

# Moyle Park College



## *Health & Safety Policy* *2021/22*

## Introduction

This document is intended to provide details of the main policies of Moyle Park College. It is intended to help parents and guardians understand the environment and approach of the school. This document was developed using the Allianz ('Guide to Insurance, Safety and Security in Schools') and is regularly reviewed. The guide may be referenced throughout the policy e.g. – Allianz Ch 5.0, p42. All feedback is encouraged and welcome.

### School Contact Details

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Date of issue:	
Authorised by	Niamh Cahalane
Approved by	The Board of Management
Health & Safety Coordinator	Stephen Doyle
Location of copies of the Health & Safety policy	

## Moyle Park College Health & Safety Policy

In accordance with the Safety, Health, and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so-far-as is reasonably practicable (Allianz Ch. 5.0, p42), the safety, health, and welfare at work of all staff and to protect pupils, visitors, contractors, and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active cooperation of all staff, contractors, and pupils of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health, and welfare of all staff.

The Board of Management, as employer, undertakes in-so-far-as is reasonably practicable to:

- promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards, and codes of practice;
- provide information, training, instruction, and supervision where necessary, to enable staff to perform their work safely and effectively;
- maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate, and effective;
- consult with staff on matters related to safety, health, and welfare at work;
- provide the necessary resources to ensure the safety, health, and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors, and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it considering changes in legislation, experience, and other relevant developments.

Signed: \_\_\_\_\_ Chairperson, Board of Management

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

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## **Moyle Park College Mission Statement**

Our mission is informed by St Marcellin Champagnat's Approach to Young People. Young people are basically good. Understand what makes young people act as they do. Challenge others to take a positive view of young people. Have a particular care for those least favoured by life. The relationship between an adult and a young person is that between big brother/sister and little brother/sister. Unfailing kindness and patience work with the young. Be close to young people, challenging them with gentleness and respect. Express your sense of humour. Working with young people is a call of the Gospel. Bringing up young people is both a civic and a spiritual activity.

Moyle Park College is a Catholic voluntary secondary school established in Clondalkin by the Marist Brothers in 1957. **'Respice Finem'** conveys the school's philosophy of setting objectives and ideals and working towards them.

The management and teaching staff of Moyle Park College, in cooperation with parents are committed to the provision of a broadly based education. We are dedicated to achieving a balance between the academic, social, cultural and spiritual components of education within the tradition established by St Marcellin Champagnat, founder of the Marist Brothers.

A strong caring ethos permeates daily life in the college. We offer a wide range of subjects together with a range of extra-curricular and co-curricular activities.

## **Rationale**

The policy represents the Board of Management's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards. The Board of Management is required to document the school's health and safety policy and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management also considers its duty-of-care in the school and this must be an integral part of any Health and Safety Policy.

## **Relationship to the Characteristic Spirit of the School:**

With this policy, the school ideally intends:

- to create a safe and healthy school environment by identifying, preventing and
- tackling/minimising hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (as far as is reasonably practicable) to include the following areas
  - Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.
  - Ensuring competent employees, who will carry out safe work practices
  - Ensuring safe access and escape routes
  - Ensuring safe handling and use of hazardous substances and equipment
  - Provision of safe equipment including maintenance and use of appropriate guards
  - Provision of appropriate personal protective equipment.

## **Safety Statement of Moyle Park College**

This document has been prepared in compliance with the Safety, Health and Welfare at Work Act, 1989 and 2005.

The Board of Management recognizes and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve, as far as is reasonably practicable, the safety, health and welfare at work of every employee, school child and visitor alike.

Moyle Park College is committed to pursuing excellence in everything it does and this includes the management of health, safety and welfare.

The Board is committed to giving health and safety the highest priority in all activities. We expect staff, students, visitors, contractors and other employers who work at Moyle Park College to share this commitment by complying with our policies and, where appropriate, our procedures and to understand that they too have legal and moral obligations to themselves and to one another.

The aim of the Board of Management is to provide a healthy and safe working environment within the school. This can be achieved with the help and assistance of all employees by;

- (a) observing the general rules of safety;
- (b) using all plant, machinery and equipment in a safe and proper manner;
- (c) employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/or others;
- (d) keeping work areas/classrooms/toilets clean at all times;
- (e) taking care that fire points are not blocked or covered up in any way and that they are ready for use, if the need arises;
- (f) reporting hazards that threaten injury to self and /or others.

This safety statement has been prepared based on the conditions existing in the school premises at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions.

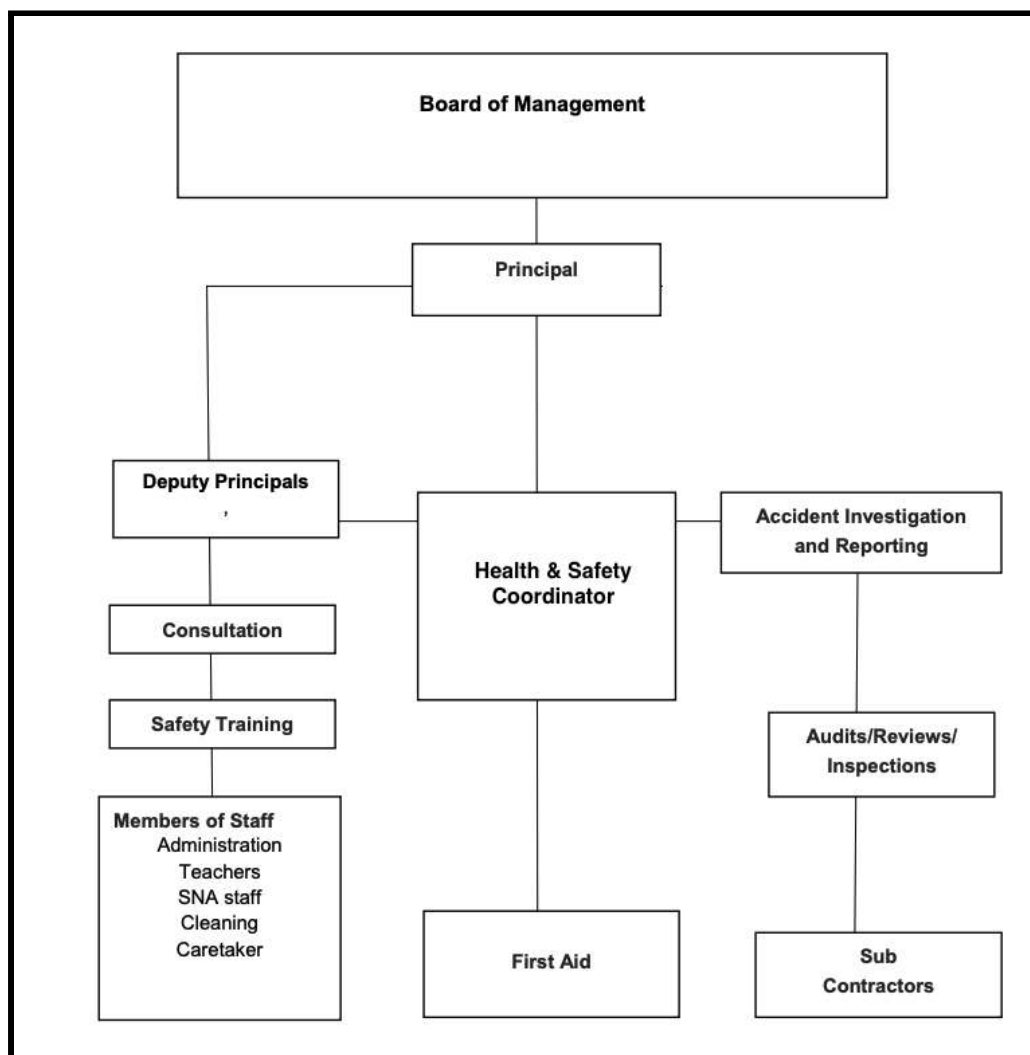
Full copy of Safety Statements available in the Office.

Signed: \_\_\_\_\_ Chairperson, Board of Management

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



## Safety Management Structure



### Purpose of the Safety Management Structure

- Provides a structure to manage Occupational Health and Safety issues within the school.
- Establishes and maintains commitment to safety by all.
- Puts in place organisational structures to address health, safety and welfare at all levels.
- Provides for consultation.
- Ensures that adequate resources are made available.
- Through training will develop employee skills in recognising hazards, risks and control measures.
- Through monitoring and review systems feedback will be provided on the effectiveness of safety structures within Moyle Park College thereby allowing amendment where necessary.
- Provides staff with direction, skills, confidence, motivation, techniques and equipment to perform their work in a safe way.

## Roles and responsibilities

### Board of Management

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
- Manage work activities to ensure the safety, health, and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
- Provide and maintain decent welfare facilities for employees, including the provision of a safe place of work in which the risk of assault to teachers is prevented or minimised
- Prepare and update procedures to deal with an emergency and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
- Report serious accidents to the Health and Safety Authority
- Consult annually with employees and provide them with information in relation to safety, health, and welfare
- Require employers from whom services are contracted to have an up to date safety statement (e.g. painters, contract cleaners, bus companies...)

### Responsibilities of the Principal

- Take responsibility on behalf of the Board of Management for safety, health and welfare in the school
- Understand and implement all safety policies and statutory requirements
- Ensure all activities are planned and organised to minimise risk and to create a safe working environment
- Ensure that employees adhere to safe systems of work and ensure that the equipment they are using is kept in safe condition
- Ensure that all necessary suitable Personal Protective Equipment (PPE) is provided and maintained where risks cannot be eliminated and all personnel (including students) are wearing the appropriate protective equipment and following the correct safety procedures for the tasks they are involved in
- Ensure adequate welfare facilities are provided and maintained
- Provide adequate supervision at all times, to ensure that all safety rules are observed and adhered to

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- Ensure that all accidents and dangerous occurrences are reported and are entered in the Accident/Incident Report Book
- Review absences due to accidents, injury or illness at work and ensure that occurrences are notified to the Insurance Company (when likely to lead to a claim) and to the Health and Safety Authority (Form IR1) when an employee is off work for more than three consecutive days following an accident
- Cooperate with the Board of Management in implementing the school safety policy
- To endeavour, in consultation with the Board of Management, that adequate funds and facilities are made available to implement the safety policy
- To arrange for the maintenance of all fire equipment and ensure that all relevant certificates (as required under legislation) are available for inspection
- To make provision for appropriate safety training and instruction
- To maintain the safe upkeep of the school
- To provide full executive support for all staff who have been given responsibility under this statement of policy
- To provide feedback and evaluation to the Board of Management of the extent to which this policy has been put into effect
- To ensure the review with staff, the safety standards in their areas
- To set a personal example of safety, health and welfare management in the school
- To facilitate the release of staff for training where necessary
- To assist in compiling the annual health and safety report of the school

### **Responsibilities of the Deputy Principals**

- To assume the responsibility of the Principal in safety, health and welfare matters in the absence, for any reason of the Principal.
- To assist (following consultation with the Principal) in the assessment of the health, safety and welfare needs of the school on a regular basis.
- To set a personal example of safety, health and welfare management in the School
- To make provision, in consultation with the Principal, for appropriate safety training and instruction.
- To retain all relevant information that will assist in compiling the annual health, safety and welfare report for the Board of Management.
- To know the legislation requirements and ensure that they are observed.
- To insist that sound and safe working practices are observed at all times.
- To ensure that safety precautions are accounted for when employing outside contractors or volunteers.
- Meet regularly with the Principal to ensure that proper reporting, recording, investing and costing procedures are in place.
- To insist that any protective clothing and equipment provided is used and maintained in accordance with manufacturer's instructions.
- To ensure that high standards of hygiene throughout the school are maintained.

- To be familiar with fire drills and evacuation procedures within the building and the school grounds.

### **Responsibilities of the Health & Safety Post Holder**

- To guide and advise on all health, safety and welfare matters.
- To ensure that the School fulfils all statutory requirements in respect of the Factories Act 1955, Safety in Industry Act 1980 and Safety, Health and Welfare at Work Act 2005.
- To ensure that the appropriate safety education and training are coordinated and carried out using both in-house and external resources.
- To undertake regular and appropriate revision and auditing of the School safety procedures and methods of operation, to ensure that they are kept up to date.
- To ensure that adequate fire protection and prevention measures are provided.
- The Health & Safety Post Holder shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notifications are properly completed.
- The Health & Safety Post Holder & Principal shall ensure that all accidents and dangerous occurrences are investigated and shall ensure that appropriate statutory notifications are properly completed.
- All accidents must be reported on the appropriate accident form. Causes of accidents shall be determined as far as practical and where appropriate, remedial action shall be specified.
- Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures.
- The Health & Safety Post Holder shall monitor safety generally and the operation of safety procedures.

### **Responsibilities of employees**

Health and safety is everyone's responsibility. As a worker, you have legal duties designed to protect you and those you work with.

Responsibilities include:

- Not to be under the influence of an intoxicant to the extent that they endanger your own or other persons' safety.
- To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented
- Not to engage in improper conduct that will endanger you or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided

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- To report any dangerous practices or situations that you are aware of to an appropriate person
- Not to interfere or misuse any safety equipment at your workplace
- To tell your employer, if you are suffering from a disease or illness that adds to risks

### **Responsibilities of the Caretakers**

- To work in a manner that is safe to themselves and others.
- To use the proper tools and equipment for each task undertaken.
- To report any hazard that is encountered.
- To use proper protective clothing and equipment where necessary.
- To ensure that no people have access to areas which are hazardous or whilst work is in progress.
- To be available for attendance when requested by the principal.
- To be familiar with fire drills and evacuation procedures.
- To be familiar with the use of firefighting equipment.
- To prevent the buildup of rubbish and especially of combustible material.
- To maintain heating and ventilation systems in proper working order.
- To repair light fittings as soon as they become faulty.
- To report broken or faulty windows, doors, furniture and sports equipment etc. to the Principal.
- To remove broken equipment from use.

### **Entitlements of safety representative of the Board of Management**

(Section 25 Safety, Health & Welfare at Work Act, 2005)

The representative is the current Health & Safety Post Holder.

The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health, and welfare of any person
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health, and Welfare
- Make representations to and receive information from, an inspector
- Consult and liaise with other safety representatives in the same undertaking.

## **Responsibilities towards Third Parties**

The Board of Management has responsibility for the application of this Safety Statement and in accordance with legislation will ensure that:

- All third-party visitors to our school are made aware of all known hazards and means of escape by means of notices.
- Where contractors and subcontractors are on the premises, the Board of Management may designate a pertinent member of staff/person to advise (by way of notices or public announcement) students, visitors and other third parties likely to be affected, of the potential hazards arising from the work being undertaken
- There is no interference with contractors' staff in the performance of their duties, but where it appears that unsafe practices are being followed the contractor's supervisor will be immediately advised.

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

## **Responsibilities of Sub-Contractors and Self Employed**

Before undertaking work activities on school premises; all subcontractors and self employed persons will be requested to submit a written Site Specific Safety Statement and/or a Safe System of Work Plan (SSWP). All sub-contractors and self-employed persons must:

- Produce appropriate insurance details of work being undertaken
- Ensure that all work being undertaken complies with the school's safety policies and relevant legislation
- Ensure that all their working equipment is in good repair and in a safe condition
- Ensure that their employees are competent to carry out their work safely
- Cooperate with the Principal and ensure that all safe systems of work as detailed in their SSWP are in place.

## Risk Assessment

Each year, the Board of Management should carry out a risk assessment, identifying hazards, assessing the risks, and specifying the actions required to eliminate or minimize them. They will enlist the help of the teachers, safety officer, safety representative, caretaker, secretary and other relevant parties to carry this out. Hazards may include physical, health, biological, chemical, and human hazards. The HSA format will assist the recording of the whole process (see link below).

[http://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Education/Guidelines\\_on\\_Managing\\_Safety\\_and\\_Health\\_in\\_Post\\_Primary\\_Schools.pdf](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Education/Guidelines_on_Managing_Safety_and_Health_in_Post_Primary_Schools.pdf)

As part of the general approach to safety, other policies & practices which have a bearing on safety, health and welfare have been put in place and communicated to employees, students, parents, and others using the premises. These include policies which have already been brought before the Board and those currently in development; such as,

- Internet and ICT
- Acceptable Use Policy (AUP),
- Social Media policy,
- Anti-bullying,
- Child Protection,
- Code of Behaviour,
- Critical Incident Policy,
- Parental Involvement,
- Relationship & Sexuality Education (R.S.E.),
- Special Educational Needs,
- Substance Use Policy
- Vetting (Garda Clearance).

This is not an exhaustive list. These policies are monitored and updated regularly. Also, a school environment audit is carried out annually using the HSA format from their publication 'Guidelines on Managing Safety, Health and Welfare in Post-Primary Schools'

Health and safety are considered when any policy/plan is being drawn up e.g. PE, Art, Science, Technology, Home Economics etc. The duty of care is also considered in all areas and aspects of school life.

## **Methodology used for hazard identification and control**

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the Board of Management in Moyle Park College to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, staff and students are involved and participate in safety, health and welfare issues within the school and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

Risk assessments were carried out and following this process, and in line with section 26 of the Safety Health and Welfare at Work Act 2005; these were brought to the Principal and staff for approval and amendment, where necessary. The agreed assessments are incorporated into the Safety Statement for Moyle Park College in line with requirements of section 20 of the 2005 Act.

It is envisaged that hazard inspections will be undertaken on a regular basis to ensure that all information remains accurate, that controls are adequate and where necessary risks are reassessed. Risk assessments will be reviewed when there has been a significant change in the matter to which they relate or when they are no longer valid (i.e. change in legislation, new European Directives, new equipment, changes in work practices etc.). In line with best practice they will also be reviewed on a regular basis.

## **Control measure principles:**

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the school:

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress
- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures



- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

### **Hazard and Safety Protective Measures**

It is the Policy of Moyle Park College to identify hazards in the place of work, to assess the risk to the safety and health and to control the risks as far as practicable so they are reduced to an appropriate level.

Hazards refer to any substance, article, material or practice, which has the potential to cause harm to the Safety, Health and Welfare of employees at work.

Risks refer to the potential of the hazard to cause harm in the actual circumstances of Use. Risk control measures are intended to reduce the risk to an acceptable level.

Moyle Park College is committed to implementing control hierarchy so that, in the first instance and where practicable, hazards are eliminated. This approach takes into account normal good practice within this sector of industry and any standards and guidelines available. The following hazards are considered by the school to be a source of potential danger and are brought to the attention of all concerned:

- Car Park and front of school.
- School Yard Back/Side of the school.
- Locker Areas.
- Staff Room
- DCG room.
- Art room.
- Music room.
- Science Labs.
- Sports Hall & Changing rooms.
- Grass Gaelic Football Pitch.
- Computer Labs.
- Stairs.
- Storage Rooms.

## Conducting Risk Assessment

A risk assessment is concerned with identifying the hazard, then estimating the severity and likelihood of harm arising from such a hazard. Moyle Park College uses the following 3-step process when carrying out risk assessments:

- Step 1: Identify the hazard.
- Step 2 Assess the risk in proportion to the hazard.
- Step 3 Identify and implement the appropriate control measures to eliminate the hazard or reduce the risk.

The person responsible for carrying out the risk assessments in each area of activity, for example, in many cases the most appropriate person to carry out a risk assessment of a classroom is the individual teacher using the classroom as he/she is most familiar with the environment and activities being undertaken.

Completed risk assessments must be included in the safety statement. They should be reviewed and revised at least annually or as new equipment, systems, personnel or other significant changes occur. The safety statement is brought to the attention of all staff and is accessible on our Shared Drive and our Website for all to see.

The risk potential of each hazard was assessed (by ranking) by giving numerical values of between 1-5 to both the severity of the consequences and the probability of the event occurring. When the severity numerical factor and the probability numerical factor were multiplied together they produced a number between 1 and 25 thereby producing the numerical values outlined in the risk rating below.

**Severity x Probability = Risk Rating**

## **Subject Specific Procedures**

### **Agricultural Science**

- The Teacher will clean down each bench before students enter the room
- All Colaiste Bride students are to wait until all Moyle Park College students have left the building and must wait out on the yard near Peter/after school Yard duty staff member
- Moyle Park College students must leave the school at the end of the day through their normal exit point and then wait outside Mr Kerins room
- The Teachers will then collect both groups
- Both groups are to wash their hands when they enter the room, each group separately
- The Teacher to take register before class begins
- Once seated, students will be reminded about good hand hygiene, respiratory etiquette, social distancing along with wearing a mask.
- There will be a 2m distance between students in the room as feasibly as possible
- The Teacher to note timing of when students go to the toilet
- Boys can use the Second Year toilets beside The Teacher's room
- Girls can use the disabled toilets beside The Teacher's room
- At the end of lesson students will be escorted down through Mr Kerins exit
- Any laboratory equipment to be cleaned i.e. glassware in dishwasher, follow department of education guidelines for practical subjects
- Students are to clean down their own benches at the end of each lesson.
- Caretaker to clean The Teacher's room after lesson
- If a students presents with symptoms, they will be told to go home, speak with their parents/guardians and contact their GP and take the appropriate steps from there

### **Physical Education**

- Provision for Health and Safety Requirements in Physical Education:

#### **Introduction:**

- Safe practice should be an integral feature of all aspects of physical education.
- PE teachers and others in positions of responsibility have a duty of care for those in our charge and must ensure that planning includes recognition of hazards and safety precautions associated with those hazards. In addition, students must learn about the principles of safety as applied to themselves and to the care and well-being of others. This is a planned and intentional aspect of the curriculum.

#### **Physical education and the Law:**

- Our code of safe practice in physical education reflects our particular needs according to our program and premises. The PE department in consultation with the School Health and Safety Officer devised the code.

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- By law there is a 'duty of care' for the children in our charge, whether in PE class or during extra-curricular activities; whether during or outside of normal school hours; and whether undertaken on or away from school premises.
- A risk assessment must be completed and maintained for each PE work area by completing an audit every year; hazards must be highlighted and dealt with accordingly in order of necessity. If they cannot be dealt with immediately, staff and students must be made aware of the hazard and act accordingly during PE class.

### Qualifications and Supervision

- For Senior and Junior Cycle all PE teachers are qualified, experienced, trained, assessed, and accredited to a level at which those with responsibility may reasonably express confidence of successful outcomes in the planning and delivery of the activities being undertaken. All teachers have a recognized degree in physical education, are members of the PEAI, and are continuous learners, engaging in professional development whenever the opportunity affords them.

### General health and safety:

- General storage areas adjacent to the PE hall have until now been used to store PE equipment.
- It is an integral part of the subject to involve students in equipment setup and apparatus handling, particularly in gymnastics. However, this must be carried out in such a way as to reduce risk to students as far as is reasonably practicable. Planning and instruction must ensure that students learn how to handle equipment safely according to their age and strength.
- All PE facilities (Gym, pitch, changing rooms, outdoor courts) and equipment are inspected regularly. PE department staff carry out pre-use visual checks of equipment to identify obvious defects – this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.
- It is the responsibility of everyone in the PE department to inform the teacher along with maintenance staff (in the case of building defects) so that appropriate action can be taken. Any defects or actions taken should be noted, in case they may be needed in the future.
- If the teacher in charge considers a defect to be a significant threat to health and safety, the equipment must be taken out of use until the defect has been remedied. Such equipment should also be labeled indicating that it is faulty and must not be used.
- There is a first aid kit in the PE storeroom, which is easily accessible during any class. All PE staff have completed a first aid course and a first aid booklet is stored in the office as a resource. Additionally, there are first aid supplies in the staff room and around the school, which are readily accessible.

If a student is injured in PE class the procedure is as follows:

- The injury is checked by a qualified first aider and the appropriate action is taken with regards to immediate care and treatment
- The student is then advised as to whether further treatment is necessary (may be instructed to rest the injured area, apply an ice pack at regular intervals, etc.), and advised to report back to the teacher if there is any deterioration during the day.

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- If the incident is of a more serious nature, the teacher will remain with the student and send another student to notify senior management (deputy principal/Health and Safety Officer)
- Parents are then contacted to make them aware of the situation.
- Any accidents arising out of PE which result in minor or significant injury or that require first aid attention are recorded in an Incident Book by the teacher immediately after the incident has been dealt with.

### PE Hall Rules:

- The following Rules must apply to all participants as a matter of safety:
- Appropriate clothing and footwear must be worn to allow freedom of movement. Runners must have proper white soles and grips and support. Additionally, no jewelry of any kind should be worn during PE.
- For indoor activities (dance, gymnastics etc.) it is not acceptable to work in socks due to the lack of appropriate grip. Bare footwork is acceptable when floor conditions are suitable, i.e. smooth, clean, and without splinters. If the condition of the floor does not allow bare feet, then soft-soled shoes provide the best alternative.
- No entry into the hall without the supervision of a teacher.
- No chewing gum, eating, or drinking in the hall.
- Students must be respectful to the gym/hall/changing rooms and equipment at all times.
- Runners must be tied properly before the beginning of the class.
- Students must only use the equipment whilst in the presence of a teacher.
- No lifting of heavy equipment without teacher supervision.
- No valuables to be left in the changing rooms.
- No entry to the storeroom without a teacher present.

### Practical Subjects

- At the beginning of each year general areas of health and safety in the art room should be discussed such as
  - Leaving seats during class
  - No. of students at the sink at any one time
  - Students entering the store room
- At the beginning of each project the teacher will go through any health and safety issues relating to the project in hand. An introduction by the teacher to health and safety issues should also be highlighted at the start of each subsequent class.
- Demonstrations of the correct use of materials should take place where appropriate.
- Appropriate warning signs should be placed near hazardous equipment and materials.
- There should be a fully stocked First Aid Box in the Art Rooms at all times.
- Furniture and materials should be arranged with the safety of students in mind.
- In the event of a fire, students and teachers should follow school procedures. A fire escape route should be clearly displayed inside the classroom.
- Fire extinguishers should be present and in working order in the practical rooms. Fire extinguishers must not be impeded by obstacles.

## Moyle Park College Health & Safety Policy

- Materials/Equipment
  - All hazardous materials/equipment should be locked away when not in use. Items such as blades, scissors etc. should be accounted for at the end of each class.
  - White Spirits and other solvents should only be used outside or close to the extractor fan areas (while fans are turned on).
  - Sawdust and Dust from dried clay can cause respiratory problems for students particularly with lung conditions. Classroom must be cleaned immediately after these materials are used.
- Power Tools must be used only under the strict supervision of the teacher. Safety goggles/gloves must be worn where appropriate.
- Equipment dangers:
  - Guillotine could cause serious cuts if not used properly
  - Art/craft/lino knives can cause cuts to skin
  - Wax pot can cause burns to body
  - Irons can cause burns to skin
  - Glue guns can cause burns to skin.
  - Power and Hand tools (saws, hammer etc.) can cause cuts/burns/breakages
- Electrical sockets are working correctly (with no exposed wiring) – tested annually
  - All plug in appliances/tools have fused plugs in good working order – tested annually
  - All hazardous equipment is only used under the strict supervision of the Art Teacher If an accident occurs students must report it immediately to the Teacher and there is a first aid kit available with all the necessary equipment.
- Practical room - Health and Safety Instruction (Covid procedures )
  - Ensure students are sitting in designated seats.
  - Ensure the number on the box of tools corresponds with the number of seat and vice that has been assigned.
  - Students should only handle tools in the box that has been assigned to them.
  - Ensure masks are worn at all times except when operating machinery. Then, a 2m distance must be maintained.
  - Students will sanitise any parts of machinery that have been handled immediately when they are finished.
  - Students will be thoroughly encouraged to maintain high standards of hygiene at all times in the practical rooms.
  - Students will sanitise all tools/equipment they have handled in the time allocated at the end of class.

## Science Subjects

- Do not enter the laboratory if a science teacher is not present
- Study the relevant practical activity before coming to the laboratory
- Listen and act immediately on your science teacher's instructions
- School bags must be stored underneath the desk with the straps facing inwards
- No coats or scarves in the laboratory

## Moyle Park College Health & Safety Policy

- Do not leave your bench unless you have a teacher's permission
- Never run in the laboratory , always walk
- Use only the apparatus you are told to use
- Do not use chipped or cracked glassware
- Do not touch gas taps, water taps or electrical sockets unless told to do so
- Be careful when dismantling hot apparatus
- Do not take any materials or equipment out of the laboratory
- Safety goggles must always be worn when using chemicals, when heating something and when the teacher instructs you
- Do not point heated containers at anyone, even yourself
- Check each label before using a chemical
- Unless told otherwise, treat all chemicals as dangerous. Wash off spills immediately, with cold water for 10 mins
- Do not eat or drink in the laboratory
- All waste must be placed in the appropriate bins
- Do not put solids or papers in the sinks
- Report cuts, accidents, spillages and breakages immediately to your science teacher
- In the event of an emergency, follow your teacher's instructions at once
- Wash your hands after science classes
- All students must bring their Laboratory write up workbooks or hard-backs to practical classes

## **Emergency Procedures**

### **Emergency contact procedures**

- Contact details are updated annually by the school's secretary. The contact details are kept on VSWare. The secretary also retains hard-copies and maintains the files. A copy of staff emergency contact details is also kept in the Critical Incident Policy Document.
- The Principal, Deputy Principal and secretary have access to all records on VSWare. Each individual class tutor has access to their own class' information on VSWare.
- The secretary usually contacts parents/guardians in case of an emergency, though depending on the severity of the emergency, the Principal or a teacher may contact them

### **Fire-drill and school evacuation procedures**

- Fire-drills held on a regular basis
- Teachers and pupils aware of the designated assembly points following evacuation of the building. Assembly points are clearly marked on the yard
- Procedures for evacuation displayed near the door of each room
- The school revises these procedures after each drill
- New staff are notified of these procedures by the Principal at the first staff meeting each year. Staff taking up positions during the school year are informed by the Principal.
- Students are notified of these procedures by the class tutors at the start of the year and they are regularly reminded throughout the year.

### **A Serious Accident Procedure & Accident Report Form**

- This is available in the secretary's office
- A report of this kind must be made to the HSA in respect of the following types of incident:
  - An accident causing loss of life to any employed or self-employed person if sustained during their employment
  - An accident sustained during their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date 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.
  - A Critical Incident Management Plan/Policy is in place in the school. Please refer to the plan. A copy of this and relevant accompanying information is



available in the Critical Incident Management Plan folder located in the Secretary's office.

### **Exceptional closures**

- In the event of an exceptional closure, staff and parents will receive a text/email to their mobile device

### **Health issues**

- Registration and annual enrolment Form
  - There is a section allowing parents to identify any allergies/illnesses of a new student/ update information on current students.
- **Managing specific health issues**
  - Staff are made aware of the health issues in relation to certain pupils by the Principal and/or previous class tutor at care meetings and/or on a one-to-one basis
  - Staff are made aware of the 'Managing chronic health conditions at school document'.
- **Administration of Medication – refer to the Administration of Medicine Policy.**
  - Forms are completed by parents and signed on behalf of the Board of Management by the Chairperson or Principal
  - A copy is maintained for each child and all administration is documented and witnessed.
- **Sickness or Injury**
  - If students are sick or injured, the secretary usually contacts parents/guardians, though depending on the severity, the Principal, the Deputy, or a teacher may contact them
  - Illnesses and contagious infections such as rubella, chicken pox etc. - See 'Infectious diseases in Schools:  
<https://www.education.ie/en/Schools-Colleges/Information/National-Emergencies-Public-Health-Issues/Management-of-Infectious-Disease-in-Schools.pdf>
  - Covid related illness and procedures are outlined in our Covid-19 response plan
- **School hygiene**
  - Children are encouraged to wash their hands. The use of wash facilities, including soap, are available in the student's toilets.
- **General cleanliness of school environment**

## Moyle Park College Health & Safety Policy

- The school employs cleaners and caretakers to ensure a consistent standard of cleanliness throughout the school, including refuse, toilets, classrooms, floors etc.
- **First Aid**
  - Members of staff have a qualification in First Aid and have formed a team coordinated by the Health & Safety Coordinator.
- **Healthy eating**
  - Guidelines in place and rules re: Fizzy drinks – policy to be developed at a later stage)
- **Water**
  - There is an adequate supply of drinking water in the school for staff and pupils via a water fountain in the corridor.
  - Children are encouraged to bring an adequate supply of drinking water, to drink it regularly during the day and to refill if necessary.
- **Clothing/protection**
  - Parents/pupils are made aware of the need for proper clothing and protection.
  - This will be done on a day-to-day basis in relation to weather if required.
  - This will be done in relation to certain subjects by the relevant subject teacher.
  - This will be done in relation to off-site field-trips, excursions, and competitions by the organising teacher.

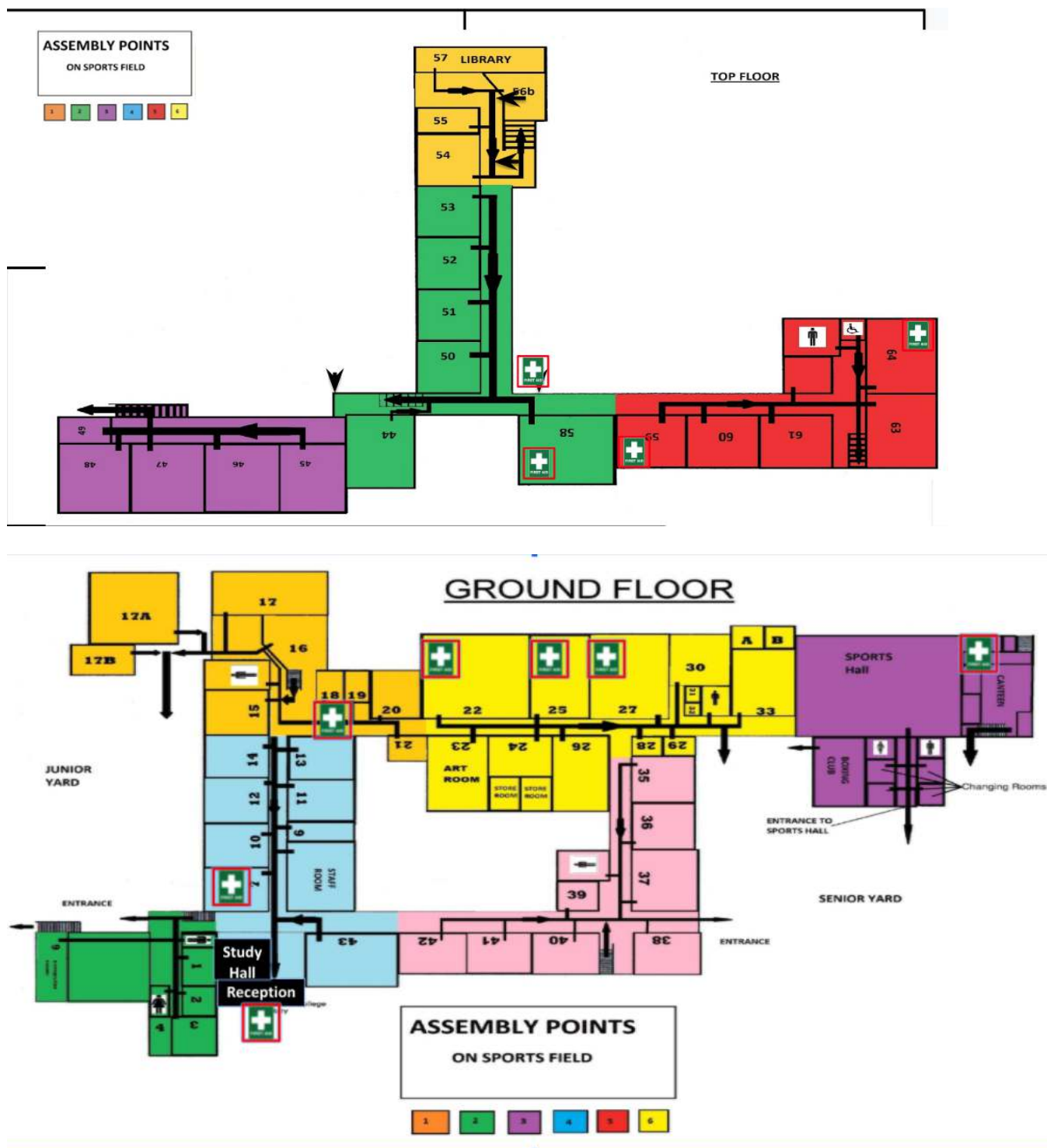
## Medicines

- Parents/guardians must inform the class teacher if their child is on any form of medication, either short term or long term.
- Examples of short-term medications include but are limited to antibiotics, medicines containing paracetamol, antihistamines, etc.
- Examples of long-term medications include but are not limited to inhalers, Ritalin, etc.
- Non-prescription medicines will neither be stored nor administered to pupils in school.
- Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.
- The medicine should not be kept by the pupil held by the authorised teacher and out of reach of pupils.
- Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.
- Children with acute illness (i.e. colds, temperatures, etc.) are not allowed to bring any medicines to school, either prescription or non-prescription.

## Moyle Park College Health & Safety Policy

- If a child has a diagnosed chronic illness (such as asthma, diabetes, etc.) and may need to take medication, a parent/guardian must write to the School to request this. A doctor's certificate must accompany this request. The medicine should be self-administered if possible, under the supervision of an authorised adult.
- The above request to the Board must give the name of the child, name and dose of medication, must state whether the child should be responsible for his/her own medication, the circumstances in which medication is to be given by the teacher and consent for it to be given.
- If the child cannot self-administer the required medicine, the request to the Board must include the exact dosage and times for administration.
- A teacher should not administer medication without the specific authorisation of the Board.
- Any teacher who is authorised to administer any medication does so on a voluntary basis and reserves the right to refuse.
- In cases where class teachers have been authorised to administer medication, it is the parents'/guardians' duty to ensure that the class teacher is present on any given school day.
- In any case where the class teacher is not present to administer a prescribed medication as per the Board's permission, the Principal will administer the medication instead. If the Principal is not available, the Deputy Principal fills this role.
- Where possible, parents/guardians should ask the prescribing doctor to prescribe the administration of prescribed medicines outside of school hours.
- Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.
- Where permission has been given by the Board of Management for the administration of medicine the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Parents should ensure that these procedures are clearly understood before submitting any request to the School.

## School Building & Facilities in Moyle Park College



## First Aid

### Introduction

The Board of Management will comply with Chapter 2 of Part 7 of the Safety, Health & Welfare at Work (General Application) Regulations S.I. No. 299 of 2007 concerning First Aid at Work. The Board will provide first aid materials/equipment within the school where working conditions require it. Trained first-aid responders will also be provided and the Board will ensure that the number of first aiders, their training and the equipment available to them is adequate, taking account of the size or hazards (or both) within the school. Under the Safety, Health and Welfare at Work (General Application) Regulations 2007, there is a requirement on employers based on a risk assessment to have a sufficient number of personnel trained in occupational first aid and deployed in the workplace.

### Locations of First Aid Boxes

See map above for a visual of the locations.

Facing Principal's office	Start of the Corridor at rm 50
Deputy Principals office	Woodwork rooms
Metalwork room	PE Hall
All Science Labs	Art Room
<b>First Aid Station</b> Main Reception Area	

**Note:** For an incident that occurs out in the year and the person can not be moved there are TWO mobile fully equip First Aid Bags located:

1. Deputy Principals Office
2. Reception / Secretary's Office

### Emergency Phone Numbers

Accident & Emergency	01 414 2000
Fire Brigade	999 or 112
Gardaí (Clondalkin)	01 666 7600

Bord Gáis	1850205050
Health and Safety Authority	1890289389

## **Responsibility for Checking/Stocking First Aid Boxes**

Regular checks will be carried out on each first aid box and stocks replenished as required by the Health and Safety Coordinator & Management Team.

## **Staff trained in First Aid**

The following staff members are trained occupational First Aid Responders (FAR):

1. Niamh Cahalane
2. Christine kilcoyne
3. Diarmuid O'Dowd
4. Stephen Doyle
5. Claire Norris
6. John Quane
7. Jack O'Connor
8. Paul Barnes
9. Peter Gaffney
10. Miriam Errity
11. Karen Shone
12. Kelly Kennedy

Moyle Park College will make sure that refresher training is provided and if possible that a trained first aid responder is always on the school premises. Whilst training in occupational first aid is open to all members the school can only release a certain number of teachers from classes to attend training. As such the school tries to ensure that each practical subject has a teacher who is trained.

First Aid Responder training should be updated after a 2 year period.

**Most recent training: Tuesday 24th August 2021**

## **Defibrillators**

There are 3 defibrillators available:

1. Staffroom
2. P.E Area
3. Floating defibrillator stored in the games room

Written records of the dates of all first aid training, including refresher training should be kept and be made available on request to the Health and Safety Authority. The Board of Management will offer refresher training as necessary to staff.

## **Fire and Emergency Procedures**

### **Introduction**

Fire procedures (including floor plans) are prominently displayed in each classroom and throughout the school with specific instructions as to the procedures to be followed in the event of a fire. All staff and students are instructed in the action to be taken in the event of a fire and a fire drill. The Principal arranges all Fire Drills. In her absence the Deputy Principals along with senior post holders will take responsibility in the event of an emergency.

### **Fire Prevention/Safety**

- Good Housekeeping is critical at all levels to prevent fires from occurring and to carry out evacuation procedures in an emergency
- Rubbish and waste materials must not be allowed to accumulate; such materials must be removed regularly from classrooms and from school buildings to the designated waste collection area
- Pending removal, waste must be stored in the non- combustible containers provided, away from sources of ignition. Waste containers should never be stored on or close to escape routes
- Staff will be made aware of the importance of not accumulating rubbish or waste on any part of the school premises
- The use of highly flammable materials will be avoided where possible and cleaning agents should be stored in accordance with manufacturers' instructions
- Regular inspections (by the caretakers) must be carried out to ensure escape routes, fire exits or firefighting equipment is not blocked with storage of any kind
- The drying of items over heaters/radiators is forbidden, as this is a possible ignition source
- Regular cleaning of workplaces, machinery and equipment should be carried out to prevent the buildup of dust, dirt etc.
- No refuse or wrappings to be left anywhere but at the points intended for this purpose
- Corridors, stairs, steps and other escape routes to be kept free from obstacles (e.g. school bags, baggage, wrappings, cleaning and maintenance materials) which obstruct the escape path and/or render alarm equipment, extinguishers, arrows or signs indicating fire exits invisible
- In places where lighting is required at night, it should be turned on early and any faults in the lighting equipment reported to the caretakers or principal at once

## Moyle Park College Health & Safety Policy

- Faults in electrical equipment, fire alarm and extinguishing equipment and door gear should always be reported to the Principal or Deputy Principals
- No smoking or naked lights are allowed within any school buildings or grounds
- Ensure adequate ventilation to all electrical equipment to prevent overheating
- The designated exits and entrances will remain unlocked during normal school hours.
- They will be kept clear at all times and will be adequately signposted
- All types of extinguishers (Foam, Water, CO<sub>2</sub>, Powder, Chemical) must be test discharged and refilled every three years. To this end, one third of each type should be selected during each annual inspection. Units selected for test discharge should be ideally used to provide training for personnel on site where practical so that all employees can be instructed in the safe and effective use of this extinguishers
- It is imperative that immediately following this test discharge, that the stock of extinguishers on the school premises is replenished by the contracted supplier.
- The locations of all firefighting equipment in the school complex are designated as “Fire Points” and marked as such.
- Fire points are established in prominent positions close to exits or in the general area of exits. There must be clear access to all fire points at all times.
- The Health and Safety Coordinator will carry out regular checks of all firefighting apparatus on the premises and keep a record of such checks.

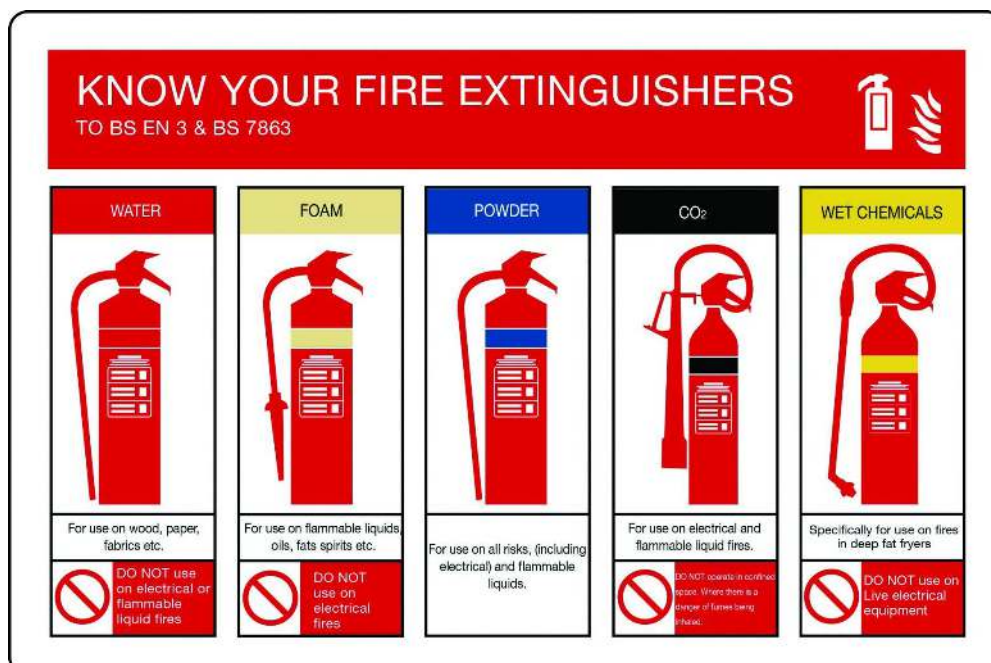
## Fire Protection

### Fire Detection and Alarm System

The school is fitted with a fire Detection system consisting of:

- Smoke detectors throughout each building
- Break glass units
- Audible sounders to alert staff

### Fire Extinguishers





### **Fire Blankets**

- These are provided in the science labs and the staff room

### **Emergency gas and electricity shutoff**

- valves are fitted in the science laboratories

## **Evacuation**

### **Staff**

If you discover a Fire as a staff member:

1. Activate the alarm – the nearest Fire Break Glass Unit, (or/and call 999 or 112 on a
2. landline or mobile phone). Alert others in the building and report the location of the fire and have them institute the emergency procedures
3. Close all doors in the immediate area of the fire to control movement of smoke
4. Extinguish the fire (if you are competent) with a fire extinguisher only if it is very small and confined to a small area. If the fire is too large or there is excessive smoke or heat, leave the area and close the door to contain the fire
5. Evacuate to the assigned assembly point (with your class group)

### **Students**

Advice for students if a fire occurs or during a fire drill exercise when the alarm sounds:

1. On hearing the alarm follow the instructions given by the person in charge of the room
2. Check your exit door and colour
3. Leave quietly in single file
4. Leave all belongings behind
5. At all times move quietly and calmly to your exit
6. Do not return for any reason
7. The last person out should close the classroom door
8. If you are not in a classroom leave by the nearest exit and join your class at the Assembly Point

At the Assembly Point:

1. Stand in single file at the correct colour point
2. The teacher will take a roll for each class
3. Return only when instructed by the same route

Remember, if you discover a fire, raise the alarm. Shout: Fire and/or trigger the nearest Break Glass

## **Fire Assembly Points**

The Fire Assembly Points for Moyle Park College are located on the field facing the school. Each year group assembles at particular sections of the pitches as indicated by the year group numbers located at the edge of the pitches. These assembly points are highlighted on an evacuation plan for the school.

## **Evacuation Drills**

- Formal evacuation procedures will be carried out at least once per term and a record
- maintained in the main office
- Each year group has a designated space and assembly point at the pitches assigned to them
- Time taken to evacuate and any deficiencies encountered will be noted in the school 'fire drill report' form
- Each individual using the school facilities should have a clear understanding of the evacuation procedures and evacuation route to their designated assembly point
- The attention of staff (including trainee staff) and students should be brought to;
  - location of firefighting equipment, how to raise the alarm and the evacuation
  - procedures and evacuation routes on a regular basis by the Principal (or other delegated staff member)
- Staff should be encouraged to ensure that their working methods do not present unnecessary obstacles in the event of an emergency evacuation
- Students should be encouraged to ensure that school bags do not present unnecessary obstacles in the event of an emergency evacuation.

# Accident Reporting and Investigating

## Introduction

An Accident is "any unexpected, unforeseen or unplanned occurrence that interrupts or interferes with orderly progression of an activity."

A Dangerous Occurrence is "an occurrence which occurs at the place of work as specified in the Safety, Health and Welfare at Work (General Application) Regulations 2007."

## Accident Reporting Procedures

- All accidents must be reported immediately or without unreasonable delay to the Principal or the Deputy Principals.
- All injuries received at Moyle Park College are recorded in the school incident report form and filed in the reception office. A copy of the school incident report form can be found in the appendices of this document.

## Procedures in the event of an accident

### Minor accidents:

Appropriate first aid should be administered by a trained staff member and professional advice sought when in doubt. Parents/guardians should be contacted if a student needs reassurance or if external medical assistance is being sought. Complete the incident report Form

### Serious Accidents:

When a serious accident occurs the most senior staff member present takes charge of the proceedings and the following procedures are followed:

- Administer first aid if appropriate while waiting for external medical assistance or the emergency services
- If there is a risk of further injury move injured person to safety, otherwise do not move them
- If emergency services are summoned ensure they are given the exact location so they can access the injured person
- Establish location of hospital
- Notify family/guardian and appoint a suitable person to travel with the injured person to hospital
- Ensure that the scene of the accident is not disturbed and if Health and Safety Authority are to inspect the scene do not move anything unless further serious risks have to be avoided

- Gather all information immediately about the accident. Obtain statements from and take photographs or draw sketches of the scene
- Complete the Incident Report Form (see appendices) and give assistance to the Principal and Health and Safety Authority Inspector if/when they carry out an investigation
- Get clearance from the Principal before resuming the particular task on which the injured person was involved

### **Arrangements for other emergencies**

Accidents and dangerous occurrences to be investigated will also include substantial damage to property, or near misses. Once the cause has been established the Board of Management will initiate procedures to have the cause eliminated either by removing the particular hazard or having it guarded in such a manner so as to prevent any further accidents and if this is not possible have the “hazard” included in the Safety Statement and outline appropriate risk reduction measures. All preventative measures recommended will be issued to all staff

### **‘At Risk’ students**

Students who have ongoing medical problems e.g. diabetic or other controlled conditions may need medical interventions during the school day. Staff will be informed and trained on how to deal with an emergency situation of ‘at risk’ students in their classrooms when the need arises. Parents of children with known allergies are responsible for informing the Principal of any assistance that may be needed for a student with food allergies.

## Success criteria of Safety, Health & Welfare Policy

The policy will be successful if it has;

- ☐ Created of a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- ☐ Ensured understanding of the school's duty of care towards students
- ☐ Protected the school community from workplace accidents and ill health at work
- ☐ Outlined procedures and practices in place to ensure safe systems of work
- ☐ Complied with all relevant health and safety legislation (so-far-as is reasonably practicable) to include the following areas;
  - ☐ Provision of a safe workplace for all employees – teachers, SNAs, Secretary, Caretaker, etc.
  - ☐ Ensuring competent employees, who will carry out safe work practice
  - ☐ Ensuring safe access and escape routes
  - ☐ Ensuring safe handling and use of hazardous substances and equipment
  - ☐ Provision of safe equipment including maintenance and use of appropriate guards
  - ☐ Provision of appropriate personal protective equipment

## Timetable for Review

The Health and Safety Policy will be reviewed in the first term of each academic year . The next review for this policy will take place during the school year **2022/2023.**

The HSA also recommend that a review should be conducted when any changes have been made to work practices, personnel, where a practice is no longer valid or under the direction from the HSA inspector

## Link to Other Policies

- Child Safeguarding Statement
- Critical Incident Policy
- Code of Behaviour
- School Tour Policy
- Wellbeing Policy
- Covid -19 Response Plan 2020

## Appendices

1. Risk Assessment Index
2. Incident Report
3. Risk Assessment Template Used
4. Risk Assessment 2021/22
5. Copy of Signed Covid-19 Risk Assessment
6. Copy of signed Covid-19 Policy Statement
7. Copy of Emergency Contacts

## 1. Risk Assessment Index

<b>Risk Rating</b>		
<b>Numerical Value Severity x Probability</b>	<b>Descriptive risk rating</b>	<b>Interpretation</b>
16-25	Emergency - Extremely Serious	Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place.
11-18	Severe and Serious	Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time frame and it may be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.
6-10	Medium	Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
1-5	Trivial or Negligible	No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.

**Severity x Probability = Risk Rating**

<b>Severity Rating</b>	<b>Interpretation</b>	<b>Numerical Value</b>
Fatality or Catastrophic	Single or multiple fatalities, widespread illness, large scale property or equipment damage	5
Major	Serious injury or illness, significant property or equipment damage	4
Moderate	Injury and damage to property	3
Minor	Minor injury or illness, minor property or equipment damage	2
Trivial	No significant injury or illness, no significant property or equipment damage	1

**Probability/Likelihood**

<b>Probability Rating</b>	<b>Interpretation</b>	<b>Numerical Value</b>
Inevitable	Like to occur either immediately or in the short term	5
Very Likely	Could occur in time or if repeated enough	4
Likely	Likely to occur	3
Unlikely	Though unlikely, may occur over time	2
Rare	Unlikely to occur at all	1





### 3. Risk Assessment Template Used

Moyle Park College  
Blank Risk Assessment

1. Title					
Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

#### 4. Risk Assessment 2021/22

Moyle Park College Health & Safety Policy

**1. Fire**

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
<p>Outbreak of fire on the school premises Staff, Students and visitors Burns, asphyxiation, Smoke inhalation, risk of multiple injuries/ fatalities, collapse of structure.</p>	<p>Unintentional outbreak of Fire</p>	<ul style="list-style-type: none"> <li>• The Board of Management is committed to the provision and upkeep of an effective fire safety infrastructure (detection systems, fire alarm systems, adequate escape routes, fire suppressants, safety notices, etc.) within the school</li> <li>• Rubbish will be removed regularly from corridors</li> <li>• Good housekeeping practices will be strictly adhered to, to minimise any buildup of materials throughout the school</li> <li>• In the event of alarm activation, fire procedures must be complied with immediately.</li> <li>• Assembly points are identified for individual classes/areas and are listed in the Emergency Procedure Plan</li> <li>• Staff must follow the manufacturer's instructions when using flammable liquids and ensure they are not used near naked flames or any source of ignition</li> <li>• All fire protection equipment and systems are serviced and maintained on a regular basis throughout the premises</li> <li>• Emergency exit routes are clearly identified</li> <li>• No storage of combustible materials, school equipment or personal belongings allowed on exit routes or in stair areas</li> <li>• Fire drills are held at regular intervals to ensure that those involved are aware of and abide by emergency procedures.</li> <li>• Records are maintained of all drills</li> <li>• Exit doors and escape routes easily open and are not locked</li> <li>• Sign in/Sign out system for visitors who are then met by staff</li> </ul>	<p>4 X 3</p>	<p>Clear and precise emergency evacuation maps and plans to be posted in all areas used by staff, students and Visitors.</p> <p>All classrooms should be checked at the start of the school year to ensure that evacuation procedures are clearly visible and up to date.</p> <p>Equipment and other items will not be stored in stairwells or corridors.</p>	<p>Board of Management, Principal, staff and students</p>
<p>Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p>Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>		

## 2. Chemicals and Hazardous Substances

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Staff, students, outside contractors using chemical substances Burns, spillages, poisons, fatalities, irritation of skin, fire and explosion	Cleaning staff, Maintenance personnel and any member of the staff using chemical substances (science teachers, art teacher, etc.	<ul style="list-style-type: none"> <li>Handling and storage arrangements must be in accordance with the manufacturers warning labels and instructions</li> <li>Anyone handling hazardous substances must be made aware of the warning symbols and safety instructions on materials and obey these rules</li> <li>Flammable liquids must be used and dispensed in a safe place with adequate natural or mechanical ventilation</li> <li>Sources of ignition i.e. static electricity, unprotected electrical equipment, naked flames etc. are prohibited where highly flammable liquids are being used</li> <li>All flammable materials must be stored separately from high-risk areas</li> <li>Chemicals must be stored and segregated according to their properties and Safety Data Sheets (SDS) must be retained on file</li> <li>Only small quantities of flammable liquids must be stored on their own in a fire resistant cupboard or stored in an appropriate safe area for immediate use at the workplace</li> <li>Storage must be secure to prevent unauthorised access or use</li> <li>A system of inspection of stock and disposal of deteriorated materials must be operated</li> <li>Containers must be kept closed to stop vapour escaping.</li> <li>Spillages must be contained; Spillages of flammable liquids must be dealt with immediately</li> <li>Absorbent material must be readily available to soak up spillages</li> <li>All containers of flammable substances whether full or empty should be treated as if they are full and as highly dangerous</li> <li>Flammable substances should never be left close to heating appliances.</li> </ul>	4 X 3	<p>An SDS file will be compiled by all departments or personnel using hazardous chemicals and be available for emergencies.</p> <p>A Fire Safety file will be displayed in the vicinity where the chemicals are used and consulted by staff as appropriate</p>	Board of Management and school staff
<p>Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p>Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>		

3. Use of Electrical Equipment					
Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Any person using electrical equipment Electric shock, electric burn, fire and fatalities	Using electrical equipment to; carry out work activities, undertake teaching activities	<ul style="list-style-type: none"> <li>All electrical equipment must be used in accordance with the manufacturer's instructions and should be appropriate for the task for which it was intended. All equipment must include protection from moving parts</li> <li>All equipment should be kept in good working condition, any defective, broken or faulty equipment should be reported immediately and taken out of circulation and marked appropriately until repair or disposal</li> <li>Electrical cables must be laid in a safe manner away from danger zones and should be inspected at regular intervals for damage or signs of overheating</li> <li>Repairs must be carried out by appropriately qualified persons and records of all servicing and repairs retained</li> <li>Multi plug extension leads must be disconnected when not in use</li> <li>All portable electrical appliances/equipment will be maintained in a way that is safe for use.</li> </ul>	4 X 3	<p>Electrical cables will be inspected at regular intervals for damage or signs of overheating by the caretakers and replaced or repaired by a competent person.</p> <p>The use of adaptors/multi extension leads to be eliminated.</p>	Principal, caretakers and staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

#### 4. Emergency Lighting

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Unable to vacate the premises safely Slips and trips	Power Outage	<ul style="list-style-type: none"> <li>Emergency Lights are installed in key areas throughout the school premises which automatically switch on in the event of a power cut</li> <li>In the event of a power cut lasting more than 2 hours Board of Management policy is to vacate and close the school facilities until power is restored</li> <li>Emergency lighting is subject to regular checks by caretakers and repaired and replaced as necessary</li> </ul>	4 X 2	Active and regular monitoring required	Board, Principal and caretakers
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

### 5. Manual Handling

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
All personnel required to carry out manual handling tasks Musculoskeletal injury, lacerations, crushing of hands or feet, bruised or broken bones, lower back disorder	Lifting, putting down, holding, carrying, or pushing and pulling a load	<ul style="list-style-type: none"> <li>The Principal and Board of Management will eliminate as far as practicable the need for manual handling</li> <li>Any person asked to carry out a 'manual handling task' will be encouraged to use mechanical aids where it is reasonably practicable (e.g. using a trolley or hand cart to move equipment)</li> <li>The Board of Management will adhere to the principles of prevention as described in the 1st Schedule of the General Application Regulations 2007</li> <li>All members of staff are encouraged to seek help when manual tasks are being undertaken and to follow manual handling guidance in Safety Statement</li> <li>Do not lift any load in excess of your own lifting capacity –always use mechanical devices such as trolleys as an alternative. Avoid lifting when a mechanical aid can be used</li> <li>Materials stored must be at a convenient height to prevent overstretching or stooping when moving them.</li> <li>When accessing upper shelves or articles stored at height use steps. Do not use a chair or climb on furniture</li> <li>Maintenance and other pertinent personnel must inform the Principal of any manual handling difficulties they encounter</li> </ul>	3 X 3	<p>Ensure that any employee who undertakes a 'manual handling' task is fully\ trained in the safe manual handling of loads</p> <p>This training should be arranged as soon as is reasonably practicable for the staff member</p> <p>Appropriate mechanical aids will be available for staff Students should not be requested to help with manual handling tasks.</p>	Board of Management and Principal
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		



## 6. Movement around school and social areas

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
<p>All personnel, students, visitors and contractors</p> <p>Hazards: Clutter, school bags, blocked access and egress</p> <p>Risks: Slips, trips, fall, bruising, strains, broken bones, covid-19 etc</p>	Moving around school	<ul style="list-style-type: none"> <li>Staff and students using passageways and corridors should do so in an orderly manner</li> <li>All areas must be kept neat and tidy</li> <li>Supervision and control of pupils at break times</li> <li>Sufficient bins provided for waste</li> <li>Clean as you go policy in place</li> <li>Walkways must not be used as storage areas</li> <li>Wet floors should be cleaned up immediately. The area should be highlighted and blocked off till dry</li> <li>Bins emptied frequently</li> <li>All access routes, walkways, emergency escapes and firefighting equipment must be kept free of materials, rubbish and obstructions of any type</li> <li>Trailing cables are avoided, but if necessary they need to be ramped and protected to avoid possible tripping hazards</li> <li>Hovering/cleaning mainly takes place outside of school hours</li> <li>Report trailing cables, uneven surfaces and poor lighting for repairing</li> <li>Floors should be maintained so as to avoid tripping hazards. If an employee notices flooring in a state of disrepair, this should be reported immediately for repair</li> <li>Storage is provided for school bags</li> <li>Staff, students and visitors using entrances should do so in single file</li> <li>When unable to keep 2m apart mask / face coverings should be worn at all times</li> </ul>	3 X 3	<p>Emergency exits need to be accessible at all times so that exit from the building is not restricted</p> <p>Suitable mats to be placed at entrances to prevent wet floors</p>	Principal, caretakers, cleaners and teachers.
<p>Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p>Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>		

### 7. Trips, Slips and Falls

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
<p>Tripping, slipping or falling due to: Poor lighting, damaged/broken floor coverings, trailing cables, change in floor level, badly arranged furniture</p>	<p>Walking/working in an area with poor housekeeping practices</p>	<ul style="list-style-type: none"> <li>• All pedestrian routes and class rooms will be maintained in line with best design and improved as resources become available</li> <li>• Adequate storage is provided for school equipment and personal belongings of staff and students</li> <li>• Ceilings, floors, walls and the general décor will be maintained in line with best practice</li> <li>• Any damage to infrastructure or equipment must be reported immediately to the Principal or Deputy Principals</li> <li>• The Principal and Board of Management will ensure that repairs are carried out as quickly as possible</li> <li>• Lighting will be maintained to achieve suitable lighting levels</li> </ul>	<p>3 X 3</p>	<p>Regular and routine monitoring of building required to ensure high standards of housekeeping are maintained at all times</p>	<p>Board of Management, staff and students</p>
<p>Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p>Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>		

### 8. Access/Egress

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Staff, students visitors Blocked or obstructed access route	Unable to safely access/egress building	<ul style="list-style-type: none"> <li>Pedestrian routes will be clearly marked, illuminated and inspected regularly. Students and visitors not to enter staff parking zones</li> <li>All doors/gates, access routes will be maintained in good condition and will be kept clear from obstruction including bicycles</li> <li>All floor surfaces will be (inside and outside) kept free from tripping or slipping hazards. Loose mats will not be used on corridors</li> <li>Supervision appropriate to the size and volume of pedestrian traffic will be provided inside the main entrance and throughout school grounds when needed i.e. break times, change of classes,</li> <li>Lighting will be adequate to ensure that people are not at risk of tripping and falling</li> <li>Motor vehicles/personal or maintenance equipment may not be left in access/egress routes or along pedestrian routes</li> </ul>	3 X 3	On-going monitoring of buildings and grounds	Board of Management, and staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

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### 9. Maintenance Work

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
<p>All personnel required to carry out maintenance tasks, staff, students and members of the public</p> <p>Risk of injury from maintenance activities.</p>	Any work activity requiring maintenance	<ul style="list-style-type: none"> <li>Prior to starting any maintenance work on building fabric, services, drainage, fixtures, fittings, plant or equipment the contractor's Safe System of Work Plan (SSWP) will be vetted by the Principal. The Board of Management must be informed of this and give special instructions concerning protective measures that all pertinent individuals must take while work is in progress</li> <li>Maintenance personnel must: <ul style="list-style-type: none"> <li>Report to the Principal to receive any such special instructions before commencing any work on the school premises</li> <li>Must institute any control measures deemed necessary by theSSWP and continually review your safety procedures. These should be amended where necessary</li> <li>Any tools or equipment used in the course of your work must be in good working order and removed or stored safely after work each day</li> </ul> </li> <li>All serviced equipment must be labelled to record that work has been carried out and to inform those concerned of any special precautions that need to be taken when being used</li> <li>It is the responsibility of maintenance staff and service engineers to leave their work area clean and safe to use when finished. All waste materials must be removed when work is complete</li> <li>All maintenance and or repair staff must closely follow these special precautions, which may also include the use of protective clothing or equipment</li> <li>Only qualified and authorised personnel may work on critical services to the school i.e. electrical, plumbing, gas, heating, etc</li> </ul>	3 X 3	Contractors to submit their SSWP for each task	Principal, all maintenance personnel, contractors and caretakers
<p>Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p>Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>		

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## 10. Boiler House

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
<p>All personnel required to carry out maintenance tasks in the boiler house</p> <p>Risk of burns, explosion, fire.</p>	<p>Any work activity which requires accessing the school heating system</p>	<ul style="list-style-type: none"> <li>Gas detectors are in place with automatic shut off</li> <li>Gas detectors are serviced annually</li> <li>The fire detection system in the boiler house is linked to main alarm system and serviced annually</li> <li>Only equipment necessary for the up-keep of the heating system may be stored in the boiler house. The storage of ancillary school materials, equipment or machinery in the boiler house is strictly forbidden</li> <li>Boiler house not to be used as work area by staff</li> <li>The fire protection system installed in the boiler house must be checked regularly and recorded in the school fire register</li> <li>All firefighting equipment must be maintained as per fire regulations</li> <li>All personnel working in the boiler house or carrying out essential repairs to the school heating system must institute any control measures deemed necessary by their own SSWP and continually review your safety procedures</li> <li>Any tools or equipment used in the boiler house must be in good working order and removed after work each day</li> <li>It is the responsibility of maintenance staff and service engineers to leave their work area clean and safe to use when finished. All waste materials must be removed when work is completed</li> <li>All maintenance and or repair staff must closely follow these special precautions, which may also include the use of protective clothing or equipment</li> <li>A hot work permit is operated for all work in the vicinity of the boiler room</li> </ul>	<p>3 X 4</p>	<p>On-going monitoring to ensure that only equipment necessary for the up-keep of the heating system is stored in the boiler house area.</p> <p>No machinery, tools or combustible materials to be stored in the boiler house.</p> <p>Boiler house should not be used as a work area by caretakers or other staff.</p> <p>If a smell of gas is detected Bord Gáis is notified.</p>	<p>Caretakers and maintenance staf</p>
<p>Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p>Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>		

### 11. Storage Areas

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
<p>Teachers, administration staff, caretaker, cleaners, and students accessing and using storage facilities</p> <p>Cuts abrasions, Falls from height Materials falling from height,</p>	<p>Carrying out work duties</p>	<ul style="list-style-type: none"> <li>Only authorised personnel are allowed access to the storage areas in the school which must be kept locked at all times when not in use.</li> <li>Staff will ensure, as far as is reasonably practicable, that no dangerous substances can be removed from storage areas</li> <li>High standards of housekeeping must be maintained allowing adequate room to move around safely in storage areas</li> <li>Safety Data Sheets (SDS) for chemicals used to be retained on file</li> <li>Keep the areas inside and outside free from hazardous objects and ensure that there are no combustible materials stored near any sources of ignition – refer to control measures for chemicals/hazardous substances</li> <li>All cleaning equipment to be kept in designated storage areas only</li> <li>Unwanted items e.g. old paint cans, empty boxes, broken furniture, off cuts of timber, etc. must not be allowed to build up. Apply the fire prevention measures</li> <li>Storage of materials must be within easy reach and shelving must be sturdy enough to hold any heavy items</li> <li>These control measures apply to all storage areas in the school</li> </ul>	<p>3 X 4</p>	<p>Ensure that everything in its place and a place for everything</p>	<p>All staff</p>
<p>Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p>Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>		

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**12. Caretaking Activities**

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Caretaking activities	Carrying out caretaker duties Using hand tools Using electrical tools Handling chemicals Ground maintenance Personal Protective Equipment (PPE) Hazard reporting	<ul style="list-style-type: none"> <li>• Caretakers are trained in general safety procedures, including hygiene and safe use of chemicals. SDS retained on file in storage area</li> <li>• Any cuts or injuries received must be treated immediately by one of the trained First Aiders in the school</li> <li>• All hand tools provided by the school must only be used for the purpose in which they were intended. Any tools not fit for purpose must be removed from service and replaced</li> <li>• All electrical tools to be used as per manufacturer's instructions</li> <li>• Visual safety check to be carried out before every use</li> <li>• Defective equipment to be decommissioned or repaired</li> <li>• Electrical cables must be laid in a safe manner away from danger zones and should be inspected at regular intervals</li> <li>• Caretakers when using chemicals must do so safely and in line with manufacturer's guidance</li> <li>• Handling and storage of chemicals are per manufacturer's instructions</li> <li>• Any tools or equipment used by the caretakers must be in good working order and stored safely after work each day</li> <li>• Adhere to the special precautions listed in the operator's manual when using power driven machinery, especially when re-fueling</li> <li>• Mowers to be maintained and serviced annually</li> <li>• Always wear the PPE provided for your protection and ensure that it is properly worn as to manufacturer's instructions</li> <li>• PPE must only be used for personal use and disposed of appropriately when perished</li> <li>• Cover cuts and grazes with waterproof dressings so that material you are handling cannot get into them</li> <li>• Suitable mechanical aids to be used for moving items around school.</li> <li>• Caretakers will monitor hazard reporting to the Health &amp; Safety Coordinator or management.</li> </ul>	3 X 3	Identified health and safety training to be offered to caretakers Clean as you go policy for students Replace electrical with battery driven tools when practicable Replace existing chemicals (i.e. Round up) with safer ones where possible Ensure that operator's manuals are consulted when using equipment Active monitoring required Active monitoring	Principal, Caretakers & staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

### 13. Stairways

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Staff, students and visitors Missing a step Slipping, tripping or falling down the stairs	Accessing a classroom or other area in the school via the stairways	<ul style="list-style-type: none"> <li>The stairways and landings throughout the school are covered in non-slip material</li> <li>The steps and nose runners are slip/trip resistant</li> <li>Stair covering is maintained and replaced as necessary</li> <li>All stairs are well lit complimented with a light switch on the top and bottom of the stairs</li> <li>Lighting levels on stairwells will be similar to those in corridors,</li> <li>All stairs are equipped with a handrail that extends the full length of each stairs</li> <li>The handrails are securely fastened</li> <li>The circumference of the handrail is no greater than 170mm allowing for easy grip</li> <li>No doors open on to a step</li> <li>All staff and students are encouraged to grip the handrail when using the stairs</li> <li>Running or climbing more than one step at a time is strictly forbidden</li> <li>Schoolbags, equipment, furniture, chairs, plastic bags, or any combustible material may not be left in corridors or under/near stairways</li> </ul>	3 X 4	<p>Safety signage to be displayed at each stair well cautioning of the potential risk of falling down the stairs</p> <p>Staff and students using stairways should do so in single file, going up on the wall side and down by the rail</p> <p>Nothing to be stored in stairway areas or under stairwells</p> <p>Overcrowding at top of stairways to be monitored</p>	Board of Management Principal and staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		



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## 14. Gym/Sportshall.

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Staff and students The blocking of access ways with equipment, furniture etc. Poor housekeeping practices. Wet slippery or broken flooring along access route	Working/using gym facilities and the PE area	<ul style="list-style-type: none"> <li>Gym is locked at all times when not in use.</li> <li>Safety policy and rules apply for participation in PE classes</li> <li>Emergency Evacuation procedures clearly visible in gym</li> <li>All storage areas, doors and access points into the gym must be kept clean and free of clutter at all times</li> <li>All floor surfaces should be kept in a clean undamaged condition, free from tripping/slipping hazards</li> <li>PE furniture and equipment should be sturdy and of good quality and any defective furniture to be removed from use</li> <li>Safe manual handling techniques to be used when lifting moving or re-arranging equipment etc.</li> <li>Ensure that there is safe access and egress for staff, students and members of the public at all times within the PE area.</li> <li>Good housekeeping practices must be strictly adhered to</li> <li>Appropriate signage must be in place to alert pedestrians of restricted access particularly when cleaning is in progress</li> <li>The inspections and cleaning rota systems in place for the gym and equipment must be reviewed regularly</li> <li>Appropriate PE gear must be worn when participating in PE classes</li> <li>Students must not be left unsupervised when carrying out PE activities in gym, badminton or squash courts</li> <li>Spectators and reserve players must be positioned at a safe distance from the area of play during game or activities</li> <li>Safety information notices evident and clearly positioned in gym</li> <li>First Aid box to be available and easily accessible</li> <li>The Principal must ensure that all persons engaged in supervising PE activities are competent in all safe systems of work referred to in this Safety Statement</li> <li>Adequate controls and safeguards are in place for use of gym by other bodies</li> </ul>	3 X 3	<p>All furniture (tables, chairs, etc.) and unused equipment to be removed from gym and dressing rooms when in use</p> <p>All damaged/broken equipment to be removed from gym areas immediately</p> <p>Ongoing maintenance programme for gym area and grounds</p> <p>High standard of housekeeping to be maintained when gym is in use</p>	PE staff, caretakers and Principal
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

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15. Staffroom					
Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Slips and trips, Hot surfaces, Using electrical appliances,	Recreation in the staff room School policies not being adhered to	<ul style="list-style-type: none"> <li>• Safe access and egress must be maintained throughout the room</li> <li>• Electrical appliances to be visually checked for safe use</li> <li>• Appliances to be used in line with manufacturer's instructions</li> <li>• Personal or other items are not to be stored along aisles or floors</li> <li>• The control measures listed for fire safety, maintenance, electricity and any other pertinent safety measures in this Safety Statement must be strictly adhered to at all times</li> </ul>	3 X 3		Board of Management and staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

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16. Car Parking and Pedestrians Routes					
Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
<p>Unauthorised parking on school grounds</p> <p>Driving through and parking in pedestrian areas</p>	<p>Lack of supervision</p> <p>School policies not being adhered to</p>	<ul style="list-style-type: none"> <li>Parking areas/pedestrian routes to be well marked and signposted at all times and housekeeping to be kept to a high standard in these areas. Students and visitors have restricted access to parking areas</li> <li>Passageways to be kept in good condition and any defects found must be rectified as soon as is practicable</li> <li>Ensure that motor vehicles, or other equipment do not block, pose a risk of contact or impede safe movement to staff, students and other persons particularly in yard areas</li> <li>Emergency exits must be kept clear of obstructions and clearly displayed at all times. Emergency lighting and essential firefighting equipment must be maintained as per regulations</li> </ul>	3 X 4	Active monitoring required Designated visitor parking area near main office	Board of Management, Principal and caretakers
<p>Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p>Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>		

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17. Visual Display Units (VDU's)					
Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Repetitive strain, injuries/work related upper limb disorders (WRULDS), eye strain, back pain	Working with VDU's	<ul style="list-style-type: none"> <li>Board works with staff to ensure compliance with necessary regulations taking account of: <ul style="list-style-type: none"> <li>Position of the monitor with regards to lighting and distance</li> <li>Height of work desk</li> <li>Type of chairs provided for the task – adjustable and ergonomically where necessary</li> <li>Position of keyboard and mouse pad to allow for adequate support for the hands and arms.</li> </ul> </li> <li>Monitors with poor image quality or flickering screens will be repaired or replaced</li> <li>Only software suitable for the requirements of the job will be used.</li> <li>Staff who experience difficulties with strain or glare should report these to the Principal or the Board of Management</li> </ul>	3 X 3	Active monitoring required	Board of Management and Principal
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

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## 18. All classrooms

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Staff, students and visitors Tripping, slipping, injury, falling, poor lighting, damaged/broken chairs or desks, etc.	Classroom teaching	<ul style="list-style-type: none"> <li>Staff responsible for their immediate work environment</li> <li>Staff to check and monitor that classrooms and work areas are safe and free from faults or defects</li> <li>All classrooms will be maintained in line with best design and improved when resources become available</li> <li>All classrooms will be locked when not in use</li> <li>Staff ensure that students carry out all their routines in a safe manner and do not create danger for themselves or for others</li> <li>Any damage to rooms or equipment to be reported immediately</li> <li>Caretakers will ensure that repairs to floors, desks, walls, and chairs are carried out as quickly as possible</li> <li>Rooms cleaned appropriately and rubbish removed daily</li> <li>Staff and students advised to place bags in a safe area</li> <li>Lighting will be maintained to achieve suitable lighting levels</li> <li>All spillages to be cleaned up immediately</li> <li>Staff ensure students follow and comply with safe procedures</li> <li>All equipment is checked to ensure it is safe before use</li> <li>Staff insist that all in their charge wear protective clothing and use protective equipment where necessary</li> <li>Students are informed of the safety procedures for subjects</li> <li>Staff encourage safe working practices in their own area at all times</li> <li>Books and equipment are suitably stored in all rooms</li> <li>Child Protection Guidelines will be followed by all staff</li> <li>Portable electrical equipment that may be prone to wear, tear or damage should receive a Portable Appliance Testing (PAT) by a competent person and records maintained of same</li> <li>Never use or stand on a chair or table to work at height (opening windows, putting up posters, starting data projector, etc.)</li> </ul>	3 X 3	<p>Notices used to highlight safety issues or safeguards</p> <p>Trolley available to staff for moving heavy loads</p> <p>Windows and electrical equipment to be inspected routinely by caretakers or suppliers</p> <p>Remote controls available for all data projectors</p> <p>Active and ongoing programme of maintenance – all broken or damaged equipment or furniture to be removed from rooms</p>	Board of Management, teaching staff and caretakers
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

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19. Administration					
Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
<p>Shredder Lacerations to fingers</p> <p>Photocopier</p> <p>Storage of monies</p>	<p>Shredding paper</p> <p>Photocopying</p> <p>Burglary/theft</p>	<ul style="list-style-type: none"> <li>• Never put fingers or objects other than paper into the shredder feed opening unless the machine was designed for the material</li> <li>• Feed paper smoothly into the shredder. Never force paper into a shredder.</li> <li>• Shred paper in small quantities to avoid jamming</li> <li>• If the shredder motor overheats, turn the paper shredder off and allow the motor to cool for about 15 minutes before using again</li> <li>• Always turn off before removing and emptying the waste box or cleaning the paper shredder</li> <li>• Always turn off and unplug the power source before cleaning the paper shredder or removing jams.</li> <li>• The upkeep of the photocopier is maintained and regularly inspected</li> <li>• Working at the photocopier is for short duration only</li> <li>• Students are not allowed unauthorised access to photocopier machine</li> <li>• Only authorised and trained staff members are allowed maintain the machine</li> <li>• Electronic banking used for most payments and transfers of monies</li> <li>• Agreed procedures for collection of monies and provision of receipts</li> <li>• Procedures in place for daily storage and transfer to bank</li> <li>• An agreed maximum amount to be kept in school overnight is set by Board of Management (never over a weekend)</li> <li>• Procedures for refunds communicated in writing to parents/guardian</li> <li>• All monies to be lodged in school safe and not in filing cabinets</li> <li>• Clear instructions given to school staff in case of burglary</li> <li>• Door control mechanism to control the internal access doors of the entrance lobbies operated via the office</li> </ul>	3 X 3	Active monitoring required	Board of Management, office staff
<p>Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p>Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>		

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20. Science Laboratories and Storage Areas					
Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
<p>Security of the laboratories</p> <p>Staff and/or students injured while carrying out experiments</p> <p>Contact with chemicals</p> <p>Fire</p> <p>Electricity and Bunsen Burner</p> <p>Glass Ware</p>	<p>Students accessing rooms</p> <p>Carrying out experiments</p> <p>Using chemicals</p> <p>Working with flammable substances</p> <p>Working with laboratory equipment</p>	<ul style="list-style-type: none"> <li>The laboratories are always locked when not in use and students are not allowed into the science rooms unsupervised</li> <li>Ongoing maintenance to keep rooms at a high standard</li> <li>Agreed and approved Health and Safety Rules apply when using the laboratories and the following would apply during experiments: <ul style="list-style-type: none"> <li>Students work in small groups</li> <li>There is no unnecessary movement around the science labs</li> <li>Students are not allowed to use dangerous chemicals. Instead their use is demonstrated by the teacher</li> <li>Students are always well-supervised during experiments</li> <li>Students are well-instructed in the use of apparatus</li> </ul> </li> <li>Chemicals are stored in special areas which are locked. These areas are accessible to teachers only</li> <li>Experiments involving dangerous chemicals are only carried out in the fume cupboard. The fume cupboard is serviced and maintained</li> <li>Eye protection (e.g. goggles) are used during all chemistry experiments</li> <li>Chemicals that are prohibited for use in a school setting will be removed</li> <li>List of safety instructions displayed in prominent position in labs</li> <li>Up to date Chemical inventory with Safety Data Sheets (SDS) for each chemical is maintained by staff</li> <li>Staff are trained in how to use the fire extinguishers and fire blankets available in each laboratory</li> <li>The school fire protection system is checked annually by the installer</li> <li>Safety shutoff detectors/valves in each room tested regularly and serviced annually</li> <li>Bunsen burner rubber tubing is checked for 'cracks' before each use</li> <li>Glassware and storage vessels are checked for 'star' cracks before use</li> <li>Waste chemicals, broken glassware, etc. are properly disposed of</li> </ul>	4 X 2	<p>Separate key to chemical storeroom</p> <p>Fume Cupboard to be serviced as required</p> <p>All unused and dangerous chemicals to be disposed of</p>	Board of Management, Principal and teaching staff
<p>Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p>Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review</p>		

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21. Science Laboratories and Storage Areas continued*					
Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
General issues including hazardous substances, housekeeping and storage	Staff accessing and working labs and stores	<ul style="list-style-type: none"> <li>Items not being used will be placed into correct storage keeping walkways and doors free from clutter and potential hazards</li> <li>Good housekeeping procedures will be implemented by staff</li> <li>Fan in lab store is maintained in line with manufacturer's requirements</li> <li>Obsolete items and unused equipment will be removed from the labs and storerooms</li> <li>Storage and preparation surfaces are examined regularly to ensure that they are easy to clean, impervious, impermeable and in good condition</li> <li>Storage shelves and units are checked regularly to ensure that they are kept in a safe working condition</li> <li>Items are not stored above head height to allow for ease of handling by staff</li> <li>Doorways are kept free of equipment and rubbish at all times</li> <li>Regular laboratory inspections are conducted by staff along with an annual safety check – items of concern are reported to the Board of Management</li> <li>The following principles must be followed in the safe use of chemicals: <ul style="list-style-type: none"> <li>Use the safest chemical possible for the job to be done</li> <li>Read the label and safety sheet</li> <li>Take special measures prescribed and know emergency measures in case of accident</li> <li>Avoid inhalation of vapours and dusts</li> <li>Prevent contact with eyes</li> <li>After contact with chemicals, clean yourself and your working clothes</li> <li>Dispose of used chemicals as recommended by manufacturer</li> <li>Staff or students should not eat or drink when using chemicals. Hands and exposed skin must be thoroughly washed and dried following use of chemicals</li> </ul> </li> <li>First Aid boxes, spill kits to be available and easily accessible</li> <li>Additional safety information is available to staff in the manual entitled "Aspects of Safety in Science Laboratories in Second Level Schools"</li> </ul>	4 X 3	Additional ventilation in the room for the chemicals. Broken stools and table tops to be removed	Board of Management , Principal and teaching staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		



## 22. Information Technology Rooms

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
<p>Room</p> <p>Visual Display Units (VDU's) Repetitive strain, eye strain, back pain</p> <p>Tripping, slipping, falling Trailing cables, badly arranged furniture, bags, etc.</p> <p>Fire</p>	<p>Carrying out IT activities</p> <p>Working for long periods at a poorly designed workstation</p> <p>Working in an area of poor housekeeping</p> <p>Using faulty electrical appliances</p>	<ul style="list-style-type: none"> <li>The information technology rooms are always locked when not in use and students are not allowed into the rooms unsupervised. All access points into the room must be kept clean and free of clutter at all times</li> <li>All floor surfaces should be kept in a clean undamaged condition.</li> <li>Furniture should be sturdy and of good quality</li> <li>The teacher must ensure that all persons engaged in activities are supervised when using IT equipment</li> <li>All IT equipment is maintained in line with manufacturer's requirements</li> <li>Each workstation must take account of: <ul style="list-style-type: none"> <li>Position of the monitor with regards to lighting/ distance</li> <li>Height of the work desk</li> <li>Adjustable ergonomically designed chair</li> <li>Position of mouse and adequate support for hands/ arms</li> <li>Students who experience difficulties with glare, eye strain or poor workstation design should be allowed to take a short rest pause from class</li> </ul> </li> <li>All pedestrian routes will be maintained in line with best design</li> <li>Storage is provided for facility equipment and personal belongings of staff</li> <li>Ceilings, floors, walls and the general décor will be maintained in line with best practice</li> <li>Any damage to infrastructure must be reported immediately to the Principal</li> <li>Repairs will be carried out as quickly as possible</li> <li>Lighting will be maintained to achieve suitable lighting levels.</li> <li>The school fire prevention, protection and evacuation policy must be strictly adhered to</li> <li>Teachers are trained in how to use the CO2 fire extinguishers in the rooms</li> <li>The school fire protection system is checked annually by the installer</li> </ul>	<p>3 X 2</p>	<p>Ongoing maintenance and good housekeeping</p> <p>Acceptable Use Policy in place</p> <p>All broken or damaged equipment or furniture to be removed from rooms</p> <p>Good housekeeping</p> <p>All unused and obsolete equipment to be removed</p>	<p>Teachers, cleaning staff, caretaker and IT providers</p>
<p>Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p>Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>		

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23. The Sacred Space					
Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Staff, students, visitors Tripping, falling, fire, etc.	Teaching and moving around room	<ul style="list-style-type: none"> <li>Religion and meditation room will be locked at all times when not in use</li> <li>Any damage to the room or equipment must be reported to the class teacher immediately</li> <li>All equipment is checked to ensure it is safe before use</li> <li>All damaged or broken equipment or furniture to be removed immediately</li> <li>Teaching staff will ensure that students carry out all their routines in a safe manner and do not create danger for themselves or for others</li> <li>The Religion and Meditation Room should be kept clean and all unused equipment should be removed from the room</li> <li>Electrical sockets must not be overloaded especially when using musical equipment</li> <li>All electric equipment in room will be maintained in line with manufacturer's guidelines</li> <li>Lighting will be maintained to achieve suitable lighting levels</li> <li>All spillages to be cleaned up immediately</li> <li>The use of extension leads should be avoided</li> <li>Adequate care and precautions will be taken when using candles</li> <li>A suitable fire extinguisher will be available in the room</li> </ul>	3 X 2	<p>Ongoing maintenance and good housekeeping Acceptable Use Policy in place</p> <p>All broken or damaged equipment or furniture to be removed from rooms</p> <p>Good housekeeping</p> <p>All unused and obsolete equipment to be removed</p>	Teachers, caretakers and Board of Management
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

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**24. Office Spaces**

<b>Hazard, who may be affected and the health effect it may cause</b>	<b>Activity likely to cause exposure to the hazard</b>	<b>Controls</b>	<b>Risk Rating Severity X Likelihood</b>	<b>Action Items (What further controls can be put in place)</b>	<b>Person(s) Responsible and action implementation</b>
Staff, students, visitors Assault, tripping, falling, fire, etc..	Staff working in office spaces	<ul style="list-style-type: none"> <li>• All offices will be locked at all times when not in use</li> <li>• Child Protection Guidelines will be followed by staff using offices</li> <li>• Data and confidential information will be stored securely and in line with relevant guidelines</li> <li>• Any damage to the room or equipment must be reported immediately</li> <li>• All equipment is checked to ensure it is safe before use</li> <li>• Office spaces should be kept clean and all unused equipment should be removed</li> <li>• Electric heaters in room will be maintained and used in line with manufacturer's guidelines</li> <li>• Lighting will be maintained to achieve suitable lighting levels</li> <li>• All spillages to be cleaned up immediately</li> <li>• Electrical sockets must not be overloaded and the use of extension leads should be avoided</li> <li>• Adequate care and appropriate precautions should be taken when meeting with students, parents and visitor</li> <li>• Exposure to chemical agents should be avoided</li> <li>• All office areas should have appropriate glass viewing panels</li> <li>• Staff are not permitted to use school furniture or equipment to stand, climb or work at height</li> </ul>	3 X 3	Consideration should be given to having a fob system for access control and door entry to all offices where confidential data is stored	Board of Management and staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

## 25. Practical Rooms

[illegible]

### 26. Practical Rooms continued

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
<p>Electrical Equipment</p> <p>Fire</p> <p>Mixed Media work</p> <p>Tidying up</p> <p>Off campus art activities</p> <p>Kiln Hazards: Temperature of kiln, fire, electricity Risks: Burns Staff/students</p>	<p>Staff/students using electrical equipment e.g. Glue guns, laminators etc.</p> <p>Outbreak of Fire</p> <p>Using materials</p> <p>Art events away from the school</p>	<ul style="list-style-type: none"> <li>Electrical equipment will only be used if it has been checked by the teacher</li> <li>Students will only use electrical equipment if it is appropriate, if guidance has been given and if they are being supervised by a teacher</li> <li>Trailing wires will be secured to prevent tripping</li> <li>All portable devices must be PAT tested</li> <li>The school fire prevention, protection and evacuation plan as outlined in this Safety Statement must be fully implemented by staff and students</li> <li>Firefighting media must be readily available in the art room</li> <li>Objects and materials used should be deemed safe by the teacher responsible for the lesson. First Aid kit available and maintained</li> <li>Tidying up at the end of art lessons will be done in an orderly way and under instruction of the teacher responsible for the lesson</li> <li>The production of dust will be avoided by wiping down surfaces with damp towels or sponges</li> <li>An individual student assessment will be made for each trip</li> <li>Approval sought for trip in line with agreed school policy</li> <li>Teachers only operate the kiln according to manufacturer's instructions</li> <li>Combustibles are not left around kiln while firing</li> <li>Turn off all switches before loading/ unloading</li> <li>Do not unload till fully cooled</li> <li>When unloading be careful of stilt marks on glazed pieces</li> <li>Where possible kiln should be fired when students are not present but if not possible control access to kiln area</li> </ul>	<p>3 X 3</p> <p>4 X 2</p> <p>3 X 4</p>	<p>Ensure that the area is maintained so that all items are stored safely On-going good housekeeping required</p> <p>Kiln and area surrounding the kiln needs to be cleaned of all waste materials . Kiln should be serviced regularly by a competent engineer</p>	<p>Teacher, caretakers and Principal</p>
<p>Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p>Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>		

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27. Music Room					
Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Staff, students, visitors Tripping over and bumping into music equipment, objects falling, manual handling injuries,	Teaching and moving around room	<ul style="list-style-type: none"> <li>The music room will be maintained in line with best design and improved as resources become available</li> <li>Any damage to the room or equipment must be reported immediately to the class teacher</li> <li>Lighting will be maintained to achieve suitable lighting levels</li> <li>Teaching staff must ensure students follow and comply with safe procedures when using equipment</li> <li>All equipment is checked to ensure it is safe before use</li> <li>Teacher must ensure that students carry out all their routines in a safe manner and do not create danger for themselves or for others</li> <li>Teacher must insist that all in their charge use required protective equipment (i.e. ear protection) where necessary</li> <li>Teacher to encourage safe working practices in the music room at all times</li> <li>The music room should be kept clean and all unused equipment should be removed out of the music room</li> <li>Electrical sockets must not be overloaded and a safe method of providing electricity should be provided for all electrical equipment</li> <li>All portable devices must be PAT tested</li> <li>Noise assessment will be undertaken if noise exposure levels are deemed to be too high</li> <li>Materials will be stored must be at a convenient height to prevent overstretching and staff are not permitted to use school furniture or equipment to stand, climb or work at height</li> <li>Staff must inform the Principal of any manual handling difficulties they encounter</li> </ul>	3 X 3	Good housekeeping practices will be observed at all times	Teacher, caretakers and Principal
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

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28. External Areas					
Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Entrances, paths, yard areas, traffic, CCTV, pitch, playing courts, housekeeping key control and storage of equipment, Slips, trips, falls, collisions, entrapment, electrocution, serious injury	Staff, students or visitors (including unauthorised) entering the school	<ul style="list-style-type: none"> <li>Door control mechanism to control the internal access doors of the entrance lobbies is operated via the office</li> <li>All pathways, road surfaces and manhole covers will be maintained as part of an ongoing maintenance programme within the school</li> <li>Appropriate signage will be displayed at entrances, yards and playing fields to discourage unauthorised use of facilities. It is important to state that any person accessing the grounds or using the facilities does so at their own risk</li> <li>All staff and parents will be advised about the need to drive slowly in school grounds. Signage/warnings will be placed at entrances to alert drivers to slow down. Speed restriction signage in place</li> <li>Signage will be displayed at the main entrance to make motorists aware of cyclists and pedestrians using and exiting the school grounds</li> <li>Signage stating that CCTV cameras are in operation will be displayed prominently around the school grounds and within the main building. These signs will be in line with the requirements of the Data Protection Commissioner. CCTV policy in place</li> <li>Electrical and gas service boxes will be maintained and monitored for damage</li> <li>Students will dismount from their bicycles and walk to bicycle storage area on entry to the main school grounds</li> <li>School gates will be tied back so that they cannot swing open during school hours</li> <li>Signage will be placed at the school entrance highlighting the fact that all visitors must report to reception. These signs will be clearly visible and placed in prominent positions for all to see</li> </ul>	4 X 3	Additional speed limit signage/warnings to be placed at entrance to alert drivers to slow down – speed limit should be set at 10kph per hour	Board of Management, staff, caretakers, students and visitors
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

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**29. External Areas continued**

<b>Hazard, who may be affected and the health effect it may cause</b>	<b>Activity likely to cause exposure to the hazard</b>	<b>Controls</b>	<b>Risk Rating Severity X Likelihood</b>	<b>Action Items (What further controls can be put in place)</b>	<b>Person(s) Responsible and action implementation</b>
Paths, roadways, traffic, speeding, CCTV, pitch, playing courts Slips, trips, falls, collisions, entrapment, electrocution, serious injury	Staff, students or visitors (including unauthorised) entering the school	<ul style="list-style-type: none"> <li>All equipment (portable goalposts, etc.) will be removed from playing pitch after use</li> <li>All foreign objects (rubbish, stones, glass, plastic bottles, etc.) will be removed from play areas prior to use. Areas subject to regular inspection and PPE must be worn when cleaning is in progress</li> <li>All outside spaces will be cleaned and no inappropriate items will be stored in any spaces between buildings</li> <li>Main goal posts must be inspected for signs of deterioration on a regular basis</li> <li>All fencing around the pitch/grounds must be free from any gaps/holes, must stand upright and rigid. All damage should be reported to the Principal</li> <li>All repairs to fencing must be carried out by a competent person</li> <li>Lawnmower, if used, must have safeguarding in place to protect against blades or moving parts. Guards must not be removed unless maintenance is being carried out by a competent person.</li> <li>Machine must be switched off and plug disconnected before any cleaning, maintenance or repair is being carried out. All maintenance/repair must be carried out by a competent person at regular intervals in accordance with the manufacturer's instructions.</li> <li>PPE must be worn when using lawnmower and it must be operated by competent staff only</li> </ul>	4 X 3	Active and constant housekeeping required around school grounds Portable goalposts and equipment to be removed and put in storage when not in use	Board of Management, staff, caretakers, students and visitors
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		



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30. Other Relevant Issues					
Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Hazard reporting Lift Property inventory Key control CCTV control room Use of machinery and chemical cleaning products Staff, students, cleaning staff and visitors	Staff, students or visitors (including unauthorised) entering the school Cleaning	<ul style="list-style-type: none"> <li>A formal structure is in place within the school for hazard reporting by staff (Book of Job).</li> <li>Lift is maintained and serviced in line with manufacturer's requirements</li> <li>Maintenance records kept</li> <li>Alarm/communication system from lift to Accel Lifts</li> <li>All equipment and materials purchased are recorded on a property inventory.</li> <li>School personnel who receive or use school property are required to sign for it.</li> <li>A key control system operates within the school</li> <li>Staff members with keys are identified in the crisis management plan.</li> <li>Room where the CCTV controls and DVRs are housed is secure.</li> <li>Access to the control room is limited to authorised personnel only.</li> <li>Responsibility for viewing, changing the storage media and recordings is restricted to authorised personnel.</li> <li>Safety Data Sheet (SDS) to be obtained for all hazardous chemicals and a copy to be kept on file in the office and main Cleaning Store room</li> <li>Personal Protective Equipment (PPE) is provided and must be worn by cleaning staff</li> <li>Chemicals are labelled and stored safely in accordance with the SDS</li> <li>Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together</li> <li>leaning store rooms are locked when not in use</li> <li>Powered machines are maintained in line with manufacturer's guidelines and serviced regularly</li> </ul>	2 X 3  3 X 3	Regular monitoring Access to lift restricted to authorised persons only (key operated) Appropriate and necessary guidelines on the personal use of school equipment to be put in place	Principal, staff and caretakers Board of Management Cleaning staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

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**31. Other Relevant Issues**

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
<p>Work at height Fall, serious injury, death Caretakers, contractors</p> <p>Pregnant employees Manual handling, chemical agents, working with VDUs, mental and physical fatigue Bullying/Dignity at Work Physiological, and behavioural Working Alone Attack. illness, injury, death Stress Child Protection</p>	<p>Working on school roof</p>	<ul style="list-style-type: none"> <li>The door to the roof of the school building will be locked when not in use</li> <li>Access to roof of school building is restricted to authorised personnel and only when weather permits</li> <li>Caretaker(s) will inform reception when they are accessing roof</li> <li>Safety harnesses must be worn by all personnel when accessing roof</li> <li>The Fall Arrest System installed on the roof must be used when accessing the roof</li> <li>Contractors must use their own safety harnesses when accessing the school roof</li> <li>A detailed risk assessment checklist for pregnant employees has been devised – copy in the Principal's office. Suitable control measures and actions will be implemented on the basis of identified individual need following assessment. The Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations SI 218 of 2000- Section 4 applies as does DES</li> <li>Circular 22/97 on Maternity Leave, Health and Safety Leave.</li> <li>Copy of Bullying Policy available to staff and students. All complaints of bullying by staff to be dealt with in line with an agreed policy and procedure for Dignity at Work.</li> <li>A safe operating system has been devised and all staff should adhere to this policy particularly the communication and emergency procedures. Copy of policy in Safety Statement and staff manual.</li> <li>Board of Management will: <ul style="list-style-type: none"> <li>provide reasonable systems of work; comply with legislation, regulations and guidelines in order to protect employee's wellbeing</li> <li>Consult with staff to identify problems and to develop support systems</li> <li>Encourage positive working relationships and the reporting of issues causing stress at work</li> </ul> </li> <li>School complies fully with updated Child Protection Procedures (2017) and policies and training for all staff form the core of Child Protection risk management</li> </ul>	<p>3 X 3</p>	<p>Regular monitoring Access to lift restricted to authorised persons only (key operated) Appropriate and necessary guidelines on the personal use of school equipment to be put in place</p>	<p>Principal, staff and caretakers Board of Management Cleaning staff</p>
<p>Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p>Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>		

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32. Out of School Activities					
Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
Day Outings Inadequate preparation for school trips/outings  Vehicle Failure	Accident or incidents, students being separated from the main group  Transporting staff/students	<ul style="list-style-type: none"> <li>Approval sought for outings in line with agreed school policy</li> <li>An adequate number of teachers/supervisors will travel with students</li> <li>A list of all those travelling (including a head count) will be made before departure and before the return journey by the trip organiser</li> <li>The contact details of the trip organiser along with supervisors' contact details will be provided to all those travelling</li> <li>Safety instructions detailing emergency procedures (including emergency phone numbers) will be issued to all students</li> <li>The Principal, and/or Deputy Principals will be informed with regards to safety of the type, location and duration of the trip</li> <li>Adequate First Aid equipment will be brought on the trip</li> <li>Transport companies engaged by the school will be expected to supply qualified drivers and vehicles fit for purpose</li> <li>The driver will carry out a visual inspection of the vehicle prior to start up. This will include tyres, lights, wipers and other safety features for obvious defects</li> <li>The Principal, will consider any extra staff training which might be necessary to improve safety precautions, e.g. Certificate of Professional Competence (CPC) training, training for special needs students, emergency evacuation of the vehicle, etc.</li> <li>Students will be directed to enter and exit the bus in a single file. They will remain in their seats (with seat belts on) while in transit</li> <li>Students will be requested to follow the instructions of the driver</li> <li>Students must never be allowed to distract the driver</li> </ul>	4 X 2	Regular monitoring Access to lift restricted to authorised persons only (key operated) Appropriate and necessary guidelines on the personal use of school equipment to be put in place	Board of Management, class teachers, Principal, Deputy Principals  Transport provider and Principal
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

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## 33. Out of School Activities continued

Hazard, who may be affected and the health effect it may cause	Activity likely to cause exposure to the hazard	Controls	Risk Rating Severity X Likelihood	Action Items (What further controls can be put in place)	Person(s) Responsible and action implementation
School trips abroad Inadequate preparation for a tour to a foreign country	Accident or injury, students being separated from the main group, illness, theft, etc	<ul style="list-style-type: none"> <li>Prior approval of the Board of Management must be sought before the trip is undertaken.</li> <li>All participants will be made aware of the potential hazards involved in tour by the tour organiser/tour committee</li> <li>At all times teachers should be on constant alert to identify foreseeable hazards and safety issues</li> <li>The wearing of appropriate clothing and footwear is essential</li> <li>Water, drinks, food should be carried at all times in order to maintain energy/hydration levels</li> <li>Throughout the duration of the tour, teachers should carry a First Aid kit as well as the medications required by students in the group</li> <li>There should be a designated First Aid responder in the party; all teachers/leaders should be provided with a comprehensive and up-to-date list of students and their medical/dietary needs. This list should be compiled before departure.</li> <li>A signed medical authorisation form/permission slip should be completed by all parents /guardians to deal with hospital emergencies</li> <li>All participants should be encouraged to report any feelings of illness/anxiety at an early stage to their teachers (a "buddy system" amongst students might assist in this)</li> <li>The concept of Health, Safety and Welfare should be widely discussed with teachers, students, parents/guardians before (e.g. at any Information Evening held) and during the tour itself to raise awareness and share responsibility</li> <li>A school mobile phone should be carried by a teacher at all times. Both students and parents should know the number to contact this phone</li> <li>Times for meeting up and the places to meet should be clearly stated and explained</li> </ul>	4 X 2	Advice should be obtained from the tour company on the safety approval regimes governing any activity centres to be visited and the regulations governing safety of accommodation Participants should hold a current European Health Insurance Card	Board of Management, tour organisers and Tour Company
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		



## 5. Copy of Signed Covid-19 Risk Assessment

6. Copy of signed Covid-19 Policy Statement

## 7. Copy of Emergency Contacts