Refer to associated Material Safety Data Sheets for further information on storage and handling.	Low
4- Accessing high shelves in store rooms	Slips and falls Musculoskeletal strain (over reaching)	Never store heavy items above shoulder height and ensure all items are stored in a secure manner. Provide secure access facilities (pedestals, folding steps, etc.) or extra shelving at lower height levels.	Medium
5- Use of power tools and hand tools	Impact injury Cuts and lacerations Entanglement	Personal protective clothing (particularly eye protection) must be worn and users provided with correct techniques or safety instructions for use. Power tools should operate at 110 volts (through transformer) if not on a power circuit controlled by RCD's (trip-switches).	Medium - High

	Dualgais Glantóirí agus Airíoch		
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
6- Use of electrical floor polisher	Entanglement Electric shock Manual handling injury Slips, trips and falls Chemical splashes Vibration	Only use the polisher when floor area to be polished is vacant. Do not allow the electrical cord to become a trip hazard. Never place feet or hands near rotating parts, and follow manufacturers safety instructions at all times. Check electric cables for damage before each use.	Low - Medium

Stór Coire			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
1- Servicing of gas boiler	Explosion Fire	Only competent boiler maintenance personnel (approved RGII contractor) should be used for servicing gas boiler equipment. Seek contractor “job specific risk assessment” prior to work commencing.	Ongoing Risk Awareness Required (annually)
2- Smoke/heat detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray ‘smoke detector tester’ and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing Risk Awareness Required
3- Carbon monoxide	Carbon monoxide poisoning	Maintain carbon monoxide alarm. Test the batteries and operability of the alarm on a periodic basis (preferably monthly).	Medium

Stór Coire			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
4- Gas leak sensor (operability)	Failure to operate in event of gas leak	Ensure gas leak sensors are checked and tested regularly (should be checked during boiler servicing)	Medium
5- Storage of flammable substances and combustible material in this area	Fire Vapour exposure Trips and falls	Store all flammable substances in a designated and secure storage area away from heat sources. Provide and maintain adequate fire control systems (suppression, extinguishers, etc).	Medium - High

Limistéir Lasmuigh			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
1- Ice and frost in winter months	Slips and falls	Maintain supply of salt to be applied to external thoroughfares during such conditions.	Medium
2- Students using play yard at break times	Slips, trips and falls Impact injuries Horseplay Aggressive behaviours and bullying	Ensure adequate levels of staff supervision at all times when students are on break times. Guidance and instruction for play yard behaviour should be conveyed and reinforced on a regular basis with all students (including disciplinary action when necessary). Play yard rules to be communicated to all students. Maintain and monitor condition of impact padding on all basketball posts and relevant impact obstacles.	Ongoing Risk Awareness Required
3- Un-highlighted iron grid covers over drainage gullies at front of school (between tarmac and astro)	Slips and falls Twisted ankles	Paint the surround of each gully trap cover with fluorescent or high visibility paint.	Low - Medium

Limistéir Lasmuigh			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
<p>4- Use of weed killer (e.g., Roundup)</p>	<p>Respiratory tract and skin irritation Corrosive burns Carcinogenic and embryonic damage</p>	<p>Adhere strictly to manufacturer’s safety instructions and wear the required protective clothing & equipment.</p> <p>Refer to associated Material Safety Data Sheets (or safety labels) for further information on storage and handling</p>	<p>Low - Medium</p>
<p>5- Using motorised gardening equipment</p> <ul style="list-style-type: none"> • Lawnmower • Strimmer • Leaf blower • Hedge trimmer 	<p>Eye injury Lacerations Facial impact injury</p>	<p>In all cases, use full-face and hearing protection.</p> <p>Monitor the working environment for any passers-by in close proximity.</p> <p>Always power off equipment before putting down or checking for obstructions or other maintenance related issues.</p> <p>In all cases refer to the manufacturer’s safety guidelines for use and ensure all equipment is serviced and maintained in accordance with same.</p>	<p>Medium</p>

Limistéir Lasmuigh			
Specific Hazard	Associated Damage or Injury Risk	Risk Control Actions	Risk Rating
6- Use of tractor (ride-on) mower	Fire Cuts and lacerations Crush injury	Clean up any spillage of petrol on mower (when re-fuelling) before powering up. Keep grass box on mower, and always turn off mower before putting hands or feet near moving parts. Avoid steep embankments on tractor mower.	Medium
7- Use of ladders (for painting, roof access, cleaning gutters, etc)	Falls from height	Ladders used should comply with European Standard EN131 or British Standard 2037 for industrial or trade grade ladders. Ladders must be checked prior to use for any loose screws, hinges or rungs. All ladder users should be instructed in a correct standard operating procedure (SOP) for safe ladder use. A register of approved ladders should be maintained and only these ladders used when necessary. Refer to Lone Working Policy in Section 5.10 of this document for further control requirements.	Medium - High

Sábháilteacht Dóiteáin Ginearálta			
Hazard	Associated Injury or Damage Risk	Risk Control Actions	Risk Rating
1- Fire drill frequency	Unfamiliarity in practical evacuation	Continue to hold fire drills each academic term	Ongoing Risk Awareness Required
2- Staff unfamiliarity in the use of fire extinguishers	Failure to tackle fire effectively	<p>Ensure that designated ‘fire wardens’ are trained in the use of such equipment.</p> <p>Contact fire maintenance contractor prior to each annual service to schedule a demonstration session.</p> <p>The Fire Maintenance Contractor (Adelco) could provide this training when discharging 33% of the total extinguishers each year (extinguisher discharging is a legal requirement under the fire standard IS/EN3 once every 3 years)</p>	Medium - High
3- Smoke/heat detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray ‘smoke detector tester’ and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings)	Ongoing Risk Awareness Required

General Emergency Access & Egress Requirements

- There should be at least two escape routes leading in opposite directions to a place of relative safety. These should require no one to travel more than 25 metres in high-risk areas and 60 metres in low-risk areas to reach open air on a smoke free fire resisting corridor, stairway or lobby.
- All escape routes should be wide enough to permit all personnel to leave the school buildings without hindrance (or a target time determined by repeated evacuation drills).
- All escape corridors and stairways should be enclosed by a structure of half-hour fire resistance and fitted with fire resisting doors.
- Escape routes should lead directly to the open air at ground level.
- All escape routes should have emergency lighting and be well ventilated.
- Any lift shafts should be protected by fire resistance doors or shutters.
- All emergency exits should be clearly marked.
- All emergency exit routes should be free of obstruction and all emergency doors kept unlocked.

6.3 – Risk Control Actions Record

Use this record for documenting risk control actions implemented as a result of the risk assessment recommendations in Section 6.2

Area and Hazard Number	Person(s) Responsible for Risk Control Actions	Date Actions Completed

7.0 - Revision of Safety Statement

7.0 - Revision of Safety Statement

- 7.1 The Safety Statement of Gaelscoil Thaobh na Coille will be reviewed periodically by the responsible persons (Safety Coordinator/Principal) in consultation with any required external expertise.
- 7.2 Representations made by staff members through the safety representative will be considered and if approved will be incorporated in the review.
- 7.3 The Safety Statement may require revision between annual reviews arising from changes in legislation or at the request of the Health and Safety Authority, and such revisions will be arranged by the Safety Coordinators or competent external advisors.
- 7.4 The annual revision of this Safety Statement will incorporate an updated risk assessment in accordance with Section 19 of The Safety, Health & Welfare at Work Act (2005).
- 7.5 The Safety Coordinators will review all relevant safety procedures following all accidents/incidents or dangerous occurrences.

7.6 THIS SAFETY STATEMENT IS DUE FOR REVIEW AND UPDATE IN **AUGUST 2025**

This Safety Statement has been formulated for Gaelscoil Thaobh na Coille, by Nascon under the provisions of The Safety, Health and Welfare at Work Act (2005).

The Safety Statement is a documentation of the commitment given by Gaelscoil Thaobh na Coille towards managing health and safety in the school. It lays down the safety policy of Gaelscoil Thaobh na Coille (including hazard identification, risk assessment and risk control actions).

The risk control recommendations may not completely prevent accidents/incidents occurring but endeavour to reduce the likelihood of an accident or incident risk arising. To this nature, Gaelscoil Thaobh na Coille cannot accept responsibility for accidents/incidents that may occur due to unforeseeable circumstances.

Format - Nascon (2024)

8.0 – Staff Member Declaration

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

Name	Date	Name	Date