



Safety Statement

WICKLOW EDUCATE TOGETHER
NATIONAL SCHOOL

HAWKSTOWN ROAD, WICKLOW TOWN,
Co WICKLOW.



Wicklow Educate Together
National School

JANUARY 2025

AYRTON
GROUP

TABLE OF CONTENTS

1.	GENERAL HEALTH AND SAFETY POLICY	4
2.	SAFETY MANAGEMENT & CONTROL.....	5
3.	RESPONSIBILITIES.....	6
3.1	BOARD OF MANAGEMENT	7
3.2	OTHER RESPONSIBILITIES OF MANAGEMENT	8
3.3	TEACHERS/STAFF.....	8
3.4	VISITORS	9
3.5	ORGANISATIONAL CHART	10
3.6	TABLE OF RESPONSIBILITIES.....	11
4.	RESOURCES	12
4.1	CONSULTATION	12
5.	TRAINING	13
6.	DISCIPLINARY PROCEDURE.....	14
7.	ACCIDENTS AND DANGEROUS OCCURRENCES.....	15
7.1	RECORDING, REPORTING & INVESTIGATION	15
7.2	PROCEDURE IN CASE OF ACCIDENTS, DANGEROUS OCCURRENCES OR NEAR MISS INCIDENTS	16
7.3	FOR SERIOUS INJURY OR COLLAPSE.....	16
7.4	ACCIDENT REPORT	16
8.	FIRE / EXPLOSION / EVACUATION	17
8.1	GENERAL FIRE PRECAUTIONS	19
8.2	FIRE FIGHTING EQUIPMENT	19
9.	ENVIRONMENTAL POLICY.....	21
10.	WELFARE	22
10.1	HYGIENE FACILITIES	22
10.2	CANTEEN FACILITIES	22
10.3	SMOKING	22
10.4	PREGNANT TEACHERS/STAFF	22
10.5	FIRST AID	23
10.6	CONTRACTORS	24
10.7	SAFETY SIGNS.....	24
10.8	RIGHT TO DISCONNECT	24
11.	HARASSMENT AND BULLYING POLICY STATEMENT	25
11.1	DEFINITION.....	25
11.2	SECTARIAN HARASSMENT	25
11.3	RACIAL HARASSMENT	26
11.4	VICTIMISATION	26
11.5	BULLYING	26
12.	MANAGING STRESS IN THE WORKPLACE	28
13.	SUBSTANCE ABUSE	29
14.	PERSONAL PROTECTIVE EQUIPMENT.....	30
15.	MANUAL HANDLING.....	31
15.1	FACTORS TO BE CONSIDERED AS LIFTING HAZARDS	31
15.2	PRINCIPLES OF LIFTING.....	31
16.	SCHOOL MECHANICAL EQUIPMENT	33
17.	VISUAL DISPLAY UNITS (VDU'S)	34
18.	HAZARDOUS SUBSTANCES.....	36
19.	APPENDIX	38
20.	ACKNOWLEDGEMENT OF SAFETY STATEMENT & RISK ASSESSMENT	39

REVISION OF SAFETY STATEMENT

Rev. No	Date	Change	Reviewed by
Version 1	February 2017	New safety statement	Sean O'Leary Ayrton Group
1	January 2025	1st Review	Peter Roche of Ayrton Group

This document has been prepared by a staff member of Ayrton Group. Any changes made by a non-staff member or person not appointed by Ayrton Group will nullify all responsibility which Ayrton Group may have for this, as well as any associated documentation. Such reviews, revisions & changes to this, as well as any associated documentation, must only be made by an officially appointed person, who is competent to make such changes, carry out such reviews & deliver such revisions.

1. GENERAL HEALTH AND SAFETY POLICY

This Safety Statement sets out the general policy of Wicklow Educate Together National School.

This policy aims to ensure Wicklow Educate Together National School, will do all that is reasonably practicable to secure the Safety, Health, and Welfare of our Teachers/Staff and pupils whilst at work and all others affected by our work.

Wicklow Educate Together National School will endeavour to comply with all legal enactments relating to Safety, Health and Welfare in the workplace.

This Safety Statement is prepared in accordance with *Section 20 of the Safety, Health and Welfare at Work Act 2005*.

We will also endeavour to take account of the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023*.

Safety is everybody’s responsibility, and it is the duty of all personnel to take all reasonable precautions to avoid injury to themselves and those who may be affected by their actions.

Wicklow Educate Together National School recognises that the primary responsibility for providing and maintaining safe working conditions bears on Board of Management and will endeavour to do everything that is reasonably practicable to comply with this responsibility. The achievement of a safe and healthy working environment requires the commitment and co-operation of all Teachers/Staff and others affected by our work.

SIGNED:

DATE: ____/____/____

DANIEL VICKERS

CHAIRMAN BOARD OF MANAGEMENT

2. SAFETY MANAGEMENT & CONTROL

INTRODUCTION

Our school is multi-denominational, co-educational, child-centred and democratically run. These are the guiding principles, and our school is open to all children of every religious denomination and none.

In educating children, we aim to inspire confidence in each one to find freedom, love & fulfilment. Our School Patron is Educate Together, and the school is fully recognised by the Department of Education and Science.

The school currently has 16 mainstream class teachers, 3 ASD teachers, 10 learning support teachers, 12 special needs assistants and 9 ancillary staff (office, caretaker, cleaners, Carambola staff).

WHAT IS THE SAFETY STATEMENT?

The Safety Statement is the written policy of Wicklow Educate Together National School detailing how Safety, Health and Welfare at Work, along with all related matters, are being managed.

WHO SHOULD READ IT?

Each staff member has a duty to familiarise themselves with the Safety Statement and its contents. The Safety Statement is freely available to Teachers/Staff. It will be read to any employee, who has difficulty in reading it, in a language that he or she can understand.

This Safety Statement must be brought to the attention of all staff at least annually, as per the requirements of the Safety, Health & Welfare at Work Act, 2005.

VISITORS, CONTRACTORS AND OTHERS WHO VISIT OR ARE INVITED TO THE PREMISES

Any person visiting, working or attending our workplace for any reason, or for whom we carry out work, is invited to read the Safety Statement.

UPDATES AND AMENDMENTS

Changes will inevitably occur from time to time in sections of our operations. These will be recorded in this Safety Statement.

NEW LEGISLATION AND STANDARDS

Wicklow Educate Together National School will do all that is reasonably practicable to keep abreast of and to comply with new legislation and standards, as these become statutory.

REVIEW OF SAFETY STATEMENT

Wicklow Educate Together National School must review this Safety Statement at regular intervals, at least every year or where major changes in equipment or work practices occur. Appropriate changes must be made where deemed necessary.

These changes are to be discussed with the workforce concerned by Management. This Safety Statement must be brought to the attention of all our staff at least annually.

3. RESPONSIBILITIES

It is the duty of Teachers/Staff at all levels within Wicklow Educate Together National School to comply with the Safety Statement and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function, but ultimate responsibility still lies with the Board of Management of Wicklow Educate Together National School.

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work. It is advisable that the following approach should be adopted by the management of Wicklow Educate Together National School

Managing safety, health, and welfare in schools, (*Reference: HSA Guidelines on Managing Safety, Health and Welfare in Primary Schools*)

It is advisable that the following approach should be adopted by the management of Wicklow Educate Together National School.

1. Roles and Responsibilities

Decide and document the specific **roles and responsibilities** of those who will coordinate safety, health, and welfare on behalf of the Board of Management. Principals or assistant principals are best placed to co-ordinate safety, health and welfare, but remember that overall responsibility remains with the Board of Management. These roles and their associated responsibilities should be documented clearly in the safety statement.

Other individuals with specific responsibilities around safety, health and welfare should be identified in the safety statement, e.g., trained first-aiders, individuals responsible for organising fire drills, teachers conducting risk assessments in their classrooms, and those responsible for maintaining grounds or equipment.

Responsibilities Continued:

It is the duty of Teachers/Staff at all levels to comply with the Safety Statement and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function, but ultimate responsibility still lies with the Board of Management.

3.1 Board of Management

The responsibility for the effective management of Wicklow Educate Together National School the Board of Management has the responsibility to represent Wicklow Educate Together National School in taking control, establishing and maintaining a policy on Health and Safety. This policy shall be represented as this Safety Statement.

In accordance with the general duties placed upon us by *Sections 8 to 11 of the 2005 Act*, The Principal shall, in so far as is reasonably practicable, ensure compliance with the Safety Statement by:

1. Taking a first-hand interest in the Safety Policy and to support those whose function it is to implement it.
2. Provide the resources necessary, in terms of time and effort, in order to promote Health and Safety in this workplace.
3. Take an active part in reviewing any relevant Reports and Audits, relevant changes and improvements (and prioritising these) and ensure that Health and Safety is taken into account at the planning stage of all new work.
4. Ensure that all staff are held accountable for their performance in relation to Safety, Health and Welfare in the workplace, with regard to themselves, their fellow Teachers/Staff and Pupils and others, who may be affected by their work.
5. Ensure that all staff are competent in their own individual tasks.
6. Take all reasonable steps to ensure that all materials and equipment comply with the requirements of safety legislation and standards and that no items purchased shall interfere with standards of safety.
7. Ensure that all Teachers/Staff and Pupils understand the 'Safety Policy', by allowing each employee access to the Safety Statement. If any employee has a difficulty in reading or understanding the Safety Statement, it will be read to him / her in a language that he/she can understand. When changes / amendments occur, ensure these are appropriately circulated.
8. Ensure that all Teachers/Staff will receive adequate training to carry out their tasks safely.
9. Ensure all staff receives training and Management keeps records.
10. Ensure that all Teachers/Staff accept training or literature given in relation to Safety and Health and also accept any advice given by a competent person.
11. Ensure that all Teachers/Staff understand that Health and Safety information about their work is available to them as a right.
12. Ensure the Safety Statement is brought to the attention of the Teachers/Staff at least annually.

3.2 Other Responsibilities of Management

(e.g., Principal/Vice Principal by Wicklow Educate Together National School).

Wicklow Educate Together National School appoints a Principal / Vice Principal to oversee the running of the school. The following is an outline of the associated responsibilities:

1. Communicate Health and Safety at work by personal example.
2. Ensure that Wicklow Educate Together National School Safety Statement, and other safety guidance is communicated, observed, understood, and implemented.
3. Ensuring that activities are planned so that they may be carried out safely.
4. Ensure that all machinery, equipment and safety devices are properly maintained and are safe to use.
5. Providing and maintaining adequate guarding systems on machinery.
6. Ensuring that only competent personnel adjust, operate and maintain machinery or equipment.
7. Ensuring the safety of lesser-experienced Teachers/Staff and that they never in jeopardy, from the work they are doing.
8. Ensuring that adequate safety training is provided as necessary and that it is availed of by Teachers/Staff.
9. Ensuring that Teachers/Staff are aware of the actions to be taken in case of an emergency and that properly maintained firefighting equipment is available.
10. Ensuring that good housekeeping standards are maintained and in particular access/exit routes as well as fire exits, and fire points are never obstructed.
11. Ensuring that all accidents and dangerous occurrences are thoroughly investigated, and remedial actions are taken. Wicklow Educate Together National School management must be informed of all accidents and near misses as soon as is reasonably practicable.
12. Ensuring that any changes in processes, procedures or equipment by way of new purchases, modification or the addition of new components or work tasks are risk assessed taking full account of health and safety issues and do not endanger the safety and health of Teachers/Staff or any other persons who may be affected by our work.
13. Considering and supporting any representation about Health and Safety from Teachers/Staff.
14. Providing effective supervision of all working practices in Wicklow Educate Together National School.
15. Taking a direct interest in the Health and Safety of the Teachers/Staff.
16. Ensure that all contractors have appropriate experience, have insurance and training in place, and have prepared adequate risk assessments and method statements for their intended tasks.

3.3 Teachers/Staff

All Teachers/Staff are expected to co-operate fully with all provisions taken by Wicklow Educate Together National School for ensuring the Safety, Health and Welfare of Teachers/Staff and Pupils.

All Teachers/Staff are expected to:

- Immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the person in charge.
- Adhere to all safe systems of work, comply with and beware of hazard warning signs and safety signs, which indicate dangerous machinery, substances or procedures.

All Teachers/Staff have specific statutory responsibilities under the *Safety, Health and Welfare at Work Act, 2005, Sections 13 and 14*. This legislation is outlined as follows:

It shall be the duty of every employee while at work:

- To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his / her use alone or for use by him/her in common with others for securing his/her safety, health or welfare while at work)
- To report to his/her employer or his/her immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of which s/he becomes aware.
- Not to be under the influence of alcohol or drugs to the extent that would pose a danger to themselves or to others.
- If reasonably required by the employer, to submit to any appropriate, reasonable and appropriate tests as may be required by Statutory Regulations or as set out under the *Safety, Health and Welfare at Work, 2005 Act*.
- Not to engage in improper behaviour such as bullying or horseplay which could endanger any other person, in the workplace.
- Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate, any reasonable assessment required.
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities.

Other statutory employee responsibilities are as laid down in the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023*. These state that every employee has a duty to take into account training and instruction given by their employer in relation to:

1. Making correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.
2. Where personal protective equipment is provided that the employee:
 - a) Should make full and proper use of this.
 - b) Uses it in accordance with the information, instruction and training provided by the employer.
 - c) Take all reasonable steps to ensure that the employee returns this equipment to storage after its use.

3.4 Visitors

All visitors to Wicklow Educate Together National School including persons from the general public, salespeople, consultants, inspectors, etc, have a responsibility to assist the company in fulfilling its statutory duties. In order to achieve this, visitors must adhere to the following general rules:

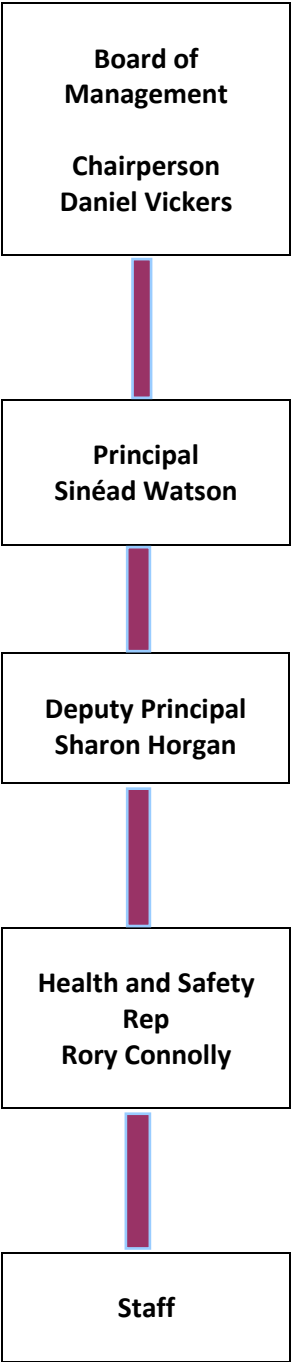
- Visitors must sign in and out at reception.
- Visitors must be supervised at all times by a member of staff.
- Visitors must observe the company's Safety Rules and any instructions given by staff.
- Visitors must not enter unauthorised areas unless given permission by staff.

3.5 Organisational Chart

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.

It is the duty of Teachers/Staff at all levels to comply with the Safety Statement and to carry out their responsibilities as detailed in it. Please refer to the relevant page for your responsibilities and seek advice or guidance on any area of doubt. All staff will be briefed of its content and will sign a form stating that they will comply with its content.

To ensure successful implementation of the Safety Statement, members of this organisation will have specific responsibilities. It is of the utmost importance that these functions are properly delegated in their absence and the name of the other person is notified to all concerned. The functional responsibilities are set out below.



3.6 Table of Responsibilities

OPERATION	TITLE	NAMES
Overall responsibility	Board of Management	
Accident Investigation	Principal	Sinéad Watson
Risk Assessments	Principal	Sinéad Watson
PPE Identification	Principal	Sinéad Watson
First Aid Supplies	School secretary	
Trained First Aiders		Sharon Horgan, Mercedes Douglas, Catriona Carey, Deirdre Feeney Lynch
Safety Representative		Rory Connolly
Safety Officer		Rory Connolly
Identification Of Training Needs	Principal	Sinead Watson
Delivery Of Training	External agencies	
Safe Work Procedures	Principal	Sinéad Watson
Emergency Drill / Plan	Principal	Sinéad Watson
Preventative Maintenance	Principal	Sinéad Watson
Statutory Inspections	N/A	
Design / New Product	N/A	
Purchasing	Principal	Sinéad Watson
Supervision To Ensure Safety	Principal	Sinéad Watson
Remedial / Corrective Action	Board of Management	
Health Surveillance	N/A	
Consultation	Principal	Sinéad Watson
Employee Co-operation	Principal	Sinéad Watson
Review Process / Auditing	Board of Management	

4. RESOURCES

Wicklow Educate Together National School shall dedicate resources necessary to ensure in so far as is reasonably practicable, the Safety, Health and Welfare of Teachers/Staff.

The following resources will be dedicated:

1. Wicklow Educate Together National School Management and if necessary, Consultants or Competent Persons will provide appropriate safety consultancy, auditing and training input.
2. The Time required for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.
3. The Effort required for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee Safety, Health and Welfare to carry out their functions.
4. The Finances required to ensure, in so far as is reasonably practicable, the Safety, Health and Welfare of Teachers/Staff. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or starting of new provisions for securing the Safety, Health and Welfare of our Teachers/Staff.
5. The resources required to ensure that Safety, Health and Welfare in the workplace is taken into account at the planning stage of all new work, where this new work may have effects on employee Safety, Health and Welfare.

4.1 Consultation

Where possible, projects involving or affecting Safety, Health and Welfare at Work will be discussed in advance in this method and all opinions will be taken into consideration before management decisions are taken, as is required in *Section 26 of the Safety, Health and Welfare at Work Act, 2005 Act*.

Each employee will be given the opportunity to make representations to management as applicable.

Section 25 of the Safety, Health and Welfare at Work Act 2005 makes provision for the election from amongst the Teachers/Staff of a Safety Representative. Management will assist Teachers/Staff in this regard and will recognise the role of the Safety Representative.

Teachers/Staff will be given access to any information in the possession of Management that pertains to the Safety, Health and Welfare of Teachers/Staff and Pupils, subject to the exclusion of:

- Information relating to an individual.
- Information pertaining to St Brigid's Presentation taking or defending a legal action.
- Information, which may not be disclosed without contravening a legal prohibition.

Where required we shall put in place the necessary arrangements for the provision by the staff of a **SAFETY REPRESENTATIVE**.

(Please refer to Section 3.6. Table of Responsibilities for details).

5. TRAINING

In relation to the training of Teachers/Staff, we intend to comply with the duties placed upon us by the *Safety, Health and Welfare at Work Act, 2005, Section 10*.

It is recognised that ongoing Safety Training is required in order to assist in the maintenance of a high standard of service. Safety Training and Safe Work Procedures, such as Manual Handling training, will be built into every training package. However specific training will be provided for matters such as Fire Safety, Emergency Procedures and First Aid.

All Teachers/Staff will receive induction training upon commencing employment, this will include good housekeeping practices and hygiene. Wicklow Educate Together National School will ensure that the Teachers/Staff are made aware of the hazards present and the safety precautions necessary. The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing the work safely.

All training will be recorded.

Where it is deemed to be necessary, Teachers/Staff will be given further training or retraining as required and this will also be recorded, and progress monitored.

Areas of training, provided, are:

- CPD – Dept. of Education
- Child Protection.

Areas of training, which will be considered, are:

- Emergency Procedures – Fire Extinguisher Training
- First Aid Responder
- Manual Handling
- Ergonomic VDU Assessment.

6. DISCIPLINARY PROCEDURE

Wicklow Educate Together National School Disciplinary will follow the Department of Education Guidelines.

The following is a list of examples of gross misconduct: -

1. Negligence resulting in injury or possible injury to others, destruction / damage to Wicklow Educate Together National School property or goods.
2. Drunkenness while at work.
3. Possession, use of, or being under the influence of drugs while at work.
4. Wilful neglect or destruction of Wicklow Educate Together National School property.
5. Falsification of returns or other official documentation.
6. Working while on sick leave.
7. Fighting or threats of acts of physical violence.
8. Possession, on Wicklow Educate Together National School premises, of firearms or arms defined by law.
9. Theft of Wicklow Educate Together National School or other employee's property.
10. Interference with or theft of First Aid or other safety equipment.
11. Sabotage, attempted sabotage or threatened sabotage of Wicklow Educate Together National School or any employee's property.
12. Deliberately restricting output or quality of our work.
13. Violation of other employee's rights/freedom by threats of violence or other action.
14. Serious misconduct affecting the interests of the school employees and/or Wicklow Educate Together National School.
15. Refusal to carry out a lawful instruction given by a level of authority.
16. Unauthorised use, possession or disclosure of Wicklow Educate Together National School private information.
17. Disregard of Wicklow Educate Together National School Rules and Regulations, the contents of this Safety Statement or specific instructions given.
18. Disregard the fire precautions, particularly those relating to smoking in prohibited areas.
19. Driving a Wicklow Educate Together National School vehicle in a reckless manner or under the influence of drink / illegal substances.
20. All The school employees are advised that failure to comply with the above can result in prosecution by the enforcing authority and/or use of the Wicklow Educate Together National School Disciplinary Procedures in relation to serious offences, which can carry an instant dismissal penalty.

7. ACCIDENTS AND DANGEROUS OCCURRENCES

Always keep a mobile phone available on school and check it is functioning properly. This is especially important if there is no landline facility available.

7.1 Recording, Reporting & Investigation

Wicklow Educate Together National School is aware that **there is a legal onus upon us to record and investigate all accidents, incidents and dangerous occurrences** in line with the Safety, Health and Welfare at Work (General Application) Regulations (Amendment No.3) 2016 (S.I. No. 370 of 2016) part of the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023 (S.I. No. 610). Our motivation to do this properly is the knowledge that if we put the information that we collect to good use, we can reduce or maybe even eliminate the risk of such occurrences happening again.

Fatalities, Reportable Injuries and Dangerous Occurrences should be reported using the online reporting system on the HSA webschool (<https://webapps.hsa.ie/Account/Login?ReturnUrl=%2f>) or the paper-based **Accident Report Form I.R.1.** or the Form of **Notice of Dangerous Occurrences, Form I.R.3** and a copy sent to the Health and Safety Authority.

Non-fatal accidents:

The injury of any employee as a result of an accident while at work must be reported, where the injury results in the employee being unable to carry out **their normal work** for more than three consecutive days, excluding the day of the accident. (This includes Teachers/Staff who, following an accident at work, are either not at work or who are at work but assigned to 'light duties' until such time as they recover fit to work).

In calculating the days, weekends and other non-working days should be included.

The injury of a person who is not an employee of Wicklow Educate Together National School and who is not at work (such as a visitor or member of the public) but whose injury resulted from one of our work activities, must be reported if the injured person has had to be taken from the location of the accident to receive treatment in respect of that injury in a hospital or medical facility.

Non-fatal accidents should be formally reported within 10 working days of the event.

Fatal accidents:

Fatal accidents in a workplace should be reported immediately to the Health and Safety Authority (HSA) or the Gardaí so that the necessary action, including any investigation by the Authority, can take place.

The formal accident report form should be submitted to the Authority within 5 working days of the death.

The death of a person who is not an employee of Wicklow Educate Together National School and who is not at work (such as a visitor or member of the public), but who dies from an accident caused by a work activity at the place of work, must also be reported.

Dangerous Occurrences:

Dangerous occurrences listed in Appendix 1 of the Safety Health and Welfare at Work (General Application) Regulations 2007 to 2023 are also required to be formally reported within 10 working days of the event. All recording should be carried out on the Health and Safety Authority online reporting system.

Those who are required to report accidents and dangerous occurrences under the Regulations are also required to keep records for a period of **10 years** from the date of the incident. The records can be kept in the same format as the report made – that is, a copy of the report submitted to the Authority will suffice to meet the obligation.

Ultimate responsibility for this recording and investigating process is that of Board of Management, Darina Burke and the appointed assistant principal who will organise such reporting and recording.

- All accidents and dangerous occurrences shall be recorded on the Accident Report Sheet.
- Accidents must be recorded and investigated by management as soon as possible after the accident.
- Preserve the area of the incident immediately until the investigation is completed.
- All accidents must be reported to Board of Management, Darina Burke and the appointed assistant principal, who must investigate them.
- Reporting accidents and dangerous occurrences is a duty of every employee.

7.2 Procedure in case of Accidents, Dangerous Occurrences or Near Miss Incidents

1. Clear the area of the occurrence immediately. If necessary, cordon off that area.
2. Preserve the area of the incident immediately until the investigation is completed.
3. Board of Management. Darina Burke and the Appointed Deputy must be informed immediately.
4. An investigation must take place into the cause of the occurrence to identify the factors involved.
5. In this way, the problems may be identified and remedied before any further risk is taken.
6. No work should proceed until Board of Management, or the principal are satisfied that it is safe to return to work.

Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed, and the property or equipment have been repaired or replaced.

7.3 For serious injury or collapse

When calling the ambulance, use a mobile phone if possible. This allows you to speak to the operator when you are with the injured person and they can give you advice, ask questions and help you as much as possible until the ambulance arrives. The information you pass on to the operator will be passed onto the ambulance crew and may assist them when they arrive at the scene. Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed, and the property or equipment has been repaired or replaced.

When an accident occurs, you must ensure that the place is made safe before touching the injured person. Always isolate electricity when electrical shock is suspected.

Do not move the casualty unless they are in immediate danger of further injury, or they can move themselves. If any personnel on school cannot treat the injury, a doctor or the Ambulance Services must be called.

If the injured person can be transported, then he may be taken to a doctor or the local Hospital at University Hospital Kerry

If a chemical agent is involved in the injury, always take the relevant Material Safety Data Sheet or container and label, with the injured person, as this can be very helpful in treating the injury. When the Emergency Services arrive or when you arrive at a hospital, you must give a clear and exact account of what has happened to the medical personnel receiving the injured person.

The golden rule to adopt is - ***Never place yourself in danger whilst trying to help someone else, especially if you are unsure of what you are doing.*** You do not want to become the second casualty.

7.4 Accident Report

The school of the accident or incident must be preserved until the Accident Report has been written.

This should be carried out as soon as possible after the accident, the priority being of course the injured person.

This is the responsibility of Darina Burke or the appointed assistant principal. Its purpose is to help identify the cause with the aim of preventing a recurrence as well as keeping Wicklow Educate Together National School's records.

Take photographs of the accident scene as soon as possible. These will provide vital information later when the area has been disturbed.

8. FIRE / EXPLOSION / EVACUATION

FIRE

CALLING THE FIRE BRIGADE

1. DIAL 999 or 112.
2. ASK THE OPERATOR FOR THE FIRE BRIGADE.
3. WHEN THE FIRE BRIGADE ANSWERS, STATE DISTINCTLY:
FIRE AT:

Wicklow Educate Together National School, Wicklow

NEAREST MAIN ROAD OR LANDMARK:

Hawkstown Rd, Wicklow Town.

YOUR PHONE NUMBER IS:

085-1164971

4. DO NOT ASSUME that the call has been received until the above information has been acknowledged by the Fire Brigade.
5. Bring your phone with you and keep it switched on in case the Fire Brigade should ring back to confirm details.
6. IF Evacuation is necessary, proceed to the ASSEMBLY POINT as stated in the evacuation plan for the area.
7. Bring the daily attendance sheet and visitor book to conduct a roll call.
8. DO NOT RE-ENTER THE PREMISES, remain at assembly point until otherwise advised.

USEFUL PHONE NUMBERS:

Emergency

999 / 112

Local GP: CareDoc

1850 334 999

Garda: Wicklow

0404 60140

Fire Drill

Procedures:

1. Once alarm sounds, the teacher instructs all students to exit the room in an orderly manner drawing attention to the nearest exit point which is clearly marked by a sign by the classroom door.
2. Each class/corridor/office are furnished with an evacuation map and procedures detail where the room is located and the route to the nearest exit door. When the fire alarm rings, the doors automatically release.
3. Classroom doors and corridor doors are closed shut.
4. Belongings of any kind should not be taken from the room by staff or students.
5. When in Class: Exit your room in single file and make your way to your class assembly point in the big yard.
6. When NOT in Class: If you are not in your class or not with an adult, leave the building through the nearest exit door. Make your way to your class assembly point in the yard.
7. All students and staff should walk in an orderly manner to the appointed exit door.
8. Students proceed to their designated assembly point for their base class group.
9. **Tutors will go to the assembly point of his/her class (if applicable).**
10. **Staff who are not tutors to a class need to assist with roll call in place of tutors who are not on the school campus.**

Staff at these locations who are not tutors are asked to fill in and take the roll in place of any tutor who may be absent.

11. Roll call is to be taken to ensure all students are accounted for.
12. Classes will return in an orderly fashion to their rooms after the Health and Safety Officer has given confirmation to do so.

The purpose of the Trial Evacuation is:

1. To calculate the time, it takes to evacuate the buildings.
2. To identify difficulties in the proposed method of evacuation.
3. To comply with the regulations of the Fire Department, Dublin County Council.

8.1 General Fire Precautions

All staff members should familiarise themselves as soon as possible with:

1. The layout of the school.
2. The location and operation of emergency exits.
3. The location and operation of extinguishers, hose reels and break glass units where fitted.
4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

EACH MEMBER OF STAFF SHOULD OBSERVE THE FOLLOWING RULES:

- Refuse or wrappings to be disposed of only at points intended for the purpose.
- Always discard your cigarette safely (i.e., in an appropriate metal bin).
- Smouldering material to be extinguished before disposal.
- Escape routes, extinguishers and emergency exits to be kept clear at all times.
- Fire Doors must never be fixed in an open position.
- Faults in Electrical, Gas, Extinguishers and Fire Alarm Equipment to be reported to Management immediately.
- NO SMOKING or Naked Lights where Smoking is forbidden or in any indoor location.
- Except with Management permission, no work to be carried out involving any Fire Hazard.
- Never use Fire Equipment for other uses besides Fire Fighting.
- **NEVER** smoke in the vicinity of gas cylinders, petrol or other flammable substances.
- **NEVER** direct water at any electrical installation, equipment or wiring.

8.2 Fire Fighting Equipment

Fire Fighting Equipment may be selected as per the table below:

FIRE RISK	FIRE EXTINGUISHER COLOUR CODES			
	WATER	FOAM	CARBON DIOXIDE	DRY POWDER
LABEL COLOUR	Signal RED	Pale CREAM	BLACK	French BLUE
Paper, Wood, Textile & Fabric.	✓	✓		✓
Flammable Liquids.		✓	✓	✓
Flammable Gases.			✓	✓
Electrical Hazards.			✓	✓
Vehicle Protection.				✓

Note – Fire doors may only be held open if they are designed to release and close automatically when the alarm is activated.

8.3 Evacuation Procedures

- Open the nearest available exit in your area and direct pupils to this exit.
- Evacuate the school immediately. Do not take anything with you.
- If safe to do so, close all doors and windows behind you.
- Once evacuated, no person should be allowed back into the school under any circumstances until it is safe to do so unless the Fire/Emergency Team or personnel from the emergency services decide to do so/
- Teachers must make sure that all areas (i.e., toilets, cloak rooms, storerooms) are searched for anyone who may still be in the building.
- Teachers must complete a roll call.
- Rescue: If any personnel are discovered missing or are injured, they may need assistance to bring them to safety. You should only re-enter the area if you are not placing yourself in danger and have permission to do so.
- Fire Control: You should only attack the fire if you know what you are doing and if you are not placing your own life in danger. Fire extinguishers and firefighting equipment are provided for this purpose.
- Do not go home. You must wait until you have been given permission to leave.
- Training should be provided, and evacuation drills carried out every 6 months and recorded.

9. ENVIRONMENTAL POLICY

Wicklow Educate Together National School is committed to seeking ways to reduce our own impact on the natural environment. In addition to our own policies, processes and controls as a small company we frequently update this policy as the company adapts to changing environmental issues.

Wicklow Educate Together National School commits itself to work in a manner that conserves our Environment and protects the Safety, Health and Welfare of the school employees and sub-contractors, customers and the community.

Our objective in the environmental health and safety area is to assume a responsible position.

In accomplishing this we will:

1. Comply with all local, and national legislation.
2. Ensure that our operations and products used do not create unacceptable risks to human health or the environment.
3. Ensure that on site management of waste and the careful handling of material is a major priority in order to protect materials and the environment.
4. Assess the discharges and waste generated from our sites/premises and their effects, if any, on the environment and community.
5. Segregate unavoidable waste and recycle wherever possible both on site and in our office.
6. Always try to source products that are recyclable and work with manufacturers to ensure that any recyclable material is handled in the correct manner.
7. Salvage and reuse materials arising if we remove older systems and wherever possible.
8. Minimise noise and dust during installations.
9. We will endeavour to keep these sites and grounds as tidy and clean as possible for the local communities.
10. Nothing hazardous will even be discarded in a stream, drain or river.

Our goal of a cleaner environment can be achieved by a conscientious effort and commitment to excellence from all our staff, sub-contractors and clients.

10. WELFARE

Wicklow Educate Together National School endeavours to protect the Health and Welfare of staff and others affected by our works such as sub-contractors and customers. We intend to comply with current legislation covering this subject; *The 2005 Act and the 2007 to 2023 Regulations*. Issues of welfare will always be treated in the strictest confidence.

10.1 Hygiene Facilities

Teachers/Staff are encouraged to wash hands regularly, particularly before eating. Handwash basins, towels, toilet facilities, showers and running water are provided at our premises.

10.2 Canteen Facilities

Canteen facilities are provided for teachers/staff and pupils.

10.3 Smoking

No smoking is allowed in any indoor work area under The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) and where flammable substances are in use or stored. Teachers/Staff found smoking in these areas will face disciplinary procedure.

Smoking/Vaping is not permitted on school grounds either indoor or outdoor.

The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) will be strictly implemented by this company.

It is the objective of Wicklow Educate Together National School to take as far as is reasonably practical, all reasonable steps to safeguard the health, safety and welfare of all Teachers/Staff and to meet or exceed all relevant safety regulations and legislative requirements. In accordance with this objective, Wicklow Educate Together National School will protect all Teachers/Staff, contractors and visitors from the discomfort and health risks associated with passive smoking. Smoking shall not be permitted in any enclosed area of the workplace as defined by *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions*.

- All **NO SMOKING** signs are to be observed at all times. It is an offence to smoke in non-designated smoking areas or at or near exits and fire exit points.
- Any employee found to be smoking and in breach of this regulation will face disciplinary measures and may be liable to instant dismissal.
- Smoking is not permitted at or near areas where waste, paper, cardboard, oils or any other flammable materials are stored as this presents a fire hazard.

10.4 Pregnant Teachers/Staff

The health status of pregnant Teachers/Staff must not be affected in any way by our work, whether on school, in the office or elsewhere.

As per Chapter 2 of Part 6 and the related schedule 8 of the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023*, we shall endeavour to:

- Inform all female Teachers/Staff of their rights & duties when they start work with us.
- Carry out a specific risk assessment of her work.
- Inform her that she must inform Management of her condition as soon as it is practicable after it occurs, and
- at the time of notification, give to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition.

- Provide suitable work for this employee, should her situation require a change from her present activities.
- Provide suitable rest facilities for her.
- Provide paid Safety & Health leave should we not have alternative, safe work for her, as is required under these regulations.

10.5 First Aid

Adequate First Aid kits are provided by Wicklow Educate Together National School Please report to Catherine Lafferty if any item needs to be replaced.

The table below is the minimum recommended by the Health and Safety Authority.

RECOMMENDED CONTENTS OF FIRST AID BOXES & KITS				
MATERIALS	TRAVEL KIT CONTENTS	FIRST AID BOX CONTENTS		
		1 – 10 Persons	11– 25 Persons	26 – 50 Persons
Adhesive Plasters	20	20	20	40
Sterile Eye Pads, bandage attached.	2	2	2	4
Individually wrapped Triangular Bandages.	2	2	6	6
Safety Pins.	6	6	6	6
Medium individually wrapped Sterile un-medicated Wound Dressing (approx. 10 x 8 cms.)	1	2	2	4
Large individually wrapped Sterile un-medicated Wound Dressing (approx. 13 x 9 cms.)	1	2	6	8
Extra Large individually wrapped Sterile un-medicated Wound Dressing (approx. 28 x 17.5 cms.)	1	2	3	4
Individually wrapped Wipes.	10	10	20	40
Paramedic Shears.	1	1	1	1
Pairs of Latex Gloves.	3	5	10	10
Additionally, where there is no clear running water, Sterile Eye wash.**	2 x 20ml	1 x 500ml	2 x 500ml	2 x 500ml
Pocket Face Mask	1	1	1	1
Water Burns Dressing small 10cm x 10cm ***	1	1	1	1
Water Burns Dressing large***	1	1	1	1
Crepe Bandage 7cm	1	1	2	3

NOTE:

Where more than 50 people are employed, pro-rata provision should be made.

****Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. The container should be CE marked. Eye bath / eye cups / refillable containers should not be used for eye irrigation.**

***** Where mains tap water is not readily available for cooling burnt area.**

AED. The provision of Automated External Defibrillators (AED) in the workplace should be considered, especially where there is a trained Occupational First Aider. The training of other staff members in the use of the AED is also encouraged by the H.S.A.

10.6 Contractors

Every contractor or subcontractor to Wicklow Educate Together National School is bound to the rules as laid down under the Safety Statement of the Company. The *Safety, Health and Welfare at Work Act 2005, sections 17 (3) and 21* govern all contractors to the company and they are requested to make themselves familiar with these sections.

The contractor shall be responsible for the area s/he is working in. Trailing leads and cables shall be brought from overhead whenever possible. A contractor should erect barriers around his/her work area where personal injury is possible.

A contractor's work method must be carried out according to the terms of the contract if and where applicable, safe working conditions agreed upon prior to commencement of work or explained during the work. All work must be to standards as governed by legislation. The contractor is obliged to hand over a copy of their Safety Statement, job Hazard /Risk assessment and job Method Statement for review by the company before work commences. They may be asked to make changes to any element were considered necessary by Wicklow Educate Together National School.

Contractors are requested to familiarise themselves with the Company Safety Procedures prior to commencement of work. This should include reading and understanding our Safety Statement and or explanations from our Teachers/Staff. An outline of the plan of work and intended safe working practices will be requested.

Contractors appointed to design, build or carry out any form of maintenance work on behalf of Wicklow Educate Together National School must abide by all legal requirements, including their roles and responsibilities as per the Construction Regulations of 2013 to 2021.

10.7 Safety Signs

Safety Signboards put in place after November 1st, 2007, should not contain text, they are intended to be understood, independently of the language ability of the worker viewing them. Employers must instruct Teachers/Staff on the meaning of signs.

10.8 Right to Disconnect

The Right to Disconnect gives Teachers/Staff the right to switch off from work outside of normal working hours, including the right to not respond immediately to emails, telephone calls or other messages. There are three rights enshrined in the Code which came into effect on the 1st of April 2021:

- The right of an employee to not have to routinely perform work outside their normal working hours.
- The right not to be penalised for refusing to attend to work matters outside of normal working hours.
- The duty to respect another person's right to disconnect (for example: by not routinely emailing or calling outside normal working hours)

The Code of Practice for both Employers and Teachers/Staff published by the Work Relations Commission can be found at the following link:

https://www.workplacerelations.ie/en/what_you_should_know/codes_practice/code-of-practice-for-employers-and-Teachers/Staff-on-the-right-to-disconnect.pdf

11. HARASSMENT AND BULLYING POLICY STATEMENT

As part of its overall commitment to equality of opportunity, Wicklow Educate Together National School is fully committed to promoting a good and harmonious working environment where every employee is treated with respect and dignity and in which no employee feels threatened or intimidated because of his or her religious beliefs, political opinion, gender, marital status, disability or race. This aim of the policy is to prevent harassment, provide guidance to resolve any problems should they occur and prevent re-occurrence.

Harassment detracts from a productive working environment and can affect the health, confidence, morale and performance of those affected by it, including anyone who witnesses or knows about the unwanted behaviour. This can have a direct impact on the profitability and economic efficiency of the organization.

Harassment at work in any form is unacceptable behaviour and will not be permitted or condoned. Sexual, sectarian and racial harassment, as well as harassing a disabled person constitutes discrimination and is unlawful under the sexual discrimination, fair employment, race relations and disability legislation.

Harassment is inappropriate behaviour at work and will be treated by Wicklow Educate Together National School as misconduct, which may include gross misconduct warranting dismissal.
All The school employees must comply with this policy.

11.1 Definition

Harassment is unwanted conduct that affects the dignity of men and woman at work. This can include unwelcome physical, verbal or non-verbal conduct.

It should be noted that it is the impact of the behaviour which is relevant and not the motive or intent behind it. Such behaviour is unacceptable:

- A. Where it is unwanted and offensive to the recipient
- B. Where it is used as the basis for an employment decision
- C. Where it creates a hostile working environment

Non-Verbal

- Offensive gestures
- Staring / Leering
- Offensive publications / literature
- Offensive letter / memos / use of technology
- Unsolicited and unwanted gifts
- Intrusion by following.
- Isolation or non-co-operation at work

Verbal

- Suggestive or explicit language
- Unwelcome propositions
- Continued unwelcome suggestions for social activity.
- Use of affectionate or over familiar names
- Questions or comments of a personal nature

Physical

- Deliberate body contact, touching.
- Groping / fondling
- Assault

11.2 Sectarian Harassment

This is behaviour, which makes an individual feel threatened, humiliated or unwelcome because of their religion / community affiliation. It can range from physical threats to more subtle forms.

11.3 Racial Harassment

This is racist behaviour which is directed at an individual or group from a different ethnic background and which results in the individual feeling threatened or compromised.

Some examples of sectarian and racial harassment include:

Non-verbal

- Offensive gestures
- Facial expression
- Offensive publications
- Display of posters, flags, emblems, bunting
- Sectarian or racist graffiti
- Offensive letters / memos / use of technology
- Threatening behaviour
- Isolation or non-co-operation at work
- Exclusion from social activities
- Unfair allocation of work.

Verbal

- Sectarian or racist comments / abuse / jokes / songs / ridicule
- Derogatory “nicknames”
- Verbal threats
- Pressure to participate in religious / political group.
- Offensive language, gossip or slander

Physical

- Jostling
- Assault

11.4 Victimisation

Victimisation occurs where a person is treated less favourable than another because she / he has brought proceedings, given evidence or complained about the behaviour of someone who has been harassing or discriminating against them or has not acceded to their demands.

11.5 Bullying

Bullying in the workplace is repeated aggression, verbal, psychological or physical conducted by an individual or group against another person or persons. Bullying is aggressive behaviour which is systematic and on ongoing.

Some examples of victimisation and bullying are:

- Abusive behaviour, language, implied threats
- Isolation and non-co-operation at work
- Exclusion from social activities
- Over criticism of work
- Expectation of more output than is possible.
- Giving unfair performance appraisal
- Lack of support for / exclusion from career development opportunities

SCOPE

Any employee who believes that he / she suffered any form of harassment is entitled to raise the matter with Management.

RESPONSIBILITY

All The school employees have the right to work in an environment that is free from any form of harassment. Wicklow Educate Together National School fully recognizes the right of the school employees to complain about harassment should it occur. All complaints will be dealt with seriously, promptly and confidentially (in so far as statutory requirements permit).

THE SCHOOL EMPLOYEES' RESPONSIBILITY

All The school employees have a responsibility to help ensure a working environment in which the dignity of the school employees is respected. Everyone must comply with this policy and the school employees should ensure that their behaviour to colleagues and service-users does not cause offence and could not in any way be considered as harassment.

The school employees should discourage harassment by making it clear that they find such behaviour unacceptable and by supporting colleagues who suffer such treatment and are considering making a complaint / have made a complaint. They should alert The Principal to any incident of harassment to enable Wicklow Educate Together National School to deal with the matter appropriately and rapidly.

MANAGEMENT RESPONSIBILITIES

Management have a duty to implement this policy and to make every effort to ensure that harassment does not occur, particularly in work areas for which they are responsible. Management have responsibility for any incidents or harassment, which they are aware or ought to be aware. If harassment does occur, they must effectively deal with the situation.

- A.** Explain the organisation's policy to their staff and take steps to promote awareness of the procedure for dealing with complaints.
- B.** Be responsive and supportive to any employee who makes an allegation of harassment, provide clear advice on the procedure to be adopted, maintain confidentiality and seek to ensure that there is no further problem of harassment or victimisation after a complaint has been resolved.
- C.** Set a good example by treating all the school employees and others with dignity and respect.
- D.** Be alert to unacceptable behaviour and take appropriate action.
- E.** Ensure that the school employees know how to raise harassment problems.

THE COMPANY'S RESPONSIBILITIES

Wicklow Educate Together National School will ensure that adequate resources are made available to promote respect and dignity in the workplace and to deal effectively with complaints of harassment. This policy and procedure will be communicated effectively to all the school employees and Wicklow Educate Together National School will ensure that all the school employees and all Management are aware of their responsibilities.

REVIEW

Wicklow Educate Together National School will monitor all incidents of harassment and will review the effectiveness of this policy and procedure annually.

PROCEDURE

The procedure when dealing with any form of harassment is available as part of this Safety Statement. This does not replace / detract from an employee's statutory right under the relevant legislation.

12. MANAGING STRESS IN THE WORKPLACE

The effects of stress depend on the person, some people find a small amount of stress to be beneficial, finding that it provides them with energy and motivation; this type of stress is known as eustress. Others cope poorly with stress of any kind; stress which has a negative effect on a person is known as distress. When the demands placed upon a person by their job or working environment exceeds their capacity to cope, they can suffer from distress. This type of stress can have varied effects depending on the person's individual coping methods. These can include depression, aggravation, nervous breakdown, muscle tension, substance abuse, sleep deprivation, and high blood pressure leading to heart attack. The outcomes of stress in the workplace not only affect the employee it can impact their colleagues and persons involved in their life outside work.

Causes of stress in the workplace include:

- Poorly organisation or inefficient work processes
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- Unrealistic targets or deadlines
- Bullying or the threat of violence

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

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

Wicklow Educate Together National School will utilise the following methods to deal with issues of stress:

- Ensure that Teachers/Staff are aware of the potential causes of stress and the early warning signs.
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- Where Teachers/Staff are aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions.

Vigilance is a key component to stress management; many people suffering from stress choose to suffer in silence fearing that coming forward to ask for help will be seen as a sign of weakness which may put their jobs at risk. It is imperative that personnel take appropriate action when they notice signs of stress.

13. SUBSTANCE ABUSE

The Safety, Health & Welfare at Work Act, 2005: Requires all employers to provide safe places of work and safe systems of work. This covers the management of staff to ensure that staff are not in a condition where they are unable to carry out their work without risk to themselves or others due to consumption of drugs or alcohol, this law also places a duty upon Teachers/Staff to not attend work while intoxicated.

Wicklow Educate Together National School requires that all Teachers/Staff should report for work in a fit and healthy manner and prohibits the unlawful use, possession, distribution or manufacture of any controlled substance on company property. A controlled substance is any drug not legally obtainable. Legally prescribed and over-the-counter drugs become controlled substances when they have not been prescribed for medical treatment by an accredited physician, or they are not used for the purpose for which they were intended, or when excessive doses are taken.

Where an employee has taken prescribed drugs for a medical reason they must, before attending to work, seek advice from their own medical practitioner so as to ensure their fitness to work. Any employee who is taking prescribed medication must ensure that he/she is aware of any possible side effects that medication will have on their ability to carry out their role. If there is a reason why it may affect their ability to carry out their work safely, they must make their manager aware of the situation so that they can be assessed on their fitness to work.

Arriving at work under the influence of alcohol or any controlled substance is strictly prohibited. Any employee who in the opinion of Management shows apparent signs of the effects of intoxicating liquor or drugs, may be required to leave the premises immediately and may be asked to attend a nominated medical doctor for a drug and alcohol test.

14. PERSONAL PROTECTIVE EQUIPMENT

It is School Policy that Protective Equipment is issued for your own safety. Following a Hazard Identification / Risk assessment, Personal Protective Equipment (P.P.E.) will be issued and must be worn when the risk cannot be reduced by other means.

Wicklow Educate Together National School will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, the EC Directive on PPE 89/656/EEC and of 2007 to 2023, Chapter 3 Part 2, Regulations 62 to 67 and Schedule 2 as far as is reasonably practicable.*

Each employee who is issued with personal protective equipment is responsible for its use and safe storage and must immediately report loss or damage to those in charge.

If protective equipment is supplied but not used, both the employee and Wicklow Educate Together National School are breaking the law. It is unacceptable and against Safety Policy to condone non-use of the equipment by effectively turning a 'blind eye' to the non-user: the regulations and standards must be enforced for the health and safety of the individual.

Any individual who refuses to wear the equipment should be counselled as to the reasons why the equipment must be used. If the individual persists in refusing to use the equipment, they should be advised that Wicklow Educate Together National School regards this as a matter of gross misconduct. If the individual continues to refuse to use the equipment, our disciplinary procedure will be invoked.

This is a non-exhaustive list of P.P.E, other types of P.P.E may be required on occasion.

Types of P.P.E. necessary:

Teachers potentially

- Hi-Visibility arm bands,

Caretaker Potentially

- Safety footwear with protective guarding and good grip.
- Waterproof outer clothing.
- Gloves are to be used when working as required.
- Face Shield or Glasses
- Hearing Protection,
- Overalls

All protective equipment must be signed for by the individual user.

RESPONSIBILITIES:

1. It is the responsibility of Wicklow Educate Together National School to provide adequate Personal Protective Equipment where no other method of risk reduction is reasonably practicable.
2. We intend to supply PPE to adequate standards, sizes and amounts as it is required, as per *General Application Regulations 2007 to 2023, Chapter 4, Part 2, Regulations 68 & 69 and Schedule 2 of these Regulations.*
3. We intend to ensure that all PPE, which requires maintenance, is maintained to an adequate standard, in good working order and in a satisfactory hygienic condition, so as not to provide risk to *Safety, Health and Welfare of the user, as per 2007 to 2023, Regulation 66.*
4. We intend to make provisions for ensuring that where P.P.E. is provided that it is used.

Teachers/Staff (Safety Health & Welfare at Work Act 2005, Section 13 & 14)

1. Where Teachers/Staff have been provided with Personal Protective Equipment for the protection of their Safety and Health it is their duty to wear it. The only exception to this is where a medical condition stipulates against its use.
2. Any defects in this equipment should be reported to Board of Management and a replacement obtained.

15. MANUAL HANDLING

Injury can occur from lifting even relatively light loads if proper precautions are not taken. We will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, and 2007 to 2023 Chapter 4 Part 2, Regulations 68 and 69 and Schedule 3 as far as reasonably practicable.*

15.1 Factors to be considered as lifting hazards

1. Weight of load.
2. Size of load.
3. Bulky load.
4. No proper grip.
5. How often is the load lifted?
6. Is there enough space to lift safely?
7. Is lifting done outside the best lifting range (above chest / below the hip).
8. Is the best lifting technique employed?
9. Health and ability of person lifting.
10. How far is the item to be carried?
11. Are platforms provided?
12. Is training given?
13. Is the area kept free of obstruction - trip hazards?

Consideration must be given to reduce the incidence of injury in manual handling situations.

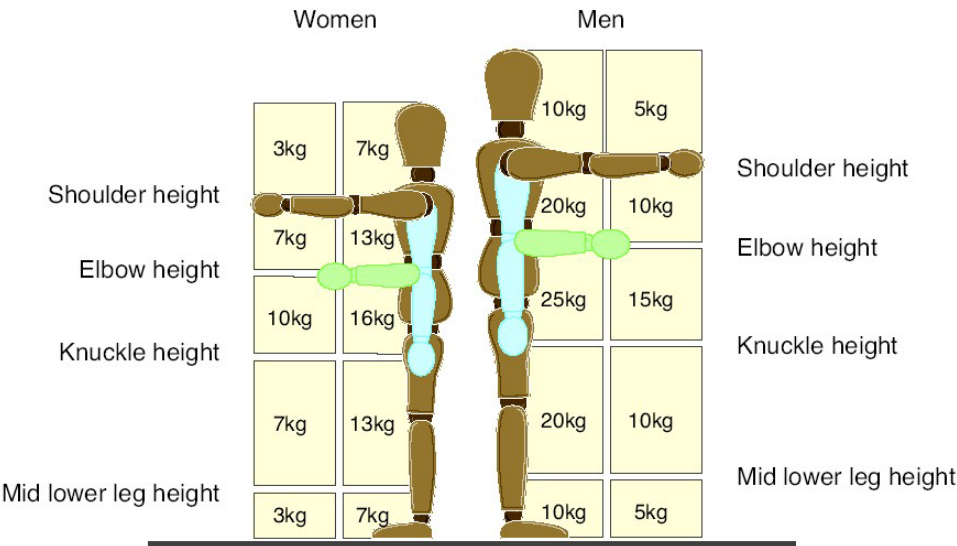
15.2 Principles of Lifting

1. Assess the Risk
2. Bend the Knees
3. Broad Stable Base
4. Back Straight
5. Palmar Grip
6. Arms Close to the Trunk
7. Weight Close to Centre of Gravity
8. Feet Point in Direction of Movement

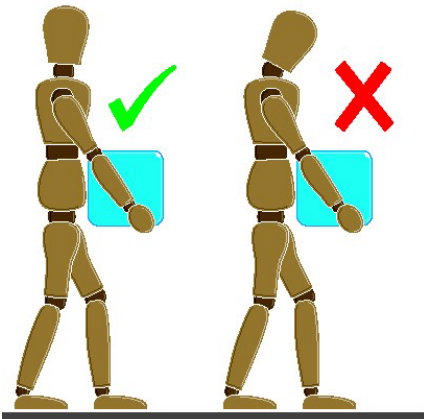
ALWAYS USE MECHANICAL LIFTING EQUIPMENT WHERE POSSIBLE.

General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



Avoid lifting from above chest height. When storing items, store heavier items closer to ground level and midriff height to reduce the risk of back injury



16. SCHOOL MECHANICAL EQUIPMENT

In accordance with the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023*, Regulation 28. An employer must ensure that:

- a) Any work equipment provided for the use of Teachers/Staff complies with the provisions of any relevant enactment.
- b) Specific working conditions are taken into account when selecting work equipment.
- c) Work equipment is installed correctly and located appropriately and is suitable for the work carried out.
- d) Appropriate measures are taken to minimise any risks where it is not possible to fully ensure that Teachers/Staff without risk can use work equipment.
- e) Sufficient space to reduce risk is provided between moving parts and fixed or moving parts in its environment.
- f) Where work equipment involves a specific risk –
 - 1. The use of such equipment is restricted to those required to use it.
 - 2. Repairs/Modifications/Servicing/Maintenance of such equipment is carried out by persons competent for such work.
- g) The working posture and position of Teachers/Staff while using work equipment is taken into account.
- h) The areas and points for working on, or carrying out maintenance of work equipment are suitably lit.
- i) Where work equipment parts are at very high or low temperature, are where appropriate, protected to avoid the risk of Teachers/Staff coming into contact or coming too close.
- j) Work equipment bears warning signs and markings essential to ensure the safety and health of Teachers/Staff.
- k) Teachers/Staff have safe means of access to and egress from and are able to remain safely in all areas necessary for production, adjustment and maintenance operations.
- l) Work equipment is used only for operations and under conditions for which it is appropriate.
- m) Work equipment is appropriately fitted with apparatus for protection of Teachers/Staff.
- n) All work equipment is appropriate for preventing the risk of explosion.
- o) All work equipment is erected or dismantled under safe conditions.
- p) Work equipment that may be struck by lightning is protected by devices or appropriate means against the effects of lightning.
- q) All forms of energy, substances and articles used or produced with work equipment are supplied or removed in a safe manner.

The following is a non-exhaustive list of equipment, which may be in use on specific types of work by Teachers/Staff at any stage:

Generic Equipment

- VDU's and PCs, Overhead projectors and white boards, Photocopiers, printers, laptops

Staff Room

- Fridge, Microwave, cooker, toaster, kettle.

Other Equipment

- Cleaner stores – floor buffers, ladders, Mobile Scaffolding, Lawnmower, Strimmer, Power washer, leaf blower, hand tools, battery drills, chainsaw (obsolete), Gas boiler

17. VISUAL DISPLAY UNITS (VDU'S)

Wicklow Educate Together National School is committed to implementing the VDU regulations contained within the *Safety Health and Welfare at Work (General Application) Regulations (2007 to 2023)*. VDU work can lead to fatigue, eye strain and muscular problems. Although the risk of serious injury is low, the level of discomfort can be quite high and as a result all control measures must be adhered to.

Provision of Safe Equipment and Working Procedures

A high standard of office furniture is provided to minimise posture problems this includes adjustable chairs and desks with large surface areas. It is the policy of Wicklow Educate Together National School to provide VDU equipment with good screen definition and a range of adjustments which ensure user comfort. All Teachers/Staff who are required to make use of VDUs for periods greater than one hour are provided with instruction on correct arrangement of their equipment provided.

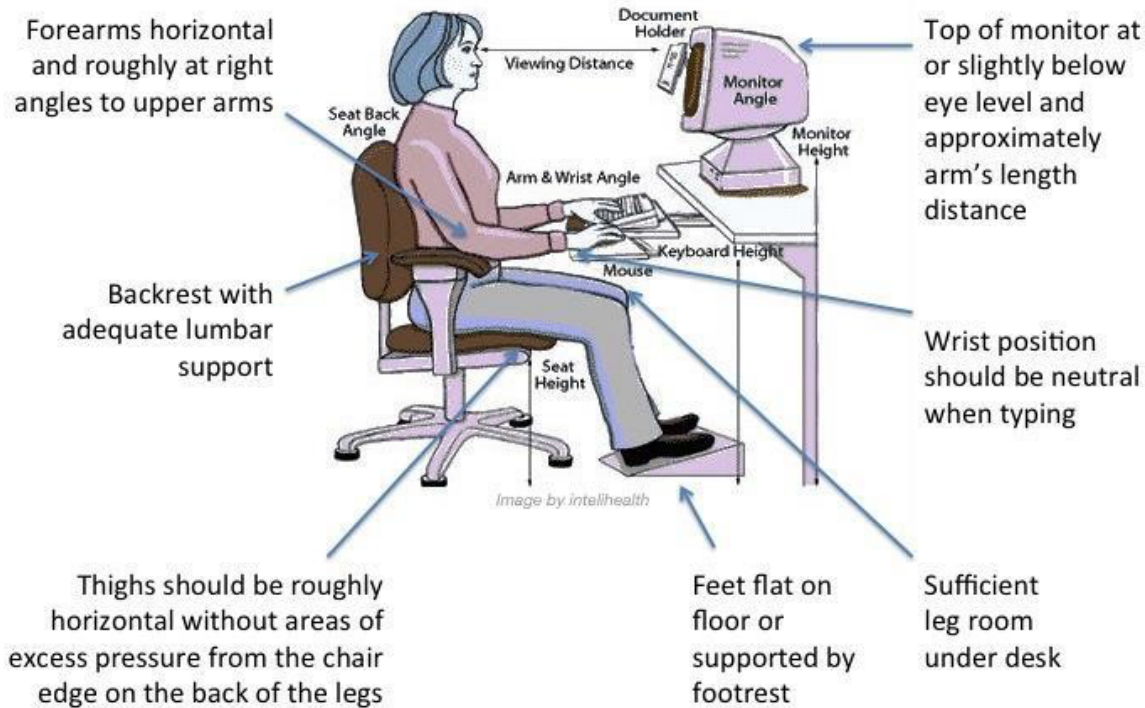
Every effort has been made to ensure that VDU users are adequately trained in the software systems thus minimising stress in using the system. All reasonable efforts are made to ensure that lighting at VDU stations is adequate, suitably placed and generally comfortable for the user. Daylight is controlled using adjustable blinds where necessary. This helps to eliminate reflections and excessive contrast between background light and screens. (A diagram depicting the correct positioning of equipment is provided on the following page)

Provision of Eye Tests

In accordance with regulation 73 located in Section 5 Part 2 of the *Safety Health and Welfare at Work (General Application) Regulations (2007 to 2023)*. Eye tests are available to all staff for whom working at VDUs forms a major part of their work activities. These are provided to Teachers/Staff for free and the basic cost of required glasses is also covered; should an employee wish to get designer glasses etc. they must cover the cost additional cost of the product themselves. Wicklow Educate Together National School is exempt from covering both of these charges where the employee is entitled to both eye tests and glasses through social welfare schemes. The company is also exempt from having to provide work glasses where an employee already requires glasses and eye tests show that their existing glasses are sufficient for their work.

Correct Set Up of VDU

Computer Workstation



18. HAZARDOUS SUBSTANCES

A hazardous substance is described as any substance with the potential to cause harm, injury or damage to a person's health. In most working environments Teachers/Staff are exposed to hazardous substances used in a controlled manner and circumstances. Companies using chemicals must adhere to The Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001 to 2021. These regulations make it necessary to follow REACH guidelines.

The following control measures are put in place to ensure no harm comes to Teachers/Staff making use of chemicals;

- Safety Data Sheets are obtained for all chemicals used on the premises, these are retained for consultation by all members of staff at the chemical storage area and at the Technical Manager's office,
- Staff are made aware of the hazards associated with the use of hazardous substances and are instructed in their correct use,
- Staff are provided with all necessary PPE listed in the SDSs,
- Spill control procedures are put in place and spill control kits are readily available,
- All chemical waste and waste containers are removed from school in a timely manner by licenced waste collectors.

Hazard Labels

Hazard labels are present on all chemical containers; they contain all the necessary information to allow a person to make the safe use of the product.

The Basic Parts of A GHS-Compliant Label

The diagram shows a sample GHS-compliant label for n-Propyl Alcohol. It includes the following information:

- 1. Product Identifier:** n-Propyl Alcohol
- UN No. 1274**
- CAS No. 71-23-8**
- 2. Signal Word:** DANGER
- 3. Hazard Statements:** Highly flammable liquid and vapor. Causes serious eye damage. May cause drowsiness and dizziness.
- 4. Precautionary Statements:** Keep away from heat/sparks/open flames/hot surfaces. No smoking. Avoid breathing fumes/mist/vapours/spray. Wear protective gloves/protective clothing/eye protection/face protection. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses if present. Continue rinsing.
- 5. Supplier Identification:** Acme Chemical Company • 711 Roadrunner St. • Chicago, IL 60601 USA • www.acmechem.com • 123-444-5567
- 6. Pictograms:** Three pictograms are shown: a flame (Flammable), a hand being burned (Corrosive), and an exclamation mark (Irritant).

Additional information on the label includes: Fill Weight: 18.65 lbs., Gross Weight: 20 lbs., Lot Number: B56754434, Fill Date: 6/21/2013, Expiration Date: 6/21/2020, and a reference to the SDS for further information.

Sample label courtesy of Weber Packaging Solutions • www.weberpackaging.com



GHS01 Explosive



GHS04 Compressed Gas



GHS07 Harmful



GHS02 Flammable



GHS05 Corrosive



GHS08 Health Hazard



GHS03 Oxidizing



GHS06 Toxic



GHS09 Environmental Hazard

19. APPENDIX

- Hazard Identification & Risk Assessment
- Safety Statement Acknowledgement Record
- Accident Report form – IR1.
- PPE Record
- VDU Check sheet and RA form.

20. ACKNOWLEDGEMENT OF SAFETY STATEMENT & RISK ASSESSMENT

I wish to acknowledge receipt of the Safety Statement & Risk Assessment

I confirm that I have read, understand and accept its contents and will abide by all the rules and procedures contained in it.

Safe working is a condition of employment.

DATE	EMPLOYEE NAME	EMPLOYEE SIGNATURE	MANAGERS SIGNATURE

Please sign the above and return immediately to your Supervisor.



HAZARD IDENTIFICATION & RISK ASSESSMENT

WICKLOW EDUCATE
TOGETHER
NATIONAL SCHOOL

JANUARY 2025

AYRTON
GROUP

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 2 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Hazard Identification & Risk Assessment

Prepared By	Peter Roche of Ayrton Group
Date	January 2025
Issue	Version 2

Hazard Identification & Risk Assessment

A Hazard Identification & Risk Assessment has been carried out on the 28th of January 2025. This assessment is intended as a guide to use for the purposes of attempting to reduce the possibility of accidents or ill health occurring. Taking into account the constraints of time and resources, every effort has been made to identify the existing hazards and recommend possible solutions. It is not reasonably practicable to expect a single audit to state all hazards or that all other hazards are under control at the time of the audit.

This Hazard Identification & Risk Assessment Report is to be advisory, and the final decisions must be made Management of Wicklow Educate Together National School.

The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.

HAZARD:	Is taken to mean “anything that can cause harm”.
RISK:	Is “the chance, great or small, that someone will be harmed by the hazard”.
SEVERITY:	Is “the possible outcome of an accident / incident, e.g. broken leg, explosion”.
LIKELIHOOD:	Is “the possibility of the accident / incident occurring”.

In the Risk Assessment SEVERITY and LIKELIHOOD have been graded as follows:

SEVERITY		LIKELIHOOD	
Major	3	High	3
Serious	2	Medium	2
Slight	1	Low	1

The Risk Factor is the multiple of Severity and Likelihood. RISK is then graded as follows: -

GRADE OF RISK	VALUE	RISK	CHARACTERISTICS
High Risk	7 – 9	“H”	Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	4 – 6	“M”	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low Risk	1 - 3	“L”	The possibility of injury or material loss is unlikely, although conceivable.

Hazard / Risk Controls

Control measures stated on the attached sheets are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are recommended to rectify this. The Hazard Identification & Risk Assessment should be reviewed at least every year.

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 3 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

TABLE OF CONTENTS

.....	1
Hazard Identification & Risk Assessment	2
Hazard / Risk Controls	2
EXTERNAL AREAS:	5
Car Park	5
Access/ Egress	5
Garden and Green Areas	6
External Hard Surface Playing Fields	6
GENERAL HAZARDS OFFICES, CLASSROOMS, STOREROOMS:	7
Contractors	7
Visitors	8
Lighting	8
Manual Handling	9
Repetitive Tasks	10
Use of Laptops / computers	10
(Visual Display Unit)	11
Material Storage	13
Filing Cabinets	13
Shelving units/ cabinets	13
Wall Mounted Shelves	14
Electrical Systems/ Panels	15
Electrical Equipment	15
Extension Leads	16
Radiators	16
Classroom	16
ART CLASSROOM:	17
Classroom	17
Paint and Thinners	17
SPORTS HALL/GYM:	18
Sports Hall	18
Sports Equipment	18
Conflict During Play	18
FIELD TRIPS:	19
Supervision	19
Transport	19
CANTEEN:	20
Canteen Cleanliness	20
Microwave Oven	20
Kettle	21
Toaster	21

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 4 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

George Foreman / Sandwich Toaster Grill	21
Dishwasher	22
Canteen waste	22
HOUSEKEEPING:	23
Cleaning Chemicals.....	23
Housekeeping.....	23
Upkeep of Toilets	24
Vacuum Cleaners.....	24
FIRE AND EMERGENCY:	25
Firefighting Equipment.....	26
Emergency Evacuation	26
First Aid Equipment.....	27
Lack / Absence of First Aiders	27
Student Prescription Medication	27
WELFARE:	28
Lone Working	28
Young Workers.....	28
Pregnant Employees and Nursing Mothers	29
Stress	29
Bullying (Staff)	30
Bullying (Students)	30
Internet Access.....	30
HEALTH HAZARDS:	31
Legionella	31
MAINTENANCE:	32
Boiler Maintenance	32
Water Storage Tanks	33
Electrical Maintenance.....	33
Hand Tools.....	33
Ride On Mower	34
Strimmers.....	34
Litter Picking.....	34
Power Washer	35
Work at Height	35
Traffic Below Work at Height	36
Ladders	36
A-frame and Step Ladders.....	37
Working On Roofs	38
PPE for Falls from Height – Harnesses, Lanyards, Fall Arrestor Blocks etc.....	39

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 5 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

EXTERNAL AREAS:

PERSONS AFFECTED:

Employees, Students, Subcontractors, Visitors

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Car Park	Slips and trips leading to serious injury	<ul style="list-style-type: none"> A low-speed limit must be set on site. Signage and road markings directing traffic flows must be in place and maintained in good condition. Parking spaces and exclusion zones must be clearly marked. Adequate lighting must be provided. Safe routes of travel must be provided for pedestrians. Road surfacing and footpaths must be maintained in good condition. Regular litter picks must be conducted. Manhole and drain covers must be in place and secured. Gutters and drains must be cleaned regularly and maintained in good repair. A supply of grit must be maintained, and the car park must be gritted in icy conditions. Ensure a safe access is available from car park to school building for staff, students and parents. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Access/ Egress	Slips and trips leading to serious injury	<ul style="list-style-type: none"> Signage directing pedestrians to safe access/ exit routes must be put in place. Access and egress routes must be kept clear of stored items. Access and egress routes must be well-lit. Regular litter picks must be conducted around paths and walkways. Moss, lichen, leaves etc must be removed from footpaths. Footpaths and walkways around the building must be maintained in good repair. Manhole and drain covers must be in place and secured. Gutters and drains must be cleaned regularly and maintained in good repair. Ramps and steps must be fitted with handrails. Doors must be maintained in good repair. Floor mats/mat wells must be in good repair and secure. Wet floor signs must be available, and rainwater walked in from the streets must be mopped up immediately. A supply of grit must be maintained, and paths must be gritted in icy conditions. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 6 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Garden and Green Areas	<ul style="list-style-type: none"> Slips and trips leading to serious injury Falling Branches leading to serious injury Thorny/stinging plants leading to injury 	<ul style="list-style-type: none"> Gardening and landscaping must be conducted outside of school operating hours. Footpaths and kerbing must be maintained in good repair. Moss, lichen, leaves etc must be removed from footpaths. Ramps and steps must be fitted with handrails. Regular litter picks must be conducted. Lawns must be mowed regularly. Brick or concretes must be maintained in good repair. Hedges and trees must be cared for and trimmed by a qualified landscaper/arborist. Dangerous plants must be removed by a qualified landscaper/arborist. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
External Hard Surface Playing Fields	<ul style="list-style-type: none"> Slips and trips leading to serious injury Damaged sports equipment causing injury 	<ul style="list-style-type: none"> Sufficient lighting must be provided for playing in dark conditions (e.g. winter evenings) Access routes must be kept clear of clutter. Playing surfaces must be maintained in good repair. Leaves and litter must be removed. Concrete and tarmac surfaces must be kept free of moss lichen. Safety fences must be maintained in good repair. Nets, goal posts, and other fixtures must be maintained in good repair. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 7 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

GENERAL HAZARDS OFFICES, CLASSROOMS, STOREROOMS:

PERSONS AFFECTED:

Employees, Students, Subcontractors, Visitors

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Contractors	<ul style="list-style-type: none"> Improper management of work activities causing injury or death to contractors, employees, students, or visitors. Unsupervised interaction with students Unauthorised access to restricted areas 	<ul style="list-style-type: none"> Maintenance works shall be conducted outside school operating hours where possible. Attendance by a maintenance contractor shall be by prior arrangement only. Contractors coming to carry out emergency/urgent repairs shall be supervised by a member of staff for the duration of their visit. All contractors who will be working unsupervised during school operating hours must be vetted at the tendering stage. All contractors must provide copies of their insurance certificate, photo ID of employees who will be conducting the work, employee training certs and qualifications, the servicing certificates for their equipment before coming to site. All contractors must submit method statements and risk assessments for review and approval by management. Contractors may not bring chemicals onto site without prior approval from management. Contractors must be briefed on emergency procedures. Contractor work areas must be cordoned off with signs and barriers as necessary. All works must be completed as outlined in the method statement using tools and equipment that are in good condition. Contractors must wear appropriate PPE when completing work. Contractors must conduct work that generates dust outside or use a local extraction system. Contractors must clean as they go. Hot work and work on live systems will be carried out under a permit-to-work system. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 8 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Visitors	<ul style="list-style-type: none"> Personal Injury from contact with Wicklow Educate Together National Schoolequipment. Unsupervised contact with students Becoming trapped in the event of a fire 	<ul style="list-style-type: none"> All visits to the school shall be by prior arrangement only. All visitors must report to a member of staff and sign in on arrival. All visitors will be accompanied by a member of staff at all times. No visitor to the premises is allowed to use Wicklow Educate Together National Schoolequipment without permission of the Wicklow Educate Together National Schoolstaff and instruction on its use. Each visitor is requested to abide by the Wicklow Educate Together National SchoolSafety Policies. Visitors must comply with any requests or instructions made by Wicklow Educate Together National Schoolstaff with regard to their own Safety and Health and that of the Wicklow Educate Together National Schoolemployees. Any visitor who refuses to comply will be asked to leave politely. In the event of an emergency or evacuation, all visitors will be directed to our designated assembly point and will be instructed to wait there for further instructions. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Lighting	<ul style="list-style-type: none"> Eye strain. Trips and fall leading to injury. 	<ul style="list-style-type: none"> Regular checks on the condition of light fittings must be carried out. Faulty bulbs, tubes, or fittings must be replaced as soon as possible. Provide extra lighting for fine work must be provided where needed. In accordance with the <i>General Applications of 2007 to 2023, Part 2 Regulation 8</i>, management must ensure that <ol style="list-style-type: none"> Sufficient natural light is received and equipped with artificial lighting adequate for the protection of the safety and health of the employees. Lighting installations are placed in such a way that there is no risk of accident to the employees as a result of a type of lighting fitted. Places of work where employees are especially exposed to risks in the event of failure of artificial lighting provided with emergency lighting of adequate intensity. Emergency lights must be tested/serviced every 6 months. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 9 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Manual Handling	<ul style="list-style-type: none"> Back, Neck, and Shoulder Injuries. Prolapsed Disk. Permanent Injury. Trip / Fall. Injury Caused By Dropped Objects. 	<ul style="list-style-type: none"> Employees must be provided with suitable training in safe manual handling techniques and must put this training into practice. Employees must be provided with all necessary information on the load such as the nature of the contents and the weight. Employees must plan their route taking into account obstacles and hazards such as cables and steps. Employees must assess the load to ensure that they can be moved safely. Where necessary, employees must reduce the risk of injury to themselves by using team lifts. Employees must use mechanical aids when moving items over long distances. Bulky loads must be broken down into smaller more manageable loads. Employees should take short rest breaks if carrying out repetitive lifting/ carrying loads over long distances. Where a load poses a risk of injury to hands or feet PPE must be worn The Workplace must be arranged to allow sufficient space to move. Walkways must be kept free of stored items, trailing cables, and rubbish. Floor surfaces must be maintained in good condition and must be repaired as necessary to prevent tripping hazards. There must be sufficient lighting to allow safe movement. Lifting to and from above chest height should be avoided where possible. Bulky loads should be broken down into smaller more manageable loads. Items must be stacked no higher than chest height. Heavier items must be stored on lower shelves. Employees should make use of steps/stepladder and work in pairs to bring loads to and from higher levels. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 10 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Repetitive Tasks	<ul style="list-style-type: none"> Repetitive and Forceful Movement – leading to damage to joints connective tissue and nerves 	<ul style="list-style-type: none"> Identify work tasks jobs involving frequent prolonged rapid forceful movements, forceful gripping and twisting movements of the hand and arm, where the wrist is angled towards the little finger, the arm held above the shoulder height or uncomfortably away from the body, and where repetitive pushing, pulling and lifting are necessary and try to design out the hazard by <ol style="list-style-type: none"> Adjusting work processes. Changing workplace layout. Introducing new equipment with better ergonomic designs. Ensure all equipment used is designed with good mechanical advantage and has a comfortable grip, is suitable for those who use them, and is maintained in good working order. Warn those involved in the work of the risks and train them in the correct use of equipment and manual handling techniques. Allow rest periods and rotate work activities where possible. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Use of Laptops / computers	<ul style="list-style-type: none"> Habitual use of laptops for periods exceeding an hour - Repetitive strain injuries in shoulder, neck, back, wrist, finger 	<ul style="list-style-type: none"> Where an employee is required to work at a laptop/computer for a period exceeding an hour, they must be provided with a means of setting it up in an ergonomically safe manner including; <ol style="list-style-type: none"> Access to an appropriate desk equipped with an ergonomically adjustable chair. A monitor to plug the laptop into, or a stand on which to rest the laptop and bring it up to eye level. A separate mouse and keyboard to plug into the laptop. VDU Assessment to be completed for staff where required. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 11 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

V.D.U. Usage (Visual Display Unit)	<ul style="list-style-type: none"> • Eye strain • Repetitive Strain Injury (R.S.I). • Work Related Upper Limb Disorders (W.R.U.L.D.S.) 	<p>Ergonomics/ Static Loading</p> <ul style="list-style-type: none"> • Employees must be provided with training in correct VDU workstation set up and good ergonomic work practices. • Where possible work should be organised to allow staff to vary tasks and perform work away from their VDU workstation. Where this is not possible staff should be encouraged to stand a move around for 1 minute every hour. • Regular VDU assessments must be carried out on employee workstations. <p>Lighting</p> <ul style="list-style-type: none"> • Artificial light in the form of overhead or desk lamps must be provided where natural light is absent or insufficient to prevent strain to eyes. • Overhead lighting must be of a sufficient level 320-500 Lux. • Light fittings must be fitted with diffusers to prevent excessive glare. • All windows must be fitted with adjustable blinds to manage heat and light. • Monitors must be situated perpendicular to windows where possible to reduce glare. <p>Desks</p> <ul style="list-style-type: none"> • Desk legs/supports must be even to provide a stable work surface. • Desks must be the correct height to allow employees to sit in close with their elbows bent at 90-degree angles while resting on the desktop and with their knees bent at 90-degree angles with both feet flat on the floor. • Desk must allow sufficient clearance for the employee's knees to fit under the work top. • Where an employee is too tall for a desk it must be possible to raise the height of the desk with adjustable legs or by placing the desk up on support blocks. • Where an employee is too short for a desk, they must be provided with a footrest to prevent their legs from dangling. • All desktops must be of a non-reflective finish to prevent overhead lighting from being reflected at the employee. • Desks must be of sufficient size to accommodate all work equipment and files. • There must be enough room to keep the monitor at least arms distance from the employee and for the employee to rest their hands in front of the keyboard. • Paperwork on desks must be kept to a minimum and paper trays must be provided to keep paperwork neat. • Underneath the desks must be kept clear of stored items. • Desks must be arranged to allow staff sufficient room to move between workstations. • There must be sufficient room behind desk for staff to move their chairs back and stand up freely. <p>Chairs</p> <ul style="list-style-type: none"> • Chairs must be fully adjustable and possess the following features: <ol style="list-style-type: none"> 1. The ability to swivel. 2. A five-point base equipped with casters. 3. A seat that is adjustable in height 4. A back separate to the seat, adjustable in both height and tilt • Chair seats must provide adequate cushioning. • Chairs must be inspected periodically and replaced if their height lowers on it's own or if they have loose/damaged components.
---	---	---

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 12 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

		<ul style="list-style-type: none">• Trailing cables must be protected with cable covers.• Cables underneath desks must be kept out of the way of employee’s feet with cable baskets or cable-zips.• Cables on VDU equipment must be of a sufficient length to allow ergonomic arrangement on the desk. <p>Monitors</p> <ul style="list-style-type: none">• Monitors provided must be capable of being swivelled and tilted.• Monitors must have cables of sufficient length to allow flexible arrangement at the desk.• Monitors must be positioned so that they are at least arm’s distance away and facing the employee head-on.• The top of the monitor must be level with the employee’s eyes when they are sitting up straight Where a monitor is not adjustable in height, materials such as paper or a stand must be provided to allow the employee to prop the monitor up.• Monitors must be positioned to reduce the occurrence of glare from natural and artificial light sources. Where this is not possible an anti-glare screen must be provided.• Monitors must be equipped with adjustable brightness and contrast features, and employees must be instructed on how to adjust these features to match ambient lighting conditions.• The monitor must be maintained in a clean state and in good repair, the screen must be free of dirt and must not flicker.• Every half hour, employees must look away from the monitor for 2-3 minutes to allow their eyes to readjust and reduce strain. <p>Keyboards</p> <ul style="list-style-type: none">• The keyboard must have a sufficiently long cable to allow flexible arrangement on the desk.• The keyboard must be positioned to allow the user to rest their hands upon it and to keep their elbows at a 90-degree angle while typing.• The keyboard must have legs to allow it to be tilted upwards if the employee so chooses.• The keyboard must be clean and legible.• The keyboard must have a matt surface to avoid reflecting overhead lights into the employee’s eyes.• A wrist rest must be provided where the employee requires additional support. <p>Mouse</p> <ul style="list-style-type: none">• The mouse must have a sufficiently long cable to allow the employee to keep it close to their body.• The employee must keep their mouse close enough to allow them to keep their elbow at a 90-degree angle.• Where necessary, a left-handed employee must be provided with a left-handed mouse.• A mouse pad with a wrist rest must be provided where the employee requires additional support.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 13 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Material Storage	<ul style="list-style-type: none"> Slip, trip or fall. Fire Objects falling from shelves. Person falling 	<ul style="list-style-type: none"> All materials must be stored in a safe manner. Flammable items must be stored away from sources of heat and electrical panels. Walkways stairwells and exit points must be kept clear at all times. Items should be stored on shelves instead of on the floor. Stacked boxes must be stacked no higher than chest height. Heavy items must be stored on lower shelves. Items stored on high shelves must not be in contact with light fittings. Chemicals must be stored securely in a designated location in line with the requirements outlined in the SDS. A drip tray should be used in case of leakage or spills. Aerosols and flammable chemicals must be stored in a fireproof cabinet. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Filing Cabinets	<ul style="list-style-type: none"> Cabinet toppling over leading to injury Falling items causing injury 	<ul style="list-style-type: none"> Filing cabinets must be filled from the bottom drawer upwards. The filing cabinet stabilization mechanism must prevent more than one drawer from being opened at a time. Ensure that drawers are not overloaded. Drawers must move easily along the runners and must not dip out of the cabinet when fully extended. Items must not be stored on top of filing cabinets as they may rock and cause the item to fall off leading to injury. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Shelving units/ cabinets	<ul style="list-style-type: none"> Unit toppling over leading to injury Shelves collapsing/items falling causing injury Manual handling strain. 	<ul style="list-style-type: none"> Shelving must be periodically inspected for damage such as bowing shelves. Damaged shelves must be unloaded and not used until all necessary repairs have been made. Unstable units must be bolted to the floor or secured to the wall using a cabinet bracket. Items placed on shelves must not exceed the shelves load bearing capacity. If shelves bow or dip forward under the weight of items, they must be unloaded. Shelves must not be so packed full of items that it requires excessive force to pull them free. Heavy items must be stored on the lower shelves. Items must not be stored on top of units as they may rock and cause the item to fall off leading to injury. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 14 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Wall Mounted Shelves	<ul style="list-style-type: none"> Unit toppling over leading to injury Shelves collapsing/items falling causing injury Manual handling strain. 	<ul style="list-style-type: none"> Shelving units must be periodically inspected for damage such as bent shelves, bent struts, and struts/brackets coming away from the wall. Damaged shelves must be unloaded and not used until all necessary repairs have been made. Items placed on shelves must not exceed the shelves load bearing capacity. If shelves bow or start to come away from the wall they must be unloaded Shelves must not be so packed full of items that it requires excessive force to pull them free. Shelves must be organised so that the heaviest and bulkiest items are positioned at shoulder and trunk height to ensure that less strain is caused when trying to remove items from low and high shelves. Light items must be stored on the top shelf to reduce the risk of back strain. Steps must be provided to eliminate the need to lift to or from above head height. Loose items must not be stacked on the top shelf as these could become dislodged and fall. When loading the top shelves ensure that clearance is maintained between light fittings and stored items 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Windows Skylights Glass Panels	<ul style="list-style-type: none"> Personal Injury Lack of Ventilation 	<ul style="list-style-type: none"> When it is possible for employees to open, close, adjust or secure windows ensure that: <ol style="list-style-type: none"> Windows are properly maintained so that they can be opened without causing physical strain. Sash-type windows are maintained so that they cannot drop suddenly and cause injury. Windows that may open wide enough for a person to fall out of are fitted with safety stays. Ensure windows and skylights can be cleaned without risk to the safety, health or welfare of persons carrying out this work or of other persons present: <ol style="list-style-type: none"> By Design By being fitted with devices In conjunction with the use of equipment. All full or near full-length glass panels should have easily identifiable "strips" at a height to ensure visibility for any persons who might otherwise accidentally walk into such glass panels. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 15 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Electrical Systems/ Panels	<ul style="list-style-type: none"> Contact with live components causing electrocution. Overheating/ shorting leading to fire 	<ul style="list-style-type: none"> Electrical panels must be marked with hazard symbols and warning signs. Access to electrical panels must be restricted to qualified individuals. Covers and panel doors must be in place and locked, this will prevent unauthorised access and can help smother incipient fires in the event of an electrical short. All work carried out on electrical systems must be done by a qualified person. A permit-to-work system must be used to ensure isolation is achieved (e.g. LOTO). Electrical systems must undergo service and inspection at least every 5 years. Area's housing electrical panels must be fitted with fire detection systems. Aerosols and flammable items must not be stored beside electrical panels. Plug sockets must be firmly affixed to the wall and free from damage. RCD units must be installed on site. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Electrical Equipment	<ul style="list-style-type: none"> Faulty equipment/ Improper use of electrical equipment causing electric shock or fire 	<ul style="list-style-type: none"> All St Brigids GNS electrical equipment must be purchased by school management and must comply with CE standards. Staff are not permitted to bring their own electrical equipment to the premises. Electrical equipment must undergo PAT testing. Electrical equipment must be inspected periodically/before use. Do not use electrical equipment if: <ol style="list-style-type: none"> It overheats. It makes buzzing sounds or sparks. There is a burning smell while it is in use. The plug or casing is discoloured or cracked. The cable is split, taped or spliced. If it is wet. Damaged electrical must be put beyond use or repaired by a qualified person. Electrical equipment must be turned off and plugged out when not in use. Domestic equipment must not be used outdoors. Electrical equipment must not be stored/used beside sinks. Electrical equipment must not be operated with wet hands. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 16 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Extension Leads	<ul style="list-style-type: none"> Faulty equipment / Improper use of electrical equipment causing electric shock or fire 	<ul style="list-style-type: none"> Staff are not permitted to bring their own electrical equipment to the premises. All extension leads must be centrally purchased and must comply with CE standards. Extension leads must be of the fused or surge-protected type. Electrical equipment must undergo PAT testing. Extension leads should be used as a short-term solution when the current availability of wall sockets is insufficient; installation of additional wall sockets and floor sockets should be used as the long-term solution. Extension Leads should be periodically inspected for damage and discoloration. Extension Leads must be taken out of use if there is any sparking, buzzing, smoke or burning smells associated with them. The combined amperage of the items being plugged into extension leads must be calculated and checked against them to ensure the maximum capacity is not exceeded. Extension Leads must not be plugged into each other. Extension Leads should be plugged out when not in use. Extension Leads must not be coiled as this can cause the lead to overheat. Extension Leads should not be trailed across walkways. Where this is unavoidable, they must be protected with cable covers or taped down 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Radiators	<ul style="list-style-type: none"> Contact with hot surfaces causing burns 	<ul style="list-style-type: none"> Ensure that the boiler thermostat for central heating is set to no more than 43°C. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Classroom	<ul style="list-style-type: none"> Slips trips and falls. Injury from damaged furnishings Unclean surfaces Old/out-of-date food causing food poisoning. Spills leading to slips and falls 	<ul style="list-style-type: none"> Students must keep workstations clean and tidy. Cleaners must clean classrooms at the end of the day. Bags must be put away safely under desks and stools must be pushed in when doing practical classes. Furniture and floor coverings must be inspected periodically for damage. Damaged floors must be repaired and damaged furniture must be removed and replaced. Cleaning materials such as domestic/food-safe detergents and disposable paper towels must be available. The fridge must be cleaned out once a week. Teachers/Students must clean up any food or liquids which have been spilled with the cleaning materials provided. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 17 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

ART CLASSROOM:

PERSONS AFFECTED:

Employees, Students

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Classroom	<ul style="list-style-type: none"> Slips trips and falls. Injury from damaged furnishings Spills leading to slips and falls 	<ul style="list-style-type: none"> Students must keep workstations clean and tidy. Students and teachers must clean workstations after at the end of class. Bags must be put away safely under desks and stools must be pushed in when doing practical classes. Furniture and floor coverings must be inspected periodically for damage. Damaged floors must be repaired and damaged furniture must be removed and replaced. Cleaning materials such as domestic/food-safe detergents and disposable paper towels must be available. Spillage of paint water etc must be cleaned immediately. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Paint and Thinners	<ul style="list-style-type: none"> Slips trips and falls. Fumes Fire 	<ul style="list-style-type: none"> All art materials must be purchased by the school. Safety data sheets will be kept on file for all art materials. Preference will be given to water-based/acrylic paints. Art materials are to be stored securely. Aerosols, Flammable Paints, Varnishes and Lacquers and Thinners must be stored in a well-ventilated area away from flammable items, and sources of ignition, preferable in a purpose-built chemical storage cabinet. Aerosols, Flammable Paints, Varnishes and Liquors, and Thinners must be used under teacher supervision in a well-ventilated area. PPE must be provided and worn as necessary. Spilled materials must be cleaned up immediately. Rags and tissues soaked in flammable liquids such as thinners may spontaneously combust and must be stored in a sealed metal container for collection and safe disposal. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 18 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

SPORTS HALL/GYM:

PERSONS AFFECTED:

Employees, Students, Visitors

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Sports Hall	<ul style="list-style-type: none"> Slips and trips 	<ul style="list-style-type: none"> Use of the hall is to be supervised by a teacher. Inspect the floor regularly for signs of damage. Ensure that warping, holing, or any other damage is addressed immediately. Ensure that the lighting is in good condition. Ensure that glass windows and doors are in good condition and that any damaged panes are replaced. Fixtures such as basketball nets must be checked periodically to ensure that they are mounted securely and in good repair. There is to be no drinking of water on the playing field, students may drink water on the side lines. Any spills must be cleaned up immediately. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	1	2	L
Sports Equipment	<ul style="list-style-type: none"> Breakage or collapse of equipment in use leading to injury 	<ul style="list-style-type: none"> Sports equipment must be used under the supervision of a teacher. Inspect the sports equipment regularly for damage equipment must not be used and must be disposed of. Students must be shown how to use the equipment correctly. Use correct manual handline practice such as team lifting and using manual handling aids when moving heavy equipment. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	1	L

Risk Before Control Measures		S	L	S x L	Risk
		2	1	2	L
Conflict During Play	<ul style="list-style-type: none"> Fighting between Students 	<ul style="list-style-type: none"> Sports games must be played supervision of a teacher. St Brigids GNS has an active anti-bully policy and promotes a culture of respect and good sportsmanship. Teachers will intervene and separate students before disagreements can escalate. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	1	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 19 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

FIELD TRIPS:

PERSONS AFFECTED:

Employees, Students, Visitors

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Supervision	<ul style="list-style-type: none"> Unruly behaviour leading to accidents. Students becoming separated and lost. Medical Emergency. 	<ul style="list-style-type: none"> All field trips will be planned, and risk assessed. There will be an appropriate ratio of Teachers to Students based on the nature of the field trip and the findings of the risk assessment. Field trips that occur outside of school operating times will have designated drop-off and collection times for parents to bring and collect their students from the school. Parents will be informed of field trips ahead of time and must sign permission slips. Parents will be able to flag any health concerns to teachers on the permission slip, however; students will be responsible for bringing and administering their own medication. Teachers will keep a list of names and conduct roll calls before embarking on transport. One teacher will lead the group, and one teach will follow the rear to make sure there are now stragglers. Students will be made to stay in groups or 2 minimum. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	1	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Transport	<ul style="list-style-type: none"> Road traffic accident resulting in serious injury or death 	<ul style="list-style-type: none"> Wicklow Educate Together National School will only contract reputable transport providers for school trips. The company will be required to provide proof of insurance, proof of driver qualification, and valid vehicle CVRT certs. If buses are found to be in poor repair on arrival at the school, they will not be boarded. Buses with seatbelts will be requested where possible and teachers will ensure that students make use of them. Teachers will supervise students on the bus and ensure that they remain seated, and that no horseplay takes place. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	1	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 20 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

CANTEEN:

PERSONS AFFECTED:

Employees, Students, Visitors

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Canteen Cleanliness	<ul style="list-style-type: none"> Unclean surfaces Old/ out of date food causing food poisoning. Spills leading to slips and falls 	<ul style="list-style-type: none"> Cleaning materials such as domestic/food-safe detergents and disposable paper towels must be available. Employees must clean the canteen after themselves and put their delph away. Employees must clean cooking equipment after use. The fridge must be cleaned out once a week. All food items must be put away in presses, Tupperware, or the fridge after use. Dates on communal items must be checked periodically and food must be thrown out as required. Employees must remove their own food items from the canteen by the end of the week. Bins in the canteen must be removed daily. Employees must clean up any food or liquids which have been spilled with cleaning materials provided 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Microwave Oven	<ul style="list-style-type: none"> Electric Shocks. Burns. Fire. 	<ul style="list-style-type: none"> Never use a microwave if the interlock or the door seals are broken, or the casing shows signs of damage. Microwave flex, plug and panels should be periodically inspected for damage and discolouration. Microwaves must undergo PAT Testing. Items with tinfoil on them must not be placed in the microwave. Only suitable containers may be used when heating food e.g. no metal containers. Do not place flammable materials in, on, or around the microwave. Do not put sealed or closed containers in the microwave. Do not overheat food, if the container is too hot to touch use oven mitts or a tea towel to avoid direct contact with the item or allow it to cool down before touching them. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 21 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Kettle	<ul style="list-style-type: none"> Electric shocks. Scalds. Fire. Spills causing slips 	<ul style="list-style-type: none"> The kettle's flex, plug, and casing should be periodically inspected for damage. The kettle must undergo PAT Testing. The kettle must be set up on a level surface. The kettle must not be overfilled. The kettle must not be allowed to boil without the lid attached. The kettle must shut off on its own once the water reaches boiling point. If the kettle continues to boil it should be removed from use and replaced. All spillages of liquid must be cleaned up immediately. Management must ensure that there are paper towels etc. available for cleaning spillages. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Toaster	<ul style="list-style-type: none"> Electric shocks. Burns. Fire. 	<ul style="list-style-type: none"> The toaster's flex, plug, and casing should be periodically inspected for damage. The toaster must undergo PAT Testing. Items such as croissants or pre-buttered bread must not be placed in the toaster. Items such as thick-cut bread or bagels which will not physically fit into the toaster must not be forced into the toaster. The toaster must be periodically cleaned of crumbs and other materials which may become trapped inside. The toaster must be plugged out before attempting to clear a jam. Employees must not put their fingers into the toaster while it is plugged in. Metal objects such as knives and forks must not be put into the toaster. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
George Foreman / Sandwich Toaster Grill	<ul style="list-style-type: none"> Electric shocks. Burns. Fire. 	<ul style="list-style-type: none"> The grill's flex, plug, and casing should be periodically inspected for damage. The grill must undergo PAT Testing. Ensure the open & closing mechanism is in proper working order to avoid the machine slamming on the user's hand. Spatulas should be used to remove or place food on the grill. Avoid leaving metal utensils on or near the grill to prevent them from becoming over heated. Make sure that the drip tray is in place. Do not store flammable material beside the grill. Ensure that the grill is switched off when not in use. Clean the machine regularly to avoid flammable material building up. Always allow the machine to fully cool before commencing cleaning. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 22 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Dishwasher	<ul style="list-style-type: none"> Scalds. Spills causing slips Manual handling injury Fire 	<ul style="list-style-type: none"> Never fill the dishwasher beyond capacity. Let the dishwasher finish its cycles, don't open it while it is running as the hot water may spray out. Avoid putting your hand into the water to retrieve an item, allow the dishwasher to drain first. Always allow items in the dishwasher to cool before touching them. Clean spills up immediately after they occur. Never run the dishwasher overnight, members of staff must be on site while it is used. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		1	2	2	L
Canteen waste	<ul style="list-style-type: none"> Accumulation of Rubbish creating slipping and tripping accidents. Attraction of pests 	<ul style="list-style-type: none"> Spillages of food on counters and the floor must be cleaned up immediately and the put in the bin. All general recycling and food wastes must segregate into the correct bins at the end of lunch breaks. Canteen Bins are not to be over-filled and must be emptied daily. External bins must be emptied by the waste collection company regularly. 			
Risk After Control Measures		S	L	S x L	Risk
		1	1	1	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 23 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

HOUSEKEEPING:

PERSONS AFFECTED:

Employees, Students, Subcontractors, Visitors

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Cleaning Chemicals	<ul style="list-style-type: none"> • Dermatitis – red, itchy, blistered or crusty skin • Respiratory Ailments • Asphyxiation • Fire 	<ul style="list-style-type: none"> • Only approved chemicals purchased by management may be brought to site. • Safety data sheets must be available for all chemicals on site. • Rubber gloves must be available for persons who are required to use cleaning chemicals. • Cleaning chemicals must be put away in a designated storage area when not in use. • Cleaning chemicals must be stored as per the guidelines in the SDS, ensure that reactive chemicals are not stored together. • Drip trays should be provided in case of spillage or leakage. • Flammable chemicals and aerosols must be stored in a fireproof cabinet. • Cleaning chemicals must be stored in their original labelled containers. They must never be decanted into drinking bottles. • Concentrated chemicals such as bleach must be diluted as per the instructions on the label. • Eating surfaces must be cleaned with food-safe domestic chemicals and rinsed afterward. • Any cleaning chemical which produces noxious vapours must be used in a well-ventilated area. The containers for such chemicals must be sealed when not in use. • Never mix chemicals together. • Ensure that spill kits are provided. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Housekeeping	<ul style="list-style-type: none"> • Slips / Trips / Falls. leading to serious personal injury. • Creation of conditions that may lead to fire • Obstruction of emergency exits 	<ul style="list-style-type: none"> • All work areas and access routes will be kept as clean and tidy as possible at all times. • Cables will be managed properly and will not be run across work areas. • All equipment and materials must be stored correctly when not in use. Stairwells and corridors must be kept clear of stored items at all times. • Flammable materials must be stored away from heat sources and sources of ignition. • Flammable chemicals and aerosols must be stored in a fireproof cabinet. • All spillages and wet floors must be cleaned up immediately and warning signs must be put in place. • Bins must be emptied regularly. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 24 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Upkeep of Toilets	<ul style="list-style-type: none"> Improper upkeep of Toilets leading to spread of infection or slips and trips. 	<ul style="list-style-type: none"> Ensure that toilets are cleaned at least daily or as needed. An hourly roster for toilet checks should be implemented to help achieve this. Ensure that toilets are equipped with toilet brushes and signs instructing users to clean up after themselves. Equip toilets with air fresheners and urinal cakes to control unpleasant odours. Ensure that sufficient amounts of toilet paper are provided. Ensure that female toilets are equipped with bins for sanitary products and that these are emptied regularly, and the contents are disposed of safely. Leaking/damaged fixtures must be repaired immediately. The affected toilet should be put out of commission until this is completed. Provide hot water and soap for washing hands. Ensure that hot water temperatures are regulated. Post warning signs where water is excessively hot. A shared hand drying facility such as towels must not be used. Persons must be provided with a means of hand drying which does not spread infection such as electric hand dryers, disposable paper towels, or roller towels. Disposable hand-drying facilities such as paper towels and roller towels must be restocked in a timely fashion. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Vacuum Cleaners	<ul style="list-style-type: none"> Electric shock. Slips and trips. Manual handling. 	<ul style="list-style-type: none"> Ensure that the Vacuum Cleaner is in good working order before using it, if there is any damage do not use it and notify management. Do not overextend the cable/pull it taught. Use the plug sockets close to the area being cleaned. Do not run the cable across walkways and stairs. Use correct manual handling techniques when carrying the vacuum cleaner up and down stairs. Use the correct attachments and ensure that the wand is fully extended. Ensure the cord is wound up when not in use. Vacuum cleaners should not be left out in the hallway or on stairs when unattended. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 25 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

FIRE AND EMERGENCY:

PERSONS AFFECTED:

Employees, Students, Subcontractors, Visitors

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Fire on the Premises	<ul style="list-style-type: none"> Serious injury or fatality resulting from smoke and flames. Damage or destruction of premises and property 	<ul style="list-style-type: none"> No smoking is on school grounds. Good housekeeping must be maintained. Flammable materials must be stored away from electrical cabinets and sources of heat. Items on high shelves must be kept away from light fittings. No chemicals may be brought to the site without prior approval of management, flammable chemicals must be stored in a fire cabinet. Canteen equipment must not be left unattended and must be cleaned regularly. Extractor hoods must be deep cleaned at least every 6 months. Fire alarm systems must be serviced every 3 months. Fire alarm panels must be checked daily and tested weekly. Emergency lights must be checked weekly and must be tested/serviced every 6 months. Fire doors must be serviced every 3 years. Fire doors must be kept closed at all times unless equipped with magnetic releases. Any penetrations through walls, ceilings etc must be fire sealed. Electrical panels and boxes must be kept closed and must be serviced every 5 years. Electrical equipment must be maintained in good repair and must be PAT tested. Electrical equipment must be turned off and plugged out when not in use. Dishwashers etc must not be run overnight. Extension Leads must be of the fused/surge-protected type. Extension Leads must not be daisy chained. Double adaptors are not permitted. Rubbish and waste materials must not be allowed to accumulate on site. Bins that are stored externally must be secured stored away from the building and secured. Hot work activities must be conducted under a permit to work system and must be carried out outdoors where possible. 			
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 26 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Firefighting Equipment	<ul style="list-style-type: none"> Insufficient/ inadequate firefighting equipment. Poorly maintained equipment failing when required. Lack of knowledge in the correct use of firefighting equipment. 	<ul style="list-style-type: none"> A fire safety survey must be completed to determine: <ol style="list-style-type: none"> the correct types of firefighting equipment required, the numbers of firefighting equipment required, the correct positioning of firefighting equipment. Fire extinguishers, hoses, and hydrants must be tested/serviced annually. Refuge point intercoms must be tested/serviced annually. Firefighting equipment must be checked weekly for damage. Firefighting equipment must be highlighted by signage. There must be clear access to firefighting equipment at all times. Fire extinguishers must be mounted on the wall or dedicated extinguisher stands. Fire extinguishers must not be used as door stops. Persons who are expected to use firefighting equipment must be trained in its safe use and must undergo periodic refresher training. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	6	M

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Emergency Evacuation	<ul style="list-style-type: none"> Obstruction of exits/ delays in evacuation leading to persons becoming trapped causing severe injury or death 	<ul style="list-style-type: none"> An external assembly point must be designated at a safe distance from the building and clearly signposted. Management must prepare an evacuation plan. Personalised risk assessments and evacuation plans must be prepared for persons with disabilities. Fire wardens must be appointed and provided with appropriate training in the procedures to follow. All members of staff must be briefed on evacuation procedures at induction. All contractors must be briefed on evacuation procedures. All visitors must be accompanied by a member of staff at all times. Fire drills must be run at least once every 6 months. Evacuation routes must be mapped and clearly displayed. Emergency exit signs must be in place. Fire alarm systems must be serviced every 3 months. Fire alarm panels must be checked daily and tested weekly. Emergency lights must be tested/serviced every 6 months. Refuge point intercoms must be serviced/tested annually. Stairs and corridors must be kept clear of stored items. Emergency exit doors must be open outwards and must be kept unlocked when the building is in use. Push bars and electronic door releases must be in good working order and tested regularly. No items may be stored externally within 2 meters of a fire exit door. Persons (besides trained fire wardens performing sweeps) must not be permitted to re-enter the building until it is declared safe. 			
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 27 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
First Aid Equipment	<ul style="list-style-type: none"> Worsening of condition Onset of infection Fatality, permanent injury/illness 	<ul style="list-style-type: none"> First aid kits are provided on site and are inspected by management at regular intervals to ensure that they are fully stocked and that the stock is in date. 			
Lack / Absence of First Aiders	<ul style="list-style-type: none"> Improper diagnosis Improper treatment Delay in seeking professional medical help. Worsening of condition Onset of infection Fatality, permanent injury/illness 	<ul style="list-style-type: none"> Employees will be nominated to the role of first aider Trained first aider and will be provided with all necessary training. Management will endeavour to ensure that there will be a first aider present at all times were possible/practicable. Arrangements to be in place with local doctors for emergencies. All employees will be briefed on emergency procedures at induction. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Student Prescription Medication	<ul style="list-style-type: none"> Failure to get treatment resulting in worsening condition. 	<ul style="list-style-type: none"> Parents and guardians are required to notify the school of the child's medical condition and needs. Students are required to self-medicate unless express permission is given for school staff to administer the medication. The school must be provided with: <ol style="list-style-type: none"> Permission granted in writing. Instructions for the dosage of the medication. Instructions for the administration of the medication. Parents must notify the school in writing of any changes to dosage levels or the method of administration. Students may only carry instant administration medications such as inhalers and self-injectors and EpiPens. Tablets and oral solutions must be stored in the school safe and dispensed when needed and taken under supervision. Students are forbidden from sharing medication. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 28 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

WELFARE:

PERSONS AFFECTED:

Employees, Students

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Lone Working	<ul style="list-style-type: none"> Employees not receiving help in the event of acts of violence and aggression, accidents occurring or medical incidents leading to Personal Injury or Death 	<ul style="list-style-type: none"> Management aims to minimise the occurrence of lone working where possible. Management will risk assessing lone working tasks taking account of the: <ol style="list-style-type: none"> The environment The equipment and materials The work methods The worker's experience, abilities, and health concerns Only experienced staff will be selected for lone work. Lone workers must always carry their mobile phones. Lone workers must check in with their supervisor at pre-determined intervals. Lone workers must notify management if they are taking medication that may impact their ability to work or if they have been diagnosed with a medical condition that may impact their safety and ability to carry out lone work. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Young Workers	<ul style="list-style-type: none"> Lack of experience making young persons more susceptible to accidents and injuries 	<ul style="list-style-type: none"> Employees under the age of 18 must be supervised at all times. Specific risk assessments must be carried out taking into account level of the employee's experience and the nature of the tasks being carried out. Employees under the age of 18 must not be allowed to operate equipment that poses a significant risk to health and safety or requires specialist training to operate. Management must take into account the age of Employees under the age of 18 and ensure that he or she does not exceed their maximum permissible hours worked in a week and a single shift under the legislation. Employees under the age of 18 must not work outside the permissible times outlined in the legislation. Employees under the age of 18 must be given sufficient lunch and rest breaks as outlined in the legislation. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 29 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Pregnant Employees and Nursing Mothers	<ul style="list-style-type: none"> Injury to pregnant employee, unborn child or breast-fed child. Delay in developmental phases. Back and muscular skeletal injury. Worry and psychological stress to woman involved 	<ul style="list-style-type: none"> Employees to inform their supervisor of their pregnancy at the earliest possible time. Risk Assessments to be conducted of the pregnant employees' place of work on notification of pregnancy to ensure it is safe to continue in the work environment. Pregnant Employees must be limited to light manual handling, in situations where they are not required to reach, squat or travel great distances, as the pregnancy progresses manual handling must be eliminated so far as is reasonably practicable. Work shifts should be arranged to ensure sufficient coverage to allow pregnant employees to take rest breaks as needed. Pregnant employees work should be arranged to reduce the need to spend large amounts of time traveling. Pregnant employees to be offered alternative work if there are safety issues associated with them continuing in their normal duties. Shift work and early and late shifts which may interfere with sleeping patterns must be avoided. Management should consult with pregnant employees regularly to ensure that any further issues are addressed as they arise. SDS for chemical materials in use should be consulted, pregnant employees must not work with any chemicals which may pose a serious risk to them or their babies. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Stress	<ul style="list-style-type: none"> Ill Health. Poor work ability. Depression. Lack of concentration. Absenteeism from work. 	<ul style="list-style-type: none"> Provide managers and supervisors training on how to recognise and address stress in the workplace. Identify what aspects of an individual's work could cause stress to occur. Assess the risks, workloads, tasks and responsibilities against the persons capabilities. Eliminate the risks by changing work tasks and workloads to suit the individual as appropriate. Monitor persons behaviour in work to detect signs of stress and encourage open communication between employees and supervisors. Delegate work loads evenly to all individuals within the workplace taking into account their personal limitations. Have an open communication system, this makes it easy for anyone suffering from stress to talk about it. Have clear goals set out in the workplace. Enusre that unless stated in their contract role staff can disconnect from work outside of working hours. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 30 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	1	2	L
Bullying (Staff)	<ul style="list-style-type: none"> Mental health issues. Stress. 	<ul style="list-style-type: none"> Ensure that all employees are made aware of the school's dignity at work policy on bullying and harassment. Employees should report all cases of bullying and harassment to managers/supervisors. Ensure that any complaints made are listened to and appropriate measures are taken. Management should take immediate steps to resolve any conflict that arises before they escalate. Disciplinary action should be taken if necessary. Where grievances can be solved verbally, it is advisable to keep some form of written record of minutes if a case is ever appealed or referred to a third party. Where irreconcilable differences exist, or the victim feels uncomfortable working around the perpetrator, measures such as changing workstations or shift rearrangement should be considered. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Bullying (Students)	<ul style="list-style-type: none"> Mental health issues. Stress. 	<ul style="list-style-type: none"> St Brigids GNS fosters a culture of kindness and respect amongst its students. A school anti-bullying policy and code of conduct have been prepared and are communicated to all students. Staff support is in place for students, and they are made aware that they can speak to any member of staff if they are being bullied. All complaints of bullying by students are listened to sympathetically. The school will investigate any allegations of bullying immediately and will take immediate steps to resolve any conflict that arises before it can escalate. Disciplinary action will be taken if necessary. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	1	2	L
Internet Access	<ul style="list-style-type: none"> Students being exposed to inappropriate materials causes mental distress or harm. 	<ul style="list-style-type: none"> The use of school computers is supervised. The school's internet network is equipped with a control system to restrict student access to inappropriate materials on the internet. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 31 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

HEALTH HAZARDS:

PERSONS AFFECTED:

Employees, Students, Subcontractors, Visitors

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Legionella	<ul style="list-style-type: none"> Spread of legionella through heating and water systems in the workplace. 	<ul style="list-style-type: none"> Cold water must be kept at a temperature below 20 degrees Celsius. A monthly temperature check should be carried out at the sentinel taps to ensure a temperature below 20 degrees is maintained. A visual inspection should be carried out annually of all cold-water storage tanks and any necessary maintenance should be carried out. Cold water outlets should be run once a week to prevent stagnation. Hot water should be heated to 60 degrees Celsius. A monthly temperature check should be carried out at the sentinel taps to ensure that correct temperature is being maintained. A visual inspection should be carried out annually of all hot water calorifiers for scale and sludge and any necessary remedial action should be implemented. Samples should be taken and tested from the hot water calorifiers annually. All hot water outlets should be run once a week to prevent stagnations. Water tanks, coolers and drinking fountains must be tested for legionella at least twice annually. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 32 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

MAINTENANCE:

PERSONS AFFECTED:

Employees, Students, Subcontractors, Visitors

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Boiler Maintenance	<ul style="list-style-type: none"> Electric shock Fire and Explosion Carbon Monoxide 	<ul style="list-style-type: none"> Flues and vents must be kept clear of obstructions. Any instances of condensation, soot, or discolouration on flues and vents must be reported to management and the service contractor must be brought to site to inspect and repair the system if necessary. Boilers must be serviced annually by a Registered Gas Installer (RGI). Contractor must be preapproved. RAMS insurance and proof of operative training must be submitted and reviewed before work commences. Contractors must be given a pre-work safety brief and must be supervised. Contractor's work area must be cordoned off. Boilers must be shut off and isolated while work are being conducted. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 33 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Water Storage Tanks	<ul style="list-style-type: none"> Falls from height Drowning Flooding 	<ul style="list-style-type: none"> Water storage tank must be secured against unauthorised access. Water storage tanks must be inspected periodically for damage. Water storage tanks must be fitted with a safe means of access and fall protection devices. Access panels must be secured against unauthorised access. Water tank must be fitted with a float valve or other device to prevent over filling. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Electrical Maintenance	<ul style="list-style-type: none"> Electric shock Fire and Explosion 	<ul style="list-style-type: none"> Any heat, sparking, buzzing sparking or discolouration from electrical systems must be reported to management and the service contractor must be brought to site to inspected and repair the system if necessary. Electrical panels and boxes must be serviced by a Registered Electrician every 5 years. Contractor must be preapproved. RAMS insurance and proof of operative training must be submitted and reviewed before work commences. Contractors must be given a pre work safety brief and most be supervised. Contractor's work area must be cordoned off. Electrical panels must be shut off and isolated while works are being conducted. LOTO should be established. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Hand Tools	<ul style="list-style-type: none"> Cuts Broken fingers or hands Eye injury 	<ul style="list-style-type: none"> Employees are provided with and must wear protective gloves and boots. Safety glasses are provided and must be worn when there is a risk of flying particles being generated by the tools. All tools must be inspected for signs of damage and loose fittings before use. Any tools which are found to be defective must be repaired or replaced. Tools must only be used for their intended purpose. Tools must not be used with non-compatible parts or materials. If staff lack the correct tools for a task, they must inform management and not proceed until they have the appropriate equipment. Sharp tools must be put away safely when not in use. Staff must ensure that any cutting or jabbing motions are not directed toward themselves. Staff must pay attention to the task at hand. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 34 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Ride On Mower	<ul style="list-style-type: none"> • Entrapment. • Crushing. • Tractor overturning. • Impact with machinery. • Serious bodily injury / fatality. • Collision. 	<ul style="list-style-type: none"> • Only authorised persons may operate the mower. • Equipment should be checked and maintained in accordance with manufacturer's requirements. Do not use the equipment if it is damaged. • Ensure that the engine is switched off before making checks, adjustments or clearing blockages. • Ensure that engine is switched off and cool before refuelling the mower. Use a nozzle or funnel and drip tray to prevent spillage. • Operator must wear safety glasses safety boots and hearing protection. • Check guards are in good condition and in place before operating. • No passengers to travel on mower. • Watch out for objects nearby, particularly when reversing. • Travel up or down a hill, not across it. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Strimmers	<ul style="list-style-type: none"> • Eye injury • Permanent damage to eyes • Loss of sight in one or both eyes. • Flying objects. • Vibration. • Burns. • Illness from contact with animal faeces. 	<ul style="list-style-type: none"> • Use appropriate Personal Protective Equipment- Safety helmet with visor and ear defenders. gloves. leg and body protection and safety boots. • Ensure that the engine is switched off before making checks, adjustments or clearing blockages. • Ensure that engine is switched off and cool before refuelling the mower. Use a nozzle or funnel and drip tray to prevent spillage. • Operator must wear safety glasses safety boots and hearing protection. • Check guards are in good condition and in place before operating. • Ensure other people are at least 2 strimmer lengths away from the operator. • Switch off the engine when moving to another location or when not in use. • Strimmer to be checked and maintained regularly to manufacturer's requirements. • Check for animal faeces prior to grass cutting operations if possible. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Litter Picking	<ul style="list-style-type: none"> • Laceration. • Cuts and Bruises • Infection. • Lockjaw (Tetanus). • Hepatitis. 	<ul style="list-style-type: none"> • Use appropriate Personal Protective Equipment such as gloves, safety boots and a litter picker stick. • Special care must be taken when handling broken glass or discarded syringes. • Keep glass and other sharp objects in separate rubbish bags to prevent personal injury when carrying the bags. • Wash hands before eating, drinking or smoking. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 35 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Power Washer	<ul style="list-style-type: none"> Chemical risks. Electrocution. Burns from power washer exhaust. Eye Injury Trip Injuries Chills and colds from wet clothing. 	<ul style="list-style-type: none"> Procedures for handling chemicals must be followed. The power washer must be of required type electrical isolation with waterproof sockets and leads. Empty excess water from the hose when you are finished the procedure and isolate the power. Precautions to be taken as per the manufacturer's instructions, while refuelling a petrol-powered washer. Safety Glasses and appropriate PPE to be worn and appropriate clothing. Hoses to be placed in a fashion least likely to present a trip hazard. Never direct a power washer jet toward a person or use to clean your own person. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Work at Height	<ul style="list-style-type: none"> People falling from height Serious personal injury Fatality 	<ul style="list-style-type: none"> As per the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, Part 4, Work at Height, all Work at Height should be assessed prior to work commencing to establish if there is a safer alternative. The Supervisor must conduct a pre-work assessment of Work at before work commences and identify what safety measures are required. A rescue plan must be in place for any work requiring the use of a safety harness and lifeline. Work should be completed or partially completed at ground level were possible. Leading edges and opes must be cordoned off by secure barriers or handrails, where this cannot be achieved staff must wear harnesses and tie off with arrest blocks. Safe means of access to works must be provided. <ul style="list-style-type: none"> Scaffolds and mobile towers must be erected and inspected by a qualified person holding the relevant CSCS tickets. MEWPs must have valid GA1 certificate and must be driven by a qualified operative. Ladder should be used for access only. Any work that must be conducted from a ladder must be light and of a short duration. Mechanical equipment such as telehandlers should be used to transport loads up onto work at height platforms. 			
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 36 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Traffic Below Work at Height	<ul style="list-style-type: none"> Falling objects Collision with work at height platform resulting in falls Serious personal injury Fatality 	<ul style="list-style-type: none"> All persons working on the ground beneath the work at height must wear a hard hat. An exclusion zone must be established on the ground around the work at height and it must be protected by barriers. Pedestrian and vehicular traffic routes must be diverted away from/around the work at height. Any doorways that lead into the area underneath work at height must be closed off with barriers and signage. Toe boards must be installed on work at height platforms. Tools and materials must be stored neatly and put away when not in use. Tool belts and tool lanyards should be used where possible. Rubbish and materials must not be thrown off work at height platforms. 			
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Ladders	<ul style="list-style-type: none"> Falls from height leading to serious injury or death. 	<ul style="list-style-type: none"> Tasks must be risk assessed to ensure that the correct ladder is being used. Ladders must be made to EN131 standards. Ladders must be tagged and must undergo thorough inspection at least weekly, this must be recorded on a GA3 form. Ladders must undergo visual inspection before use. Damaged ladders must be taken out of and disposed of. Wooden ladders must not be painted as this may hide defects. Metal ladders must not be used when conducting electrical repairs or near overhead lines. Extension ladders must be a single unit, different ladders must not be combined to make extension ladders. Homemade/ makeshift ladders must not be used. The area around the ladder must be cordoned off. Ladders must not project into doorways if this cannot be avoided the doorway must be cordoned off with a barrier and warning sign. Ladders must be placed on stable level ground. Ladder must be set up 1 meter out from the wall for every 4 meters up. Ladders must be securely lashed to the staging or landing and securely footed. Were it is not possible to secure ladders workers must get a co-worker to foot it. Ladders that are to be used for access must extend 2 meters above the parapet. Only one person may use a ladder at a time. Staff must maintain 3 points of contact at all times while climbing the ladder. Staff must not stand on the top three rung of a ladder. Staff must not overreach or stretch they must climb down and reposition the ladder. Ladders must never be used as makeshift trestles. 			
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 37 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
A-frame and Step Ladders	<ul style="list-style-type: none"> Falls from height leading to serious injury or death. 	<ul style="list-style-type: none"> Tasks must be risk assessed to ensure that the correct ladder is being used. A-frame and Step Ladders must be made to EN131 standards. A-frame and Step Ladders must be tagged and must undergo thorough inspection at least weekly; this must be recorded on a GA3 form. A-frame and Step Ladders undergo visual inspection before use. Damaged ladders must be taken out of and disposed of. Wooden ladders must not be painted as this may hide defects. Metal ladders must not be used when conducting live electrical repairs. Homemade/ makeshift ladders must not be used. The area around the work must be cordoned off. A-frame and Step Ladders must not project into doorways if this cannot be avoided the doorway must be cordoned off with a barrier and warning sign. A-frame and Step Ladders must be placed on stable level ground. A-frame and Step Ladders must be opened fully and stays must be locked. A frame and Step Ladders must never be leaned against the wall and used as straight ladders. A-frame and Step Ladders must be set up facing the work. Staff must maintain 3 points of contact at all times while climbing the ladder. Staff must not overreach or stretch they must climb down and reposition the ladder. Staff must face the ladder at all times. Staffs must ensure that their knees do not go above than the top rung of an A-frame ladder or the top plate on a step ladders. They must not stand on the top rungs or plate. Employees must not straddle a A-frame ladder. Do not hang items off the ladder. Do not overload the plate on a step ladder. Where tools or equipment prove to be too unwieldy to use safely staff should use an alternative method of gaining height such as a trestle or MEWP. 			
Risk After Control Measures		S	L	S x L	Risk
		3	2	6	M

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 38 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Working On Roofs	<ul style="list-style-type: none"> People falling from height Materials Falling Serious Personal Injury Fatality 	<ul style="list-style-type: none"> All work on roofs must be carried out in accordance with the <i>Code of Practice For Safety in Roofwork (2011)</i>. Where there is a risk of items falling from height the street below the works must be cordoned off and toe boards must be put in place. A safe means of access must be provided to the roof. This can include an internal stairwell, ladder and roof hatch or a scaffold. Where possible edge protection must be in place this can include a Parapet wall that is no less than 950mm high, a fixed guard rail with mid rail, a temporary guard rail with mid rail, or a scaffold. Where guard rails cannot be installed staff must be provided with a means of tying off using their harnesses. This can include a skyrail or fixed/temporary anchor points. Where anchor points are used, they must be in sufficient number to allow staff to reach all areas of the roof and must be positioned so that staff may clip off from one and immediately clip on to another. Tying off must be by means of a fall arrestor block or fixed lanyard. Openings, skylights and fragile surfaces must be cordoned off by barriers covered over by crash decks. Crawl boards/roof ladders must be used when standing on a pitched roof. Materials must be stored away from the edge of the roof and must be secured against the wind. Materials must never be stacked on a pitched roof they must be stored on a level surface such as a scaffold loading bay. Heavy materials must be lifted up to the roof using a mechanical aid such as a hoist, telehandler or crane. If a crane is to lift materials over a flat roof, openings, skylights and fragile surfaces and machinery must be covered over by crash decks. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

CONSTRUCTION HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Wicklow Educate Together National School	PERSONS RESPONSIBLE:	Board of Management, Principal, Employees.
DATE:	January 2025	Page No.	Page 39 of 39
ADDRESS:	Hawkstown Road, Wicklow Town, Co Wicklow	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
PPE for Falls from Height – Harnesses, Lanyards, Fall Arrestor Blocks etc.	<ul style="list-style-type: none"> People falling from height Serious Personal Injury Fatality 	<ul style="list-style-type: none"> Work at height PPE is to be used where the risk of falls from height cannot be eliminated by other means. All works requiring the use of fall from height PPE must be risk assessed and planned out taking account of: <ul style="list-style-type: none"> The suitability of the PPE for the task. Safe access and egress (clipping on and off). Provision of appropriate permanent or temporary anchor points. Rescue in the event of a fall or other emergency. All work at height PPE must be manufactured and marked the European standard EN 365:2004. All persons who use fall from height PPE must receive appropriate training in its care, inspection and use. All fall from height PPE must have a valid GA1 certificate and it must be renewed every 6 months. All fall from height PPE must be inspected by the wearer before use, these inspections must be recorded on a GA3 form. Staff names/ identifying marks must be written on purpose made name tags and must not be written directly onto the fabric of the PPE. Any fall from height PPE that shows signs of damage or that has been contaminated by chemicals must be returned to management and put beyond use. Any fall from height PPE that is missing tags providing serial numbers and safety data must be returned to management and put beyond use. Work at height PPE must be stored in a cool dry place and not subjected to direct sunlight. If the appliances get wet, they should not be dried by direct heat. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

INSTRUCTIONS ON HOW TO COMPLETE THIS FORM

PLACE X IN ONE BOX ONLY IN EACH SECTION, UNLESS OTHERWISE STATED. e. g. Gender: ☒ Male ☐ Female ☐ Other

(A). EMPLOYER/ SELF- EMPLOYED INFORMATION:

A. 1: NAME OF EMPLOYER/ COMPANY NAME:

Insert the registered legal name of your organisation, where applicable, or the name of the sole trader or individual who employs the injured person.

A. 2: COMPANIES REGISTRATION OFFICE NO:

This number maybe found on a company's letterhead or invoice paper, and may be verified at www.cro.ie. The provision of this number is essential in order to ensure that accidents reported by employers with similar names are not assigned to the wrong company inadvertently.

A. 3: BASE ADDRESS OF THE INJURED PERSON (if different from head office):

Address where injured person is based e. g. depot, sub- office or construction site. For travelling workers it is the depot or office they report back to. For non- workers it is the base address of an employee who was involved in the accident.

A. 4: NATURE OF BUSINESS:

Give a brief description of the nature of the business carried out at the base address of the injured person. If several different types of business are carried out, chose the one that involves the biggest number of employees.

(B) DETAILS OF INJURED PERSON :

B. 1: OCCUPATION:

Occupation or job title that best describes the injured person's normal work.

B. 2: AGE:

Enter the persons age if known. If not known, enter best estimate.

B. 3: ACTUAL/ ANTICIPATED CALENDAR DAYS UNABLE TO CARRY OUT NORMAL DUTIES:

This should not include the day of the accident. Saturdays, Sundays and bank holidays are counted.(For example, an employee who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays returns to work the following Monday, the absence is deemed to be four calendar days.)

(C) ACCIDENT INFORMATION:

C. 1: TYPE OF ACCIDENT:

Use "fatal" if the accident caused a death. Use "non fatal injury" if no life was lost but the person was unable to carry out normal duties for more than three calendar days, not including the day of the accident.

C. 2: ACCIDENT DESCRIPTION:

Give the known circumstances of the accident including what the injured person was doing immediately before the accident, what happened and how the person was injured.

C. 3: WHAT TRIGGERED THE ACCIDENT?:

Choose the most appropriate description. If none of the options listed are considered appropriate, choose "Other" and describe it.

C. 4: WHICH OF THESE BEST DESCRIBES HOW THE PERSON WAS INJURED?:

Choose the most appropriate description. If none of the options listed are considered appropriate, choose "Other" and describe it.

C. 5: INDICATE MOST SEVERE TYPE OF INJURY:

Choose the most appropriate description. If the person sustained more than one type of severe injury, choose "Serious multiple injuries". If none of the options listed are considered appropriate, choose "Other" and describe it.

C. 6: INDICATE PART OF THE BODY MOST SERIOUSLY INJURED:

Choose the most appropriate option. If none of the options listed are considered appropriate, choose "Other" and describe it.

INCIDENT REPORT FORM (IR1)

THIS FORM IS APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS AND IS THE ONLY FORM THAT MAY BE USED TO REPORT ACCIDENTS TO THE HEALTH AND SAFETY AUTHORITY.

BY LAW, WORKPLACE ACCIDENTS MUST BE REPORTED TO THE HEALTH AND SAFETY AUTHORITY AS SOON AS POSSIBLE. THE INFORMATION CONTAINED IN AN INCIDENT REPORT FORM HELPS TO IDENTIFY THE CAUSES OF AN ACCIDENT AND MAY THEREFORE ENSURE THAT SIMILAR ACCIDENTS ARE PREVENTED IN THE FUTURE.

SERIOUS ACCIDENTS AND ACCIDENTS REPORTED LATE, OR NOT REPORTED, MAY BE INVESTIGATED BY THE AUTHORITY. IT IS AN OFFENCE NOT TO REPORT AN ACCIDENT AS SOON AS PRACTICABLE.



THIS FORM MAY ALSO BE COMPLETED ONLINE AT www.hsa.ie.
Employers can register to view summary reports of accidents they have reported online.

THE FOLLOWING TYPES OF ACCIDENTS MUST BE REPORTED:

- (a) the death of any employed or self- employed person, which was caused by an accident during the course of their work.
- (b) an injury sustained in the course of their employment, which prevents any employed or self- employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable.)
- (c) a death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. Deaths or injuries caused by normal medical treatment (e. g. surgery or medication) do not need to be reported.
- (d) a road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
- (e) a road traffic accident that meets the criteria (c) above as a result of construction work on or adjacent to a public road.

THE FOLLOWING PERSONS ARE RESPONSIBLE FOR REPORTING ACCIDENTS:

- (a) employers (in the case of the death or injury of employees at work).
- (b) persons providing training (in the case of the death or injury of a person receiving training for employment).
- (c) self- employed persons (in relation to accidents to themselves).
- (d) persons in control of places of work in relation to:
 - (i) the work- related death or injury of a person not at work
 - (ii) the death of a self- employed person.
- (e) the next of kin (in the event of the death of a self- employed person at a place of work under that person's control).

WORK- RELATED ACCIDENTS MUST BE REPORTED PROMPTLY:

- (a) Fatal or potentially fatal accidents must be reported immediately, by telephone in the first instance.
- (b) Non- fatal accidents should be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.
- (c) Major accidents notifiable under the major accident hazards regulations must be reported immediately, by telephone in the first instance.

HOW TO COMPLETE THIS FORM:

Instructions on how to complete this form are given on page 4.

CONFIRMATION OF RECEIPT:

Confirmation of receipt of this form will be issued by email to those who submit reports of accidents online.

PLEASE RETURN THIS FORM TO:

Workplace Contact Unit
Health and Safety Authority
The Metropolitan Building
James Joyce Street
Dublin 1

PERSONAL PROTECTIVE EQUIPMENT ISSUE FORM

This is to state that the undersigned has been supplied with the following items of personal protective equipment:

ITEM	DATE SUPPLIED & SIGNED FOR	DATE SUPPLIED & SIGNED FOR	DATE SUPPLIED & SIGNED FOR	DATE SUPPLIED & SIGNED FOR
Hearing Protection				
Ear Muffs				
Disposable Ear plugs				
Respiratory Protective Equipment				
Disposable Respirators				
Safety Footwear				
Eye / Face Protection				
Safety Glasses				
Full Face Shield				
Goggles				
Overalls				
Gloves (rigger)				
Safety Helmet				
Safety Harness				
Hi-Viz Vests				
Other:				

NOTE:

Store according to the instructions provided. Keep your equipment in good working condition. Report all damage or requirement for parts to Management.

I agree to wear & use the Personal Protective Equipment at all times as may be required and / or necessary for my work. I have received the personal protective equipment as detailed above.

Name (Block Letters) _____ Date: _____

Signature_____

DISCLAIMER:

In the event of this Personal Protective Equipment not being worn by the above employee, The Company reserve the right to enforce its disciplinary procedure which may involve:

1. Dismissal - Permanently
2. Suspension - With or without pay, for a period of time as decided by Management.

V.D.U. RISK ASSESSMENT QUESTIONNAIRE (VISUAL DISPLAY UNIT)

Company			
Address			
Name of Employee		Work Area / Department	
Date of Assessment		Approximate time spent at VDU	No. _____ Hours Per Day No. _____ Days Per Week

1. Please answer the questions below to the best of your ability. We have shaded the sections we need your answer.
2. If you have any queries in relation to the questions or other aspect of your workstation, please raise them with the Ayrton Risk Assessor when they carry out the on-site assessment with you.
3. If you have any comments in relation to the assessment or your workstation, please enter them in the section at the end of each topic of the assessment in the comment boxes.
4. The Ayrton Risk Assessor will review these comments with you when you meet.

PLEASE READ THE SECTIONS BELOW & FILL IN THE SECTION TO THE RIGHT	ANSWER
1. Vision	
Do you suffer from eyestrain or tiredness when using the computer screen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you wear prescription glasses?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes – are they suitable for use with a VDU screen?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Have you been provided with or offered an eyesight test?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment:	
2. Health	
Do you suffer from soreness or tenderness (fingers, wrists, elbows or arms) when using the computer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you suffer from any other complaints when using the computer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you take regular breaks from the computer during your working day?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Comment:	
3. Display Screen	
Is the screen readable?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the image steady & flicker free?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there controls for brightness, contrast & height & width?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there reflections/glare on the screen in the normal working position?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you tilt/swivel the screen? (to suit yourself and your comfort)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you adjust the height of the screen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment:	
4. Furniture	
Does your chair have a “5 star” base or legs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your chair adjustable in height?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the chair back adjustable?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there sufficient room on your desk for your computer and other work equipment/paper work?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Can you comfortably sit at the workstation to meet your work needs?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Do you have storage space at your workstation to meet your needs?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Are there reflections/glare from the desk surface?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Comment:	

5. Work Equipment	
Is the keyboard movable and tiltable?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Does the keyboard have a matt surface to prevent glare?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Are the symbols on the keyboard legible from the working position?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Is there space in front of the keyboard to rest your hands and wrists while using the keyboard?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Is there a mouse mat provided?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Is the surface of the mouse "matt" of a mat finish to prevent reflections/ glare?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Is there a gel support available for your wrist(s) while using the keyboard and/or mouse?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
If you are left handed, has your workstation & equipment been configured to suit your needs?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Are other peripheral devices suitably positioned & accessible (printers etc.)?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Is a document/copy holder provided where required?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Is a footrest provided where required?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Comment:	
6. Laptops	
Do you use a laptop at your desk (or elsewhere) for long periods of time?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Is your laptop provided with an external screen or an adjustable height docking station for use at your desk?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Is your laptop provided with an external keyboard and/or mouse for use at your desk?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Comment:	
7. Environment	
Are the levels of lighting comfortable?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Are the levels of heating / cooling comfortable?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Are the levels of noise comfortable?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Is there enough room to move about the workstation & use drawers etc?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Comment:	
8. Training	
Have you been provided with training in the use of software programs?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
Employee's Comments	
Employee's Signature & Date	

Ayrton Risk Assessor (Ayrton Office Use Only)

(This section to be completed by the assessor)

Name of Employee		Date of Readings	
Lighting Level	Temperature	Humidity	Noise
Dim	Cool	Dry	Quiet
Adequate	Comfortable	Comfortable	Acceptable
Very Bright	Warm	Uncomfortable	Loud

Adjustments made during the assessment:

Item	Aspect	Details (if necessary)
Screen	Height	
	Distance	
	Tilt	
Chair	Height	
	Elbow rest	
	Lumbar support	
	Back angle	
Footrest	Position / angle	
Mouse	Position	
Desk	Layout	
Storage		

Items required (tick as applicable):

Footrest		Document copy holder		Mousepad		Gel Wrist Support (Keyboard / Mouse)	
Chair		Alternative mouse (specify type)		Phone headset		Lumbar support	
Desk tray		Docking Station		Storage		Other	

Assessor's Comments & Recommendations	
Assessor's Name	Assessor's Signature
Date	