

Scoil Mhuire Allenwood	Issue Date: March 2025	Rev Date: March 2026
		Rev No: 1.0

Safety Statement



**Scoil Mhuire Allenwood,
Allenwood,
Naas,
Co. Kildare.**

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Section 1. Introduction

1.1. *Safety Legislation*

The Safety, Health and Welfare at Work Act 2005, (SI No. 10 2005), governs health and safety in the workplace. Scoil Mhuire Allenwood Board of Management must ensure, so far as reasonably practicable, that the workplace is safe, that the equipment provided is safe, that staff are properly trained and that they work under a system of work that will help to ensure their health and safety whilst at work. Staff must co-operate with these systems of work and the arrangements that are provided, for health and safety reasons.

Scoil Mhuire Allenwood must consult with staff on health and safety issues and is entitled to their co-operation in the development of safe systems and safe arrangements for the workplace.

The Fire Services Act (1981) and the Building Regulations (1997) set out the fire safety standards that must be met by occupiers of buildings. The Act and the Regulations are concerned with the fabric of buildings and the provisions for emergencies in the event of fire.

The Safety, Health and Welfare at Work (General Application) Regulations, 2007- 2023 set out some of the specific standards to be met by the workplace, including standards in relation to electricity, manual handling, workplace design and work equipment, e.g. VDU equipment.

A provision of the 2005 Safety, Health and Welfare at Work Act, requires that employers prepare a Health and Safety Statement. This Statement must describe the organizational and physical arrangements for safety, including the assignment of responsibilities to individuals and a statement of the co-operation required from employees to maintain those standards.

The Statement must refer to the particular hazards in the workplace concerned and must indicate the risks associated with those hazards and the arrangements for control of the particular hazard. This document has been prepared to comply with the Scoil Mhuire Allenwood duty under this provision of the Act.

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1.2. *Scoil Mhuire Allenwood Safety Policy*

At Scoil Mhuire Allenwood, we will take all reasonable steps to secure and maintain the health, safety and welfare of all employees, contractors, clients and members of the public who may be affected by our activities. The Management team objective is to maximise the wellbeing of each employee and their potential to contribute to the development of the Scoil Mhuire Allenwood and ensure compliance with Legislation, Approved Codes of Practice and Guidelines relevant to our operations. It is our policy and overall aim to educate each employee in safe working practices and through this education it is envisaged that the employees will work in a safe manner whether or not immediate supervision is present.

Safety is a core Scoil Mhuire Allenwood value and safe working is an integral part of how we plan, organise and undertake our business activities and operations. To this end Scoil Mhuire Allenwood is committed to providing:

- A safe place of work and healthy working environment for all our employees.
- Safe means of access and egress to and from the workplace.
- Safe equipment necessary to carry out work safely.
- Safe systems of work, whereby all tasks are carried out in a safe manner.
- Relevant information, instruction, training and supervision for all employees in order that they can carry out their tasks in a safe manner with no danger to themselves or others who may be affected by their work.
- A safety management system to manage health & safety in the workplace.
- Suitable personal protective equipment and clothing necessary, where hazards cannot be eliminated, for employees to carry out their work in a safe manner.
- Systems for the identification of workplace hazards, assessment of risks arising and the implementation of suitable controls.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient consultation, information, training and supervision to enable employees to carry out their work safely, without risk to themselves or others.
- Appropriate welfare facilities

Our goal is to eliminate all accidents and potential hazards and reach an objective of zero injuries. Achieving this will require the full understanding of everyone in the organisation of their safety responsibilities and their commitment to fostering a proactive safety culture, based on a duty of care for oneself, one's co-workers and members of the public. The responsibility for safety in Scoil Mhuire Allenwood proceeds from management through to each supervisor and on to each member of staff. It is the responsibility of Management to ensure that all employees are motivated to comply with the safety policies and procedures and that they are made aware of those policies. Management must be kept fully informed of the impact that activities under its control have on safety policy and to take corrective action as appropriate. Equally all employees have a legal responsibility to co-operate in implementing the safety policies and standards as required by the safety management system.

Signed: _____ Date: _____
Principal, Scoil Mhuire Allenwood (Ciarán O' Toole)

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1.3. *Safety Management System*

1.3.1. Introduction

In order to effectively manage the implementation and control of Health, Safety and Welfare policies in the workplace, Scoil Mhuire Allenwood are using a holistic view of the business and to embed safety management into all areas and functions of the business. The process is one of continual change management, review and improvement, to this end the system relies on having quality information supplied in the form of audits, accident investigations and feedback from employees, clients and consultants.

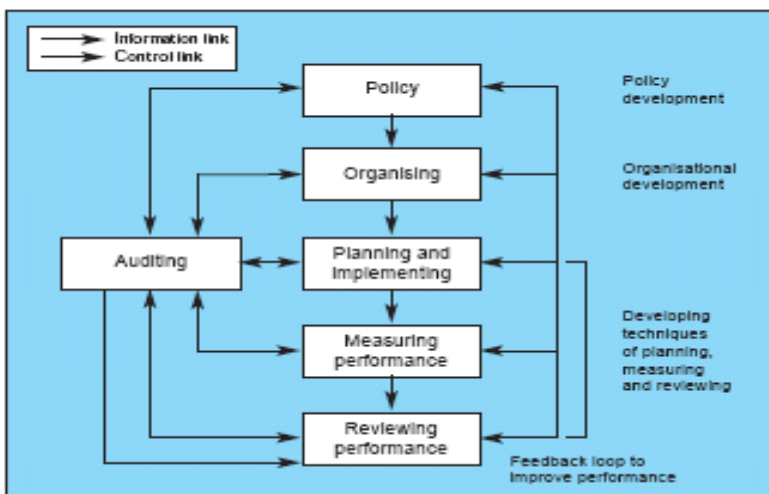
1.3.2. Content

The system comprises of a Safety Policy Statement, Safety Statement, Risk Assessments, Procedural Policy Documents – these are contained in a Safety File with various appendices to supply all the information required by the employee or manager to effectively manage the Safety Health and Welfare of those in the working environment or those who may be affected by the work process.

1.3.3. Format

The system has elements of Health and Safety Guidance Document HGS65, a recognised management tool, ISO18001 Safety Management Systems amongst others. To ensure the policy and objectives of the Scoil Mhuire Allenwood are implemented on our projects it is imperative that all levels of Management are fully involved and aware of Health & Safety.

Key elements of successful health and safety management



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1.4. Allocation of Resources

1.4.1. General

Scoil Mhuire Allenwood have made a commitment to occupational health and safety by allocating the necessary resources, both human and financial, in order to implement Scoil Mhuire Allenwood policy and objectives. Scoil Mhuire Allenwood employs the services of a competent, qualified safety consultancy company to advise on all issues relating to Health, Safety and Welfare.

Sufficient financial resources are allocated to Occupational Health & Safety in order that this document can be implemented in full. These financial resources are mainly utilised in areas such as the purchasing of personal protective equipment, preparing surveys and risk assessments, accident investigation, providing training for employees along with other equipment necessary for employees to carry out their tasks in a safe manner.

In order to implement the safety management system, Management and staff must commit sufficient time to carry out their duties as allocated to them in this document.

1.4.2. Human Resources

The health and safety Co-Ordinator has the necessary authority invested in them to discharge their duties fully and effectively. They are authorised by Management to take such steps as may be considered necessary to prevent or remedy any potential hazard or dangerous occurrence. This authority extends to the stopping of work on premises, where in their opinion; there is no alternative but to do so. During any disciplinary process the safety Co-Ordinator can rely on the full support of the Principal and Board of Management.

1.4.3. Management Time

In addition to financial investment, Management of Scoil Mhuire Allenwood must invest time and energy in the safety management process and ensure that the management of safety in the workplace is seen to be an important issue and one that is discussed at the highest level. To ensure the policy and objectives of Scoil Mhuire Allenwood are implemented on our projects it is imperative that all Management are fully involved and aware of Health & Safety. In order to achieve this Scoil Mhuire Allenwood have adopted a Health & Safety Management System that incorporates all levels of Management and Employees.

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1.5. Cooperation of Employees

Section 13 of the Safety, Health and Welfare at Work Act, 2005, sets out the general duties of employees as follows:

13(1) It shall be the duty of every employee while at work-

- (a) To take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work;*
- (b) To comply with all Health & Safety Legislation.*
- (c) To co-operate with their employer and any other person to such extent as will enable their employer or the other person to comply with any of the relevant statutory provisions;*
- (d) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or things provided (whether for their use alone or for use by him in common with others) for securing their safety, health or welfare while at work; and*
- (e) To report to their employer or their 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 he becomes aware.*
- (f) Not to be under the influence of an intoxicant (such as alcohol, medication drugs or other drugs) to the extent that he/she is likely to endanger their/her own health, safety or wellbeing or that of any other person.*
- (g) Not to engage in improper conduct or behaviour such as violence, bully or horseplay which could endanger the safety of others.*
- (h) To attend and participate in training as deemed appropriate to the work in hand.*
- (i) To report any illness or condition that may compromise their ability to carry out their duties in a safe manner.*
- (j) 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.*

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1.6. Document Control and Revision Procedure

This section outlines the procedure in place for ensuring a rigid control of all copies of the Safety Statement as well as a revision procedure.

1.6.1. Document Control

All copies of the Safety Statement are numbered and will have an issue date in recorded. The circulation list (See page no. 1) must show:

- Copy number
- Name of person responsible for keeping it updated
- The location where it is kept within Scoil Mhuire Allenwood
- The date of issue

1.6.2. Revision Control

The Safety Statement is a living document and will therefore be continuously revised. Management is responsible for these revisions and for keeping the document up to date with the day-to-day operations in Scoil Mhuire Allenwood. The Safety Statement will need to be revised when:

- When a major safety hazard has been identified
- When new processes are being introduced
- When new equipment is being purchased
- If procedures are found inappropriate

It is the responsibility of the Safety Co-Ordinator, to circulate and monitor that all copies of the Safety Statement are being kept up to date. It is the responsibility of the named person on the distribution list to keep the specific Safety Statement up to date. All revisions must be logged on the revision sheet in the Safety Statement on page number 2. Entries must be described in detail in the revision sheet:

- The number of the revision
- The revised page numbers
- Date of changing the pages in the Safety Statement
- Name of the person carrying out the revision of pages

This information is mandatory and necessary to ensure that every copy of the Safety Statement is kept up to date.

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Section 2. Responsibilities in Relation to Health & Safety

2.0 Introduction

This section outlines the Safety Organisation in place in Scoil Mhuire Allenwood and the responsibilities of individuals in relation to safety. The last part outlines the responsibilities of Contractors working for Scoil Mhuire Allenwood.

2.1. Safety Management Team

The Safety Management Team is the main body Scoil Mhuire Allenwood Safety Organisation. The Safety Management Team will meet on a quarterly basis or when necessary. The following are permanent members:

In School Management Team

- Ciarán O' Toole Principal
- Alison Bell..... Deputy Principal (Safety Coordinator)
- Mary O' Meara..... Assistant Principal
- Catriona Tyrrell..... Assistant Principal
- Karen Brennan..... Assistant Principal

Board of Management Team

- Nicola Carey..... Chairperson
- Ciarán O' Toole..... Secretary
- Barry Higgins..... Teachers Nominee
- Fr. Brian Kavanagh..... Patron Nominee
- Sineád Swords..... Community Representative
- David Hart..... Community Representative
- Lynda Moran..... Parents Nominee
- Arnold Ruhukwa..... Parents Nominee

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The Safety Management Team is cross-functional and should be seen as a forum for safety discussions. The meetings are open to observers.

The overall responsibility of the Safety Management Team is to:

- Promote a proactive safety culture in Scoil Mhuire Allenwood.
- Communicate all safety objectives.
- Constantly monitor and evaluate safety performance.
- Ensure that the Safety Statement and related safety documents are being revised and updated when necessary.
- Evaluate and approve purchase of safety equipment or safety related activities.
- Deal with current concerns and seek to anticipate future issues.

Individual responsibilities are outlined below in section 2.3.

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2.2. Responsibilities

The following section outlines the individual responsibilities in the safety organisation.

2.2.1. Safety Management Principal on Responsibilities

In terms of Scoil Mhuire Allenwood, the overall responsibility of the principal is to:

- Ensure adherence to the Safety, Health and Welfare at Work Act 2005, which covers the general duties of employers (including schools) to ensure the safety and well-being of staff, students, and visitors.

Conduct regular risk assessments of the school environment (including buildings, grounds, and equipment) to identify potential hazards and mitigate risks.
- Ensure all school staff are properly trained in safety procedures, including emergency drills, first aid, and handling critical situations.
- Develop, communicate, and regularly review emergency procedures for fire safety, evacuation, lockdowns, medical emergencies, and other critical incidents.
- Ensure that fire safety protocols are in place, including regular fire drills, maintaining fire exits, fire alarms, fire extinguishers, and clear evacuation routes.
- Oversee the supervision of students at all times, including during arrival and departure, lunchtime, breaks, and in extracurricular activities, to ensure their safety.
- Ensure that first aid procedures are in place, staff are trained in first aid, and that there is adequate provision for dealing with student injuries or medical emergencies.
- Ensure that all staff are regularly trained in health and safety procedures, child protection, first aid, and any other relevant safety topics to maintain a safe school environment.
- Foster a positive school culture that values respect, inclusivity, and safety for all students, staff, and visitors. Promote policies that encourage a welcoming and safe learning environment.
- Encourage staff, students, and parents to report any safety concerns or incidents, and ensure that these are followed up appropriately and documented.
- Ensure the safety of students during school transportation, including managing school bus safety, traffic safety around the school, and ensuring proper supervision.
- Ensure that students with disabilities or additional needs receive the necessary supports and accommodations to ensure their safety, access to education, and well-being.

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2.2.2. Responsibilities of the Board of Management

In terms of Scoil Mhuire Allenwood, the overall responsibility of the Board of Management is to:

- Promote a proactive safety culture in Scoil Mhuire Allenwood.
- Communicate all safety objectives.
- Constantly monitor and evaluate safety performance.
- Ensure that the Safety Statement and related safety documents are being revised and updated when necessary.
- Evaluate and approve purchase of safety equipment or safety related activities.
- Deal with current concerns and seek to anticipate future issues.
- Ensure that appropriate training is given to all staff as necessary.
- Insist that sound working practices are observed as laid down by the operating procedures in the Safety Statement and that work is planned, the risks are assessed, and all works are carried out in accordance with the statutory provisions.
- Ensure that there is liaison on health and safety matters between Scoil Mhuire Allenwood and contractors working for Scoil Mhuire Allenwood.
- Institute reporting, investigation and costing of injury, damage and loss, promote analysis of investigations to discover trends and eliminate hazards.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for health and safety.
- Arrange for funds and facilities to meet requirements of Scoil Mhuire Allenwood Safety Statement.

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2.2.3. Responsibilities of Safety Co-Ordinator

It is the responsibility of the Safety Co-ordinator to:

- Ensure the Safety Statement is up to date and reviewed annually.
- Communicate health and safety policies to staff, students, and parents.
- Ensure compliance with Department of Education guidelines on school safety.
- Conduct regular risk assessments of school premises, including classrooms, playgrounds, and special activity areas
- Identify and report hazards, ensuring timely corrective action is taken.
- Maintain records of accidents, near misses, and safety inspections.
- Ensure fire drills are conducted at least twice a year.
- Oversee maintenance of fire extinguishers, alarms, and emergency exits.
- Ensure staff are trained in evacuation procedures and emergency response.
- Organise health and safety training for staff, including manual handling, first aid, and Child protection.
- Ensure new staff receive an induction on school safety procedures.
- Provide guidance on safe use of equipment and facilities.
- Ensure first aid kits are fully stocked and accessible.
- Oversee accident reporting procedures and ensure all incidents are documented.
- Liaise with staff and parents in case of serious injuries.
- Monitor playground and classroom safety to prevent accidents.
- Ensure adequate supervision is in place during school hours and extracurricular activities.
- Work with staff to address bullying or behavioural risks that impact student safety
- Ensure electrical, heating, and ventilation systems are maintained safely.
- Oversee safe storage of hazardous materials, including cleaning supplies and science Equipment.
- Liaise with caretakers and external contractors to ensure compliance with safety standards
- Act as a liaison between the Board of Management, staff, and external health and Safety authorities.
- Report safety concerns to the Principal and Board of Management.
- Keep records of inspections, audits, and safety measures taken.

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2.2.4. General Responsibilities of all Employees

It is the general responsibility of all employees to:

- To familiarise yourselves with the sections of Scoil Mhuire Allenwood Safety Statement relevant to your work activities and to confirm to your Safety Co-Ordinator that you have done so.
- To take reasonable care of your own safety, health and welfare and that of any other person that may be affected by your acts or omissions while at work.
- Co-operate with your employer and any other person to such an extent as will enable your employer or other person to comply with any of the relevant statutory provisions with regard to safety, health and welfare.
- Use in such manner so far as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or things so provided (whether for use alone or for use by you in common with others) for securing your safety, health and welfare while at work.
- Report to your Supervisor without unreasonable delay any defect in equipment, place of work or system of work which might endanger safety, health and welfare of which you become aware.
- 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 and welfare of persons arising out of work activities.
- Use correct equipment for the job. Do not use equipment requiring special training if you have not received such training.
- Employees are encouraged to make suggestions or raise concerns and are hereby consulted initially on health and safety matters.
- Develop a personal concern for your own and others safety and to avoid any action which would be a source of danger to yourself and/or others.
- Employees must not carry out any tasks, which they feel they are not competent to carry out or which involves unreasonably high risks.
- If in doubt, ask!
- Report all accidents, incidents, near misses and dangerous occurrences immediately to your supervisor.
- All personnel must ensure that they are fully conversant with the emergency procedures in the workplace and what actions they should take in an emergency. Know the location of the first aid box in the workplace. Know the procedure in the event of a fire or an emergency.
- Where the number of employees on the project exceeds 20 employees you have the right to elect, by voting, a safety representative. The elected employee will be trained as a Safety Representative with no financial loss.

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- In line with The Tobacco Smoking (Prohibition) Regulations (S.I. No. 481 of 2003) employees are not permitted to smoke inside any building. Failure to comply with this legislation will result in disciplinary action being taken. Dispose of spent matches, cigarette ends etc. properly.
- Ensure that all corridors, doorways, walking areas etc. are kept clear and free from obstruction.
- Refrain from lifting or moving articles likely to cause injury and always use the methods outlined in your manual handling training.
- Suggest ways of eliminating hazards and improving working methods.

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2.3. Contractor Responsibilities

It is the responsibility of Contractors working on behalf of Scoil Mhuire Allenwood to:

- Ensure the safety of their employees and all other persons who may be affected by their activities including sub-contractors.
- To comply with all statutory requirements, best industry practices and any relevant operating procedures and safety guidelines imposed by Scoil Mhuire Allenwood.
- Provide all necessary instructions, training and information on safety matters to their employees and to ensure that all their subcontractors and their employees are treated likewise.
- Regularly inspect and audit compliance of safety activities.
- Provide Scoil Mhuire Allenwood with a copy of their Safety Statement.
- Ensure that they receive a copy of Scoil Mhuire Allenwood Safety Statement.
- Provide the necessary Personal Protective Equipment to their employees and provide instructions for the use of these.
- Ensure that subcontractors provide the necessary Personal Protective Equipment to their employees.
- Ensure that all accidents and dangerous occurrences are reported to Scoil Mhuire Allenwood.
- Monitor and assess the safety performance of their employees and subcontractors.
- Ensure that all subcontractors are advised on safety procedures and guidelines relevant to their scope of work.

All contractors and sub-contractors must make themselves familiar with the duties of the safety Co-Ordinator, and the duties of the employee and ensure that all their personnel are aware of their role in maintaining a safe workplace.

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Section 3. Consultation, Communication and Representation

3.1. Consultation

The consultative process concerning health and safety matters is a two-way flow of information. The employees are actively encouraged to participate in the consultation process and all reasonable issues will be dealt with quickly and effectively. The Safety Co-Ordinator is available for advice, interpretation and consultation and they will facilitate the movement of information from both Board of Management and the employees. Each employee should initially contact their manager with regard to the safety issue and if they fail to gain satisfaction, they should continue to raise the matter with the Safety Co-Ordinator.

3.2. Communication

All employees and sub-contractors will be made aware of Scoil Mhuire Allenwood safety statement and safety management system. This will be communicated through a general induction on commencement of employment with Scoil Mhuire Allenwood. Employees will also be informed of any relevant changes to the safety statement by safety bulletins. In addition to induction process there will be periodic 'safety talks' covering the various sections of the safety statement.

3.3. Representation

Employees have the opportunity to elect a safety representative if desired. A safety representative must be elected or appointed when there are twenty or more personnel working on a premises.

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Section 4. Risk Assessment & Control

4.1. Purpose

To describe the measures to be implemented within Scoil Mhuire Allenwood for the identification of hazards, and for the assessment and control of health and safety risks.

4.2. Scope

The following procedure applies to:

- Planned workplace changes that may affect the health or safety of employees, contractors, visitors or customers of Scoil Mhuire Allenwood prior to their implementation; and
- Existing activities, work practices, equipment, items of plant, materials, substances, facilities, premises, buildings, areas, etc.

4.3. Conducting a 'general' risk assessment: the key stages

When conducting a risk assessment, you will need to:

1. Use the HSA Template Risk Assessment Form.
2. Follow the sequence outlined in the form.
3. State precisely what the hazard or hazards are - this will help you to keep focused on the risk issues and, later, how they are to be controlled.
4. Assess the extent of risk, considering the likely level under one of the following categories: 'Low', 'Medium' or 'High'.
5. Identify whether existing precautions are adequate or whether more should be done.
6. Identify what further action may be necessary to control the risk and the controls taken.
7. Record all your findings and review your assessment at appropriate intervals.
8. If you are unsure about any aspects of conducting a risk assessment or completing the risk assessment form, you can contact Carraig Safety Consultants for advice and assistance.

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STEP 1 – HAZARD IDENTIFICATION

Hazard – the intrinsic property or ability of something e.g. work materials, equipment, methods and practices, etc., with the potential to cause harm.

To ensure that you identify what could reasonably be expected to cause harm, you may find it helpful to use one or more of the following methods:

Activities: Look at each activity that may cause injury or ill health e.g., maintenance work, people working on their own, after-hours work.

Equipment: Look at hazards and risks of using equipment e.g., cookers, ladders, etc.

Work Areas: Look at each section e.g., areas outside of buildings, storage areas.

Substances: Look for substances in use, reviewing manufacturers' information/instructions or safety data sheets will help you identify hazards and place risks in their true perspective.

Interpersonal: Personnel issues, which, if not addressed, are likely to result in harm to one or more individuals, e.g., bullying.

Other: Any other areas or activities in which hazards, and risks may be present.

Where you have identified hazards, you should then carry out a risk assessment, i.e. assess the risk of the hazard occurring.

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STEP 2 – RISK ASSESSMENT

Risk - The likelihood that the potential for harm will be attained under the conditions of use and/or exposure, and the possible extent of the harm.

You should now investigate and assess the probability or likelihood of injury or ill health occurring as a result of inadequately managed or uncontrolled hazards, based on the worst-case likely outcome.

To establish the level of risk (*Low, Medium* or *High*) associated with each hazard, you assess the frequency (probability) with which the harm may occur, and the likely severity of the consequences. You should also take into account in your assessment, the number of people who may be involved, i.e. a hazard that affects just one person, would be given less priority than a similar hazard which affected 20 people.

4.4. *Control Measures in place for controlling Risks*

- Comprehensive risk assessment Policy
- Effective training for individuals in risk assessment
- Avoid the risks by elimination if possible
- Evaluate the risks that cannot be avoided
- Combat risks at source
- Adapt the work to the individual
- Adapting to technical progress
- Replacing the dangerous by the non-dangerous or less dangerous
- Develop a coherent overall prevention strategy
- Give collective protective measures priority
- Give appropriate instruction to employees
- Review risk assessment process

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Access/Egress - Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Unsafe access/egress	Y	Delayed escape in the event of a fire or other emergency	L	Access/egress points are checked regularly including condition of tiles, steps, handrails, doors, and handles Actions are in place to deal with hazardous weather conditions which could affect access/ egress All concerns will be raised with the landlord	Y Y Y		Board of Management	11/3/25
Poor lighting on access/egress routes (inside and outside)	Y	Delayed escape in the event of a fire or other emergency	L	Adequate lighting at entrance/exit (inside and outside) Fire exits are clearly marked All concerns will be raised with the landlord	Y Y Y		Board of Management	11/3/25
Obstructed doors	Y	Delayed escape in the event of a fire or other emergency	L	Doors regularly checked and kept clear from obstruction All concerns will be raised with the landlord	Y Y		Board of Management	11/3/25
Slip, trip and fall hazards including mats, broken tiles, holes in floor, trailing cables	Y	Slips, trips and falls	L	No trip hazards on entrance/exit routes or on walkways	Y		Board of Management	11/3/25
			L	Stairs and steps identified and particular precautions in place to prevent slips, trips and falls including operational controls, environmental controls, hazardous steps and handrails	Y			
Security	Y	Unauthorised access	M	Asecure system is in place to prevent unauthorised access into the buildings during learning hours	Y		Board of Management	11/3/25

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

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Staff Canteen– Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Unsafe storage of kitchen items	Y	Toppling goods Slips, trips and falls	L	Utensils, and other items are stored appropriately on shelves and in cupboards to prevent toppling and unsafe access	Y	Erect and maintain signage	Board of Management	11/3/25
				Signage erected indicating "Caution Hot" over instant boiling water taps	Y			
Fire	Y	Burns Smoke inhalation	M	Designated staff have received training in the use of fire-fighting equipment	Y		Board of Management	11/3/25
				A firefighting equipment is provided and easily accessible	Y			
				Staff will familiarise themselves with the emergency evacuation plan	Y			
				All areas will be maintained free from fire hazards, as far as is reasonably practical	Y			
				All staff will be trained in the recognition of the causes of fire, the correct type of fire extinguisher to be used and how to raise the alarm	Y			
				All passageways and escape routes will be kept clear	Y			
				Escape routes and fire points to be always signed and kept clear	Y			
				Assembly areas to be selected and signed. Emergency evacuation / fire drills will be carried out at least twice per year	Y			

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Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Damaged electrical fittings and equipment	Y	Electrocution Cuts	M	Defective electrical equipment and fittings are disposed of, or clearly identified, labelled as 'out of use', and stored separately to prevent accidental use. PAT tested completed regularly and records of same held in the safety file Defects are reported to the person in control of the workplace to ensure all items are repaired or replaced	Y Y Y		Board of Management	11/3/25

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

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Manual Handling- Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Transporting heavy loads, Ask: Is the load secure? Is the weight too heavy? Is the load too big? Is the shape unwieldy or difficult to grasp?	Y	Back or upper limb injury Over frequent or over prolonged physical effort involving in particular the spine	M	Avoid manual handling where possible Lifting by manual handling should only be carried out when other means are impractical Manual handling training and refresher training is given to staff Consider risk factors – Task, Individual, Load, Environment An appropriate trolley is used to transfer heavy loads and a team lift is used to transfer load to trolley Appropriate instruction is provided to staff on how to lift loads safely on to and off the trolley Careful selection of employees for manual handling tasks Conduct a specific manual handling assessment for hazardous tasks Appropriate PPE is issued, information instruction and training is given on any PPE used. Team lifting is used where items are more than 70cms Where possible give precise information of the weight of each load and the centre of gravity of the heaviest side when a package is eccentrically loaded	Y Y Y Y Y Y Y Y Y Y Y		Board of Management	11/3/25

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Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Lifting a heavy load above shoulder height	Y	Back or upper limb injury	L	Avoid manual handling where possible Lifting by manual handling should only be carried out when other means are impractical Manual handling training and refresher training is given to staff Consider risk factors – Task, Individual, Load, Environment Careful selection of employees for manual handling tasks Conduct a specific manual handling assessment for hazardous tasks Appropriate PPE is issued, information instruction and training is given on any PPE used. Personnel should not carry items which obstruct their view Where possible purchase products in smaller packages	Y Y Y Y Y Y Y Y		Board of Management	11/3/25

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Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Injury sustained due to lack of knowledge, instruction or training to complete manual handling tasks appropriately	Y	Back or upper limb injury	M	Risk assessment of tasks prior to manual handling is carried out. Staff receive training from a competent instructor where necessary Appropriate measures are in place to reduce risk factors that contribute to the risk of back injury. These risk factors include excessive force or load weight, awkward posture and poor housekeeping or a work environment with limited space or access	Y Y		Board of Management	11/3/25

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

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Eye Injury/Strain- Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Eye ailments caused by insufficient lighting, bad eyesight and injuries caused by work activities	Y	Eye Strain Defective eyesight Eye injuries	L	Staff and learner to be instructed on the hazards associated with hot oil and safe working procedures	Y		Board of Management	11/3/25
				Adequate illumination of the work area and free from shadows and glare	Y			
				Where VDUs are being used eye tests to be provided	Y			
				Ensure that eye tests and glasses are provided for display screen work when required	Y			
				Frequent breaks away from screens encouraged	Y			

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

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Lone Working- Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low		Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Working alone or in isolation	Y	Stress	L	The number of lone workers is kept to a minimum	Y		Board of Management	11/3/25
		Isolation		Means of communication is provided (e.g. phones, email, controlled periodic checks)	Y			
		Lack of communication		Make sure there is adequate battery power and, where necessary, network coverage to maintain contact for the duration of the work	Y			
		Lack of support		Employees are trained on lone working procedures	Y			
		New / inexperienced employees		Procedures are in place should a lone worker fail to return or make contact at agreed time e.g. Try to contact lone worker, inform senior manager, inform An Garda Siochana.	Y			
		Sudden onset of illness / injury		Contact numbers are readily available for use in an emergency	Y			
		Slip, Trip, Fall Security		Where relevant, lone workers are provided with any necessary background information	Y			

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

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Ergonomics- Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Employees with access to Office area	Y	Strains	M	Ensure all staff have up to date manual handling training			11/3/25
		Sprains		Use mechanical aids where appropriate	Y		
		Back injury		A properly set-up office workstation helps workers maintain a neutral body posture	Y		
		Eye strain		Purchase and use suitable equipment and furniture	Y		
		RSI		VDU/DSE assessments are carried out	Y		
		MSD		Adequate lighting should be provided to avoid glare and eye strain	Y		
		Temperature		Noise levels should be kept low, preventing hearing loss and stress	Y		
		Noise		Temperature, humidity and air flow should be kept at comfortable levels	Y		
		Workplace stress		Encourage individuals to take frequent breaks away from screens	Y		
				Ensure all software is fit for purpose	Y		
	Ensure housekeeping standards are high	Y					
	All electrical cables must be stored behind the cabinets and sockets must not be overloaded	Y					
	Adequate fire equipment must be available in the office	Y					

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Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
				Y	No heavy items stored high on shelves		
				Y	Ensure all portable appliances have current PAT test		
				Y	Sockets are not overloaded Fire Awareness Training to be completed		

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

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Vulnerable Persons- Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low		Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Person or group of people which lacks capabilities and / or experience leading to an increased risk or different risk from the average person	Y	Physical or psychological abuse Bullying Inadequate supervision Inappropriate relationship/communication Inexperience	M	A safe and secure area is provided for vulnerable people away from all work activities	Y		Board of Management	11/3/25
				Particular care is taken when elderly people, pregnant women or children are present when work is in progress	Y			
				Hazardous substances (e.g., chemicals) are securely locked away	Y			
				Where individuals have been identified as vulnerable a risk assessment should be performed	Y			
				Promote their well-being and take their views, wishes, feelings and beliefs into account	Y			
				Ensure access/egress routes are wheelchair accessible	Y			
				Ensure welfare facilities are accessible to those with disabilities	Y			
				Record and report instances of abuse and neglect	Y			
Ensure all safety related information is understood by all through the use of pictorials or translators	Y							

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

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Dermatitis/Chemicals - Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Contact with hazardous chemical cleaning products	Y	Skin Irritation	L	Safety Data Sheets (SDS) are readily available for all hazardous chemicals	Y		Board of Management	11/3/25
		Allergies		An up-to-date Chemical Inventory is readily available	Y			
		Splashes (eyes)		Personal Protective Equipment (PPE) is provided and worn as directed on the SDS	Y			
		Burns		Chemicals are stored safely in accordance with SDS requirements	Y			
				Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together	Y			
				Cleaners have been given clear direction on what specialist areas, equipment or chemicals they must not touch when cleaning	Y			
Suitable ventilation will be in place as required. Adequate passive fire protection equipment will be installed as required	Y							

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

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Delivery and Storage of Goods - Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Delivery and Storage at Premises	Y	Inadequate access	L	All delivery areas shall be kept free from slipping, tripping hazards. Where there is a risk of tripping, non – slip covering shall be put in place.	Y		Board of Management	11/3/25
		Lifting of heavy or awkward loads		Separate and adequate parking facilities are provided to ensure that there is safe delivery of goods onto the premises.	Y			
		Obstruction of access ways		All goods shall be removed immediately and placed in suitable storage areas so that they do not present a risk.	Y			
		Improper storage of goods						
		Incorrectly stacked goods may fall, injuring staff below						
		Overloading shelves/racks may lead to collapse.						

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

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Cleaning Welfare Facilities - Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Floor conditions	Y	Slips, Trips, Falls	L	Cracked floor tiles are repaired ASAP	Y		Board of Management	11/3/25
Cracked floor tiles		Skin Irritation		Where necessary, area is cordoned off until repair work is complete	Y			
Hazardous Substances		Allergies		Water temperature to basins maintained below scalding.	Y			
Mould growth		Splashes (eyes)		Cleaner reports scalding water problems to caretaker and action taken immediately	Y			
Improperly maintained hot and cold-water system		Burns Respiratory disease		Wet floor signs used	Y			
Scalding water		Mould toxins Burns/ scalds		Signage erected	Y			
				PPE uses as per SDS	Y			
				Cleaner to report any defects in welfare facilities and action taken immediately	Y			

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Slips Trips and Falls - Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Spills, e.g. liquid spills, ingredient spills		Slips, trips and falls	M	Spills are dealt with immediately	Y		Board of Management	11/3/25
High-risk slip trip, and fall areas				Absorbent material used to soak up the spill	Y			
Higher risk slip, trip or fall periods				High risk areas for slips, trips, and falls are identified and dealt with, e.g., walkways, stairs/steps, entrances/ exits	Y			
Slippery surfaces				Floor areas inside and outside the entrance are slip resistant when wet	Y			
				Higher risk identified (e.g. during break time lunch time) and particular precautions put in place as needed	Y			
				Surfaces screened to see if they feel slippery underfoot when wet	Y			
				Where possible avoid using wet cleaning supplies	Y			
				Keeping walkways through the workplace clear – no trailing cables, no obstructions	Y			
				Tidy as you go – don't leave tidying up until the end of the day	Y			
				Keep floors and access routes clear	Y			
				Keep messy operations away from pedestrian routes	Y			
				Dispose of packing material and other wrappings carefully. Do not leave them lying around the floor	Y			

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

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Classroom - Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Obstructed access/ egress	Y	Slips, trips and falls	L	Classrooms are kept tidy as possible to prevent slips, trips and falls	Y		Board of Management	11/3/25
Damaged flooring		Back and musculoskeletal injuries may occur from lifting and carrying		All damaged tables and chairs are adequately repaired or taken out of service as soon as is reasonably practical	Y			
Damaged furniture		Risk of cuts and bruising injuries		When any additional equipment is been set up ensure any additional cables are positioned to prevent the risk of slip, trip and falls	Y			
Damaged electrical equipment				Students' belongings, project materials, teaching materials etc. are stored safely	Y			
Poor lighting				Details of trained first-aider is available to all staff and Students.	Y			
Noise				Non-hazardous cleaning chemicals are used, where possible	Y			
Temperature				Noise levels monitored to ensure levels do not exceed 85db	Y			
				The room is appropriately ventilated	Y			
				Airconditioning checked by a competent person and records of same obtained	Y			

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

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Fire - Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Improper storage of solvents and flammable materials	Y	Fire causing death or injury	M	Solvents or other highly flammable materials stored in metal cabinets	Y		Board of Management	11/3/25
Electrical faults		Asphyxiation		Flammable chemicals stored in fire safety storage cabinets and quantities kept to a minimum				
Hot works		Explosion		Safety Data Sheets (SDS) are readily available for all hazardous chemicals	Y			
Housekeeping				All users and relevant personnel must have access to the SDS	Y			
				Escape routes and fire points to be always signed and kept clear. Assembly areas to be selected and signed	Y			
				Emergency evacuation / fire drills will be carried out at least twice per year	Y			
				All areas will be maintained free from fire hazards, as far as is reasonably practical	Y			
				All staff will be trained in the recognition of the causes of fire, the correct type of fire extinguisher to be used and how to raise the alarm	Y			

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

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First Aid- Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Inadequate first-aid equipment/kits	Y	Injuries could be serious or life threatening if not dealt with quickly and appropriately	H	First-aid kits are kept well stocked in accordance with the Health and Safety Authority guidelines Specific responsibility has been given to a designated staff member for restocking the kits Defibrillators (where present) are maintained in accordance with the manufacturer's instructions	Y Y Y		Board of Management	11/3/25
Inadequate information about trained first-aiders	Y	Injuries could be serious or life threatening if not dealt with quickly and appropriately	H	The appropriate number of occupational first-aiders ¹⁰ are available during working hours Staff and pupils should be aware of who the occupational first-aiders are and how to alert him/ her in emergencies. It is good practice to ensure the name (and perhaps photograph for larger workplaces and workplaces with people of many nationalities present) of the occupational first aiders is clearly visible on staff or learner notice boards in and around the school If an occupational first-aiders is temporarily unavailable an alternate person is designated to take over in the event of an accident Emergency access and egress points kept clear at all times	Y Y Y		Board of Management	11/3/25

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

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Maintenance- Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Unsafe system of work	Y	Cuts/ lacerations Eye injuries Slips, trips, falls Amputation Fatalities	M	The caretaker has received basic safety training including relevant information as set out in the safety statement, risk assessment and applicable information regarding safe working procedures The caretaker has clearly defined tasks and duties carried out in accordance with risk assessments	Y Y		Board of Management	11/3/25
Inadequate personal protective equipment (PPE)	Y	Exposure to hazardous chemicals Cuts/ lacerations Eye injury	M	The caretaker has been provided with appropriate personal protective equipment (PPE) and clothing appropriate to their role and tasks, e.g. overalls, gloves, hearing protectors, safety goggles, safety boots The caretaker has been instructed on how to use PPE correctly	Y Y		Board of Management	11/3/25
Inadequate information for caretakers/contractors	Y	Injuries resulting from inadequate information about safety procedures, etc.	H	Caretakers/contractors liaise with the designated person when arriving at the school prior to carrying out maintenance work Relevant safety information/documentation is provided/discussed	Y Y		Board of Management	11/3/25
Fire	Y	Burns Asphyxiation Explosion	L	The caretaker is trained in the use of fire extinguishers The caretaker is aware of all external gas, water and electricity cut off points	Y Y		Board of Management	11/3/25
Poor housekeeping	Y	Slips, trips, falls	M	Storage areas used by the caretaker are adequately lit, free from trip hazards with items stored in such a way as not to cause injury	Y		Board of Management	11/3/25

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Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Working with electricity	Y	Electrocution	H	The caretaker does not carry out repairs on electrical circuits Controlled electrical works must be carried out by a Registered Electrical Contractor	Y Y		Board of Management	11/3/25

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

Risk Assessment carried out by: Aideen Bright Date: 11/3/25

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Student/Visitor Considerations- Risk Assessment

Considerations	Yes or No	If yes, what additional actions may be required	Person responsible	Date action completed
Are there Students with disabilities including a physical disability, vision impairment, a hearing impairment, an intellectual disability or a mental health condition?	Y	All reasonably practicable measures taken to ensure Students are not discriminated against on any protected basis.	Board of Management	11/3/25
Are there visitors whose first language is not English and who may require extra focus with respect to safety and health?	Y	Have documents translated or have an individual available to translate to ensure there is no ambiguity with regards Health and Safety	Board of Management	11/3/25
Are there Students with a known medical condition/ allergen requiring the administration of medication and/or care plan?	Y	Valid trained first aid responders available to assist with medications. Care plans for those who require additional treatments and staff trained on same. Evidence of training received should be maintained on safety file	Board of Management	11/3/25

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

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Contractors- Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Inadequate preparation before construction work commences	Y	Injuries resulting from inadequate preparation	H	Scoil Mhuire Allenwood BOM are aware of their duties as Clients under the Safety, Health and Welfare at Work (Construction) Regulations 2013	Y		Board of Management	11/3/25
				Where required Scoil Mhuire Allenwood BOM will appoint a Project Supervisor Design Process (PSDP) before design work commences and a Project Supervisor Construction Stage (PSCS) in writing before any construction activities take place	Y			
				The principal, or designated contact on behalf of the school, ensures consultation with the PSDP/PSCS before work commences and during the project. Appropriate information is kept on file at the school as necessary, e.g. relevant forms and safety file	Y			
				Impacts of construction work to the day to day activities of the school is planned, e.g. large construction work is undertaken out of school hours, during holidays etc.	Y			
				Access to welfare facilities is considered	Y			
				Impacts to fire evacuation and assembly points are considered	Y			
				Access/egress is reviewed	Y			

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Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Unsecure sites/ Construction activities in close proximity to site	Y	Serious injury or death	H	Suitably constructed guarding is used to secure sites Guarding is properly maintained to prevent unauthorised access and to ensure security of sites	Y Y		Board of Management	11/3/25

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

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Outings/Excursions - Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Insufficient knowledge and experience	Y	General injuries due to inadequate information and instruction	H	The school contacts each employer to ensure suitable arrangements are in place before students takes the trip.	Y		Board of Management	11/3/25
				Adequate numbers of teachers are assigned to supervise the sport activity or school excursions, which will vary per trip/activity	Y			
				All pupils should have written consent of at least one guardian.	Y			
				When accidents occur on school premises or away Accident Reporting Policy is followed.	Y			
				Any incident/emergency if same should occur principal and parents should be notified.	Y			

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

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Working at Height- Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Defective work equipment	Y	Severe injuries arising from the use of defective work equipment	H	Maintain work equipment in a safe working order Carry out inspections of work equipment to be used for work at height	Y Y		Board of Management	11/3/25
Accessing high windows	Y	Falls from height	M	A window pole or step ladder is used to open windows at height that do not have opening mechanism at ground level	Y		Board of Management	11/3/25
Use of ladders	Y	Falls from height	H	Maintain work equipment in a safe working order Carry out inspections of work equipment to be used for work at height	Y		Board of Management	11/3/25

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

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Boiler – Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Flammable gas or oil	Y	Asphyxiation	L	Gas detectors are in place with automatic shut off (gas boiler only)	Y		Board of Management	11/3/25
		Fire						
		Gas Explosion	H	Gas detectors are serviced annually	Y			
		Burns	L	The fire detection system in the boiler house is linked to main alarm system and serviced annually	Y			
			H	If a smell of gas is detected the gas supplier is notified Contact number is readily available	Y			
			H	Smoking in or near the boiler room is prohibited	Y			
			H	A hot work permit is operated for all work in the vicinity of the boiler room, oil tank or gas tank	Y			
H	The boiler (any type) is serviced annually by a competent person and service records are maintained at the school	Y						
Pressure	Y		H	In the case of a steam boiler or a pressurised hot water boiler (temperature 112° C or more) it must be examined by a competent person once in every period of 14 months	Y		Board of Management	11/3/25
Heating oil burner fires		Burns	M	A fire valve system should be fitted so as to cut off the supply of oil remotely from the heating appliance in the event of an accidental fire occurring in or around the appliance	Y		Board of Management	11/3/25
		Asphyxiation						
		Fire	M	The oil fired boiler has an automatic extinguisher hanging on a rigid bar over the burner	Y			
			H	Extinguisher serviced annually	Y			
Trip, falls			L	Safe access is provided to boiler house	Y		Board of Management	11/3/25

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Access by unauthorised persons	Y		M	Unauthorised persons are not permitted in the vicinity of the boiler room or fuel storage tanks	Y		Board of Management	11/3/25
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If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Car Park – Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Poor lighting Poorly identified steps and stairways	Y	Slips, trips, falls	H	External lighting is adequate and is switched on when evening events are planned such as concerts, parent/teacher meetings, adult education classes, hall used by clubs or societies Steps and stairways are adequately lit and clearly marked/highlighted	Y Y		Board of Management	11/3/25
Holes/damaged surfaces	Y	Slips, trips, falls	H	Car park surface and other external areas are checked on a weekly basis for broken glass, hazardous conditions and pot holes	Y		Board of Management	11/3/25
Slippery walkways due to adverse weather conditions, e.g. ice	Y	Slips, trips, falls	M	Emergency weather plan is in place addressing <ul style="list-style-type: none"> what requires to be done, e.g. grit or salt available for walkways which are prone to ice who is going to do it, e.g. caretaker applies salt or grit in icy weather signage monitoring 	Y		Board of Management	11/3/25
Person being struck by vehicle	Y	Injury due to person being struck by vehicle	H	A traffic management system is in place Controls are in place around appropriate times for visiting vehicles deliveries and collections	Y		Board of Management	11/3/25
			H	Pedestrian routes/parking areas are clearly marked and appropriate signs in place	Y			
			M	Assembly points for emergency evacuations are clearly marked and are not located in an area likely to be required by the emergency services	Y			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Aideen Bright

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Electricity – Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Fire Faulty or damaged equipment Improper use Overloaded sockets or extension leads	Y	Electric Shock Electrical Burns Damage to property Damage to surrounding buildings Loss of Life Loss of Jobs	H	All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician Electrical installations are checked regularly by a competent qualified electrician Testing, certifying and repairs are carried out in accordance with appropriate NSAI standards Enclosures / covers are in place to prevent contact with live electrical equipment / parts Damaged extension leads are repaired or removed from use Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations Work on live electrical equipment is avoided where reasonably practicable Fire extinguishers that are suitable for fighting electrical fires are provide All circuits supplying socket outlets are protected by an RCD Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested	Y Y Y Y Y Y Y Y Y		Board of Management	11/3/25

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DSE– Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Inadequate workstations	Y	Eye Strain	H	An assessment of individual workstations is carried out	Y		Board of Management	11/3/25
Glare from screens		Headaches		Work tasks are varied to ensure that employees are not working at their computers for long periods of time	Y			
Improper lighting		Neck and shoulder strain						
Poor posture while working		Carpel Tunnel		Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards	Y			
Poor cable management		Arthritis						
Insufficient rest periods		Back pain		Employees who use computers are made aware of their right to eye tests	Y			
		Foot pain						

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Fatigue – Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Prolonged work without adequate rest or sleep	Y	Difficulty performing daily tasks	H	The design of working hours takes account of good practice	Y		Board of Management	11/3/25
Increases accidents		Reduced productivity		Staffing levels are appropriate and realistic and minimise the need for staff to work extended hours	Y			
Slower reaction times		Slip trips falls		Employees are made aware of fatigue risk in their workplace	Y			
Decreased immunity		Stress, irritability and anxiety		Regular engagement takes place with employees about the risk of fatigue	Y			
Burnout				Breaks away from the workstation or environment are encouraged and promoted	Y			
Reduced work efficiency				Physically or mentally demanding work is scheduled for periods when workers are most alert and least likely to be fatigued	Y			
				Self-reporting of fatigue is encouraged and facilitated	Y			
				Health conditions that influence fatigue at work are managed for all workers including vulnerable workers	Y			
				Lone workers are contacted at regular intervals during working hours and a means of communication is provided	Y			

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Pregnant Breastfeeding Postnatal Employees– Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Physical strain	Y	MSD injury	M	Employees are briefed to notify their employer when they are pregnant, post-natal or breastfeeding	Y		Board of Management	11/3/25
Slips trips falls		Early labour or miscarriage		A risk assessment is carried out for each pregnant, post-natal and breastfeeding employee	Y			
Exposure to hazardous substances		Depression		Adjust workstations and tasks to avoid heavy lifting and encourage rest breaks.	Y			
Stress and mental ill health		Anxiety		Ensure clear, unobstructed walkways and proper signage for wet floors or hazards. Ensure appropriate footwear and avoid high-heeled shoes.	Y			
Breastfeeding/pumping in the workplace		Fatigue and exhaustion		Ensure that hazardous substances are safely stored and handled and use non-toxic cleaning products. Pregnant or breastfeeding staff should avoid exposure to known harmful substances.	Y			
Changes in mobility and posture		Potential complications related to milk supply.		Foster a supportive and flexible work environment. Offer emotional support and provide appropriate adjustments to workloads.	Y			
				Provide a private, clean, and comfortable space for breastfeeding or expressing milk, along with sufficient breaks to support the breastfeeding process.	Y			

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Administration of medications– Risk Assessment

Hazards	Is the hazard present ? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Medication errors	Y	Adverse reactions	H	A Scoil Mhuire Allenwood policy on administration, storage of medicines and medical devices is in place and staff are trained to use the policy	Y		Board of Management	11/3/25
Allergic reactions		Medical complications		Staff are trained on the safe administration and storage of each medication and training records are kept	Y			
Incorrect storage and handling		Ineffective treatments		Written consent to administer medication is obtained from the parent or guardian	Y			
Lack of proper documentation		Anaphylaxis		A system to cross-check medication before administration is in place	Y			
Unsupervised self-medicating		Contamination of medications		Medication is stored securely and only accessible to authorised people	Y			
Inappropriate disposal		Dosing errors		Medication is stored securely and only accessible to authorised people	Y			
Staff not trained		Medication misuse		Sharps are disposed of appropriately and emergency procedures are in place	Y			
No First aiders		No First aid treatment		Individual student's medication is clearly labelled	Y			
				A written record of dates, times and types of medication administered to each student is kept	Y			
				A procedure is in place to deal with a medication error	Y			
				FAR available at all times	Y			

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Behaviours of concern– Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Aggression	Y	Verbal abuse	H	A Scoil Mhuire Allenwood policy on behaviours of concern is in place and staff are trained to use the policy	Y		Board of Management	11/3/25
Self-harm		Physical abuse						
Disruptive behaviour		Stress		Staffing numbers are appropriate and lone working is avoided where possible	Y			
Bullying and harassment		Physical injuries		Student's support plans are followed where appropriate	Y			
Property Damage		Property not in use						
Running away or leaving school premises		Encountering traffic, strangers or other unsafe environments		Training is provided to employees on how to deal with behaviours of concern and advice is sought, where necessary	Y			
				All incidents are recorded and reviewed	Y			
				Support facilities are available to employees in the event of an incident				
				In the event of an incident, emergency procedures are in place for behaviours of concern and communicated to staff	Y			

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Exercise Equipment – Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Broken or faulty equipment	Y	Hand injury	H	Equipment is used and maintained in accordance with the manufacturer's manual	Y		Board of Management	11/3/25
Injuries from improper form		Eye injury		Employees are trained in the use of the equipment and operator's manual is available	Y			
Fatigue from overuse		Foot injury		Safety guards are provided, used and maintained in accordance with the manufacturer's manual and warning signs are in place	Y			
Slips trips falls		Back injury		Equipment is inspected before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Y			
Inadequate supervision		Cuts/lacerations		Equipment is not adjusted while moving parts are in motion	Y			
Crushing/Pinching		Breaks		Arrangements are in place to summon help in the event of an emergency	Y			
Muscles Strain/sprain		Anxiety		Correct locking pins are used to secure weights where needed	Y			
				Supervision in place when exercise equipment is in use	Y			
				FAR available in case of accident	Y			

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Goal Posts - Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Impact Injury	Y	Cuts/bruises	H	Goals are manufactured to the appropriate standards and are CE marked	Y		Board of Management	11/3/25
Tipping falling		Strains/Sprains		Goals are assembled, used, maintained according to the manufacturer's instructions	Y			
Crush		Breaks		A system for inspection of goals is in place and records are kept	Y			
Entanglement		Amputation		Reported defects are dealt with promptly and unsafe equipment is taken out of use	Y			
Sharp Edges		External/Internal Bleeding		Incorrect use is prevented	Y			
Weather Related Hazards		Pinch		Goals are secured according to the manufacturer instructions before use	Y			
Improper use of rough play				Portable goals are stored securely when not in use	Y			
Lack of Supervision								

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Mould Growth inside buildings - Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Mould growing on wall, ceilings or furniture	Y	Inhaling mould spores which can cause ill-health to employees and other, students or visitors	M	Workplace surfaces are visually checked for mould regularly Ventilation is working correctly and regularly maintained Building is maintained and moisture is reduced and controlled Mould removal and cleaning is carried out by trained and suitably qualified people Appropriate PPE and RPE is provided and worn where needed	Y Y Y Y		Board of Management	11/3/25

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

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School Events - Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Poorly managed crowds	Y	Increased likelihood of injury from crushing, fire or other serious injuries to you, staff, students or others	M	Emergency procedures for events are in place	Y		Board of Management	11/3/25
Missing Child				A safe means of access and egress is provided to the event location	Y			
Fire				All new electrical installations and all extensions at the venue are tested and certified as safe, by a competent qualified electrician and checked regularly	Y			
Accident/Incident				All emergency equipment at the venue is working and is checked at regular intervals	Y			
				Problem stairs and steps are identified, and extra precautions are in place and trailing electrical leads are prevented	Y			

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

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Date: 11/3/25

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Noise - Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Loud classroom activities	Y	Exposure to noise can cause damage to you, your employees and/or visitors hearing resulting in temporary hearing loss, tinnitus or permanent hearing damage	M	Noisy areas/activities have been identified , and ways to reduce levels and exposure have been considered	Y		Board of Management	11/3/25
Playground and Outdoor activities				Warning signs are displayed in the workplace	Y			
School Bells and Alarms				Employees are advised of the risks from exposure to noise	Y			
Loud Halls/corridors				Use sound-absorbing materials like carpets, curtains, and acoustic tiles. Encourage quieter communication practices and provide noise-reducing tools like white noise machines if needed.	Y			
Loud Music or Learning sessions				Ensure proper supervision and consider setting clear rules for noise levels during play. Designate quieter areas for students who need a break from loud environment	Y			
Construction or maintenance work				Hearing protection is provided and worn where necessary, especially when working with or working close to noisy equipment				
				Ensure that bells and alarms are at an appropriate volume, and provide information to students on how to handle alarms calmly				
		Schedule construction work during holidays or after school hours and consider soundproofing affected classrooms if necessary.						
		Maintain and service electronics regularly to ensure they operate quietly. Position noisy equipment away from areas where students need quiet concentration.						

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Office Equipment- Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Printers/Copiers	Y	Working with office equipment or furniture e.g. photocopiers, shredders, guillotines and filing cabinets, may cause cuts, burns and other serious injuries to you, your employees or visitors		Office equipment is used in accordance with the manufacturer's manual	Y		Board of Management	11/3/25
Computers/Keyboard			Power sockets are not overloaded	Y				
Telephones			Power supply is turned off when clearing shredder jams and emptying bag	Y				
Shredders			Loose clothing, dangling jewellery and unsecured long hair are avoided when using a shredder	Y				
Indoor Air Quality			Guillotine is only used when the guard is in place	Y				
Shared Space			Guard is engaged when guillotine is not in use	Y				
Guillotine			Cabinet drawers and doors are kept closed when not in use	Y				
			Only one filing cabinet drawer can be opened at a time to prevent tipping	Y				
			Shelves are not overloaded	Y				
			Adequate lighting, ventilation and heating are provided	Y				

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

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Covid-19- Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Contracting or passing Covid 19	Y	Sore throat	H	Hands should be washed regularly	Y		Board of Management	11/3/25
		Fever		Employees and Students to practice good respiratory hygiene	Y			
		Ageusia		Clean and disinfect frequently used surfaces	Y			
		Respiratory issues		Use hand sanitizer if available	Y			
		Cough		Anti-Bacterial spray should be used to sanitize all surfaces where food is placed	Y			
				Hands should be washed before any food preparation	Y			
				If feeling unwell or experiencing the onset of covid 19 symptoms leave site immediately and notify your GP	Y			
				Do not come in if you feel unwell	Y			
	PPE is available for First Aid Responders	Y						

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

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Section 5. Health & Safety

This section outlines the Health & Safety procedures and guidelines applicable for School related work.

5.1. Health & Safety Responsibilities

Responsibilities for the Safety Representative and for employees in Scoil Mhuire Allenwood in general are outlined in section 2, section 2.2.

5.2. Health & Safety Procedures and Guidelines

5.2.1. Housekeeping

Good housekeeping is the responsibility of all employees in Scoil Mhuire Allenwood. The following guidelines apply for Scoil Mhuire Allenwood:

- Ensure general tidiness in all areas.
- Ensure a high hygienic standard in kitchen areas.
- Ensure that all hallways and escape routes are being kept clear. Particular attention should be made of keeping fire exits and routes clear from obstructions.
- Correct disposal of paper and other waste materials, ensure bins are emptied and do not pose a fire hazard.
- Correct disposal of food produce, ensure correct bins are used
- Ensure that there are no risks of slip/trip/fall accidents in the premises.

5.2.2. COVID-19

COVID 19 is a new illness that can affect your lungs and airways. Current evidence suggests that it is significantly more infectious than the flu that circulates every winter. COVID 19 is spread through close contact and may persist on surfaces for up to 72 hours. Scoil Mhuire Allenwood have implemented and issued the COVID 19 Guidance Document provided by the Department of Education outlining the controls in place to prevent the spread of Covid-19. The strategy reflects changes to the working environment, welfare facilities, site rules, travelling to and from work etc.

5.2.3. PPE

It is company policy that Protective Equipment is issued for your own safety. Following a hazard identification or risk assessment PPE will be issued and must be worn when the risk cannot be reduced by other means (Where social distancing cannot be maintained PPE should be considered i.e. Face covering, Face Shield , gloves etc). Scoil Mhuire Allenwood ensures that all PPE supplied complies with any relevant European Technical Standards Directive. For this

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reason, it is important that PPE purchased, comes with reference to the relevant quality/safety standard(s) for that product.

Each employee that has been issued PPE is responsible for its use, safe storage and must report loss or damage to those in charge.

Any individuals that refuse to wear PPE should be counselled as to the reasons why the equipment must be used.

The use of Personal Protective Equipment (PPE) in Scoil Mhuire Allenwood, will vary based on specific tasks. PPE requirements will be primarily task-specific, with caretakers and cleaners using appropriate protective gear as needed, in line with public health and safety guidelines.

5.2.4. First Aid

Scoil Mhuire Allenwood will ensure that trained First Aid personnel and First Aid boxes are available wherever possible for the treatment of minor injuries.

List of Scoil Mhuire Allenwood Aid Responders:

NAME of PHECC FAR

5.2.5. Electrical Equipment

The following guidelines apply to the use of electrical equipment:

- No unauthorised electrical equipment is to be used or brought onto Scoil Mhuire Allenwood premises.
- Electrical installations and equipment must not be tampered with except by qualified personnel.
- Electrical insulation should be checked every six months and after modification.
- Insulation tape should not be used to repair damaged cables.
- Adapters or plug banks must not be overloaded.

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5.2.6. Smoking/Vaping

It is the Policy of Scoil Mhuire Allenwood that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking/Vaping is prohibited throughout the entire workplace with no exceptions. This policy applies to all employees, consultants, contractors, customers and visitors. Overall responsibility for policy implementation rests with the occupier in charge of the workplace. All staff have an obligation to adhere to and facilitate the implementation of this Policy. The person in charge i.e. Principal shall inform all employees, consultants and contractors of the policy. All new employees shall be given a copy of the policy at induction by the person in charge.

Infringements by staff will be dealt with under local disciplinary procedures. Persons who disobey legislation prohibiting smoking in the workplace are also liable to a criminal prosecution with an associated fine. Information on how to obtain help quitting smoking is available from the Smokers Quitline (1850 201 203) or the Health Promotion Service of the local health board. Smoking must never take place on the premises.

5.2.7. Computers

The following guidelines apply to the use of computers:

- Computer screen filters and wrist supports will be provided to all personnel using computers on request.
- All monitors must have anti-glare technology.
- Ensure that computers are being cleaned and dusted on a regular basis.
- Employees must ensure that the computer monitor is switched off before leaving work.

5.2.8. Lifting and Handling Boxes and other Weights

It is important that the correct procedure is adopted when lifting boxes or any heavy objects. However, employees should not attempt to lift a box or a weight which is too heavy and they should always seek assistance in such instances. Employees should not attempt to remove objects from high shelving without the use of a step or other appropriate support or assistance.

When lifting or moving boxes, cartons or other heavy objects the following procedure should be applied:

- Get a firm footing, keep your feet apart from a stable base and point your toes out.
- Assess the area around the load and to where you intend moving to.
- Bend your knees, squat down to lift, keeping your hips and shoulders in alignment. Never bend at the waist.
- Tighten your stomach muscles.
- Lift with your legs. Let your leg muscles do the work, not your weaker back muscles. Avoid fast jerking motions while lifting.
- Keep the load close; do not hold the load away from your body. Do not bend forward.
- Know your limitations.

Please refer to the Manual Handling Procedure for further details.

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5.2.9. Accidents

The following guidelines apply in the case of accidents:

- All accidents, dangerous occurrence or illness occurring on Scoil Mhuire Allenwood premises to staff or students, however small they may appear to be, must be recorded in the Accident Record in the Safety File and reported to your Safety Co-Ordinator. Appropriate medical care must be given immediately in the case of illness or personal injury.
- Any accidents or incidents must also be reported and investigated by the BOM according to the procedure for Accident Reporting & Investigation outlined in the procedure section of the premises safety file.

5.2.10. Fire and Emergency Procedure

Please refer to the safety file for the *Fire and Emergency Procedure*.

5.2.11. Pregnancy

In the case of pregnancy an employee should notify her manager as soon as possible as it is practicable that she is pregnant and at the time of the notification give a medical certificate confirming her condition. This is to ensure that there are no hazards in the work environment that would affect her pregnancy. A Pregnant Employee Risk Assessment will be carried out on all pregnant employees, upon initial notification of their condition, and as necessary thereafter (please refer to safety file for Risk Assessment form).

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Section 6. Evacuation Plan

6.1. *Introduction*

This section outlines the procedures and arrangements in place to ensure proper action is taken in the event of an emergency in Scoil Mhuire Allenwood. A brief description of the procedure can be found on the Fire and Evacuation Notice, displayed on all emergency exit routes. This procedure relates to all personnel within Scoil Mhuire Allenwood as well as personnel working on or visiting the premises. The Fire and Evacuation Procedure applies to all emergency evacuation situations, which may include:

- Fire
- Environmental related accidents
- Explosion (or threat of)

6.2. *Fire and Evacuation Procedure*

6.2.1. **Fire Duties Responsibilities in the Event of a Fire**

In the event of a fire or other emergency requiring evacuation, the staff should:

1. Ensure that the fire alarm is activated, and the fire brigade summoned
2. Notify customer services of the nature of the emergency.
3. Ensure that all staff and visitors in their immediate area, evacuate to the pre-determined assembly point by way of the nearest available exit.
4. When evacuating staff, staff will sweep their floor (including toilets and classrooms), to ensure that everyone has left. They will report this to the person taking the role call at the Assembly Point.
5. Close all Fire Doors on their way out, to prevent smoke filling up the escape routes.
6. Take a roll call following the evacuation.
7. If someone refuses or is unable to leave the building (e.g. physical impairment, heavily pregnant, etc.), then this information, along with their location, should be reported to the person in charge of the evacuation.

Following Fire Drills a meeting will be held to ascertain how well the Fire Drill went and what lessons there were to be learnt.

Important Note: At no time should staff place themselves in the position where their own life is at risk, e.g. by re-entering the building or remaining to convince an individual to leave premises.

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6.2.2. On-going Fire Responsibilities

1. No combustible materials e.g. wastepaper, furniture, stationery etc., should be allowed accumulate in premises, stairways, etc. Any such accumulations should be reported immediately to Management.
2. Emergency exits and escape routes should not be obstructed in any way; they should be available for use at all times.
3. All staff, especially new members, should be kept fully up to date on fire safety issues in their particular work area, e.g. nearest fire exit and location of the assembly point.

Name of Fire Wardens in Scoil Mhuire Allenwood:

Name
Ciarán O'Toole

6.2.3. Training

Fire Training

All staff will attend a half days Fire training to ensure that they are versed in Fire Safety Principles, have experience in using Fire Extinguishers, and are familiar with standard Emergency Procedures including the use of the fire chair.

In addition, all new staff will be given a tour of the premises they are located in, to ensure that they are familiar with the main fire hazards and premises specific Fire Evacuation procedures of their premises.

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Section 7. Health and Safety Training Policy

7.1. *Introduction*

Scoil Mhuire Allenwood recognises its obligations, under the legislation to provide adequate training to its employees. The primary aim of such training is to ensure that employees are aware of hazards in the workplace (particularly those relating to their own work), and of necessary controls to eliminate or reduce such work-related risks.

Safety training needs are identified by Managers/Supervisors/Carraig Safety Consultants in conjunction with the Health and Safety Co-Ordinator and will, as a minimum, ensure compliance with statutory requirements. The training schedule will be revised as necessary to reflect the need to up skill staff as a result of new staff joining Scoil Mhuire Allenwood changes in work practices or legislation, or other training that may be identified during audits or investigations.

7.2. *Training Programmes*

All training provided is intended to supply personnel with the necessary skills and knowledge for them to work to the required safety standard. Training may be informal or formal and will in either case be recorded.

7.3. *Health and Safety Induction*

This will be provided to all employees upon taking up employment with Scoil Mhuire Allenwood as part of the School's Induction Programme. It will include generic topics of relevance to all staff such as fire evacuation, accident reporting, first aid, pregnant employee risk assessments, etc.

7.4. *Task Specific Training*

This training is provided to specific groups of personnel to enable them to carry out specific aspects of their role e.g. working in kitchens, or to enable them to fulfil a voluntary position which they have taken up, e.g. First Aid.

7.5. *Staff Training*

Provide training as necessary to all staff to enable them to comply with Legislation.

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7.6. **Refresher Training**

To be provided as required by legislation or if determined necessary following the carrying out of Risk Assessments or Accident Investigations.

Apart from the development of formal training programs, a strong emphasis will also be placed on informal training, which will include the following:

- Employee briefings, or Safety Talks,
- Emergency drills,
- Promotional Material,

7.7. **Scoil Mhuire Allenwood Health & Safety Training Plan**

Scoil Mhuire Allenwood has identified the following training requirements for staff in the categories listed below.

Whilst there are some generic Health and Safety courses which all members of staff must attend, e.g. Health & Safety Induction, Manual Handling the majority are organised according to the employees' role. In addition, there are a number of 'voluntary' courses, which employee may opt to attend, in order to fulfil a voluntary position, such as First Aider.

√ = Required training % = Only by % of Staff	All Staff	Office Staff	Safety Coordinator
Employee H&S Induction	√	√	√
Manual Handling	As per Risk Assessment	As per Risk Assessment	As per Risk Assessment
DSE	As per Risk Assessment	As per Risk Assessment	As per Risk Assessment
Basic First Aid	Voluntary	Voluntary	Voluntary
PHECC First Aid Responder	√%	√%	√%
Fire Warden	Voluntary	√%	√%
Employee Health & Safety Representatives	Elected by staff		

7.8. **Training Resources**

Scoil Mhuire Allenwood recognises that successful training results depend on adequate resources being available, and thus commits itself to providing finance, facilities, equipment and competent trainers to ensure the success of this policy.

7.9. **Training Records**

Training records are maintained centrally, forming part of an employee's personnel record. In the case of Health and Safety specific training, the Health and Safety Co-Ordinator also keeps a copy of the employees training records, as well as a database tracking courses and dates of attendance.

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Section 8. First Aid Resources

8.1. *Introduction*

It is Scoil Mhuire Allenwood's policy to comply with the requirements of the Safety, Health and Welfare at Work Legislation regarding the provision of Occupational First Aiders; First Aid equipment and the reporting of work-related Accidents and Dangerous Occurrences.

8.2. *First Aid Equipment*

1. Premises: First aid kits are available in the workplace both kitchen floor and office.
2. The use of ice packs is permitted and operational at Scoil Mhuire however special caution is to be exercised when using them. The teachers/ staff tasked with the application of ice packs to children with head injuries or other such accidents warranting an ice pack must ensure the following.
 - (i) that the packs are carefully covered with a thin material so as to prevent direct contact with the skin.
 - (ii) that the actual contact use of the ice pack does not exceed 15 minutes.
 - (iii) that a phone call to the child's parents/ guardians must be made in all cases involving the use of ice packs.

8.3. *First Aid Training*

A number of staff working for Scoil Mhuire Allenwood have attended an intensive 3-day course with a recognised occupational First Aid instructor, and have their certificates refreshed every 2 years. Scoil Mhuire Allenwood continually reviews first aid training with a view to increasing the number of qualified first aiders annually.

8.4. *Medical Assistance / First Aid Treatment*

In case of a medical emergency, please contact one of Scoil Mhuire Allenwood First Aiders for assistance. The First Aider will ensure that:

- If the injury is serious, an ambulance is called (phone 112 or 999) and immediate first aid treatment administered, as required,
- If the injury is less serious, a taxi is called/lift arranged to bring the individual to hospital/doctor/dentist, and immediate first aid treatment administered, as required,
- If the injury is minor, the individual will be given basic first aid treatment or advice, as required.

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8.5. *Administration of Medication*

Scoil Mhuire Allenwood is committed to ensuring the health and safety of all students. The administration of medication in the school follows strict guidelines to safeguard both students and staff. Parents/guardians must provide clear written consent and medical instructions for any medication to be administered during school hours. Staff members involved in administering medication do so in accordance with best practices and school policy. For full details, staff should refer to the **Administration of Medication Policy**, and the **Anaphylaxis Policy**

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Section 9. General Arrangements of Additional Work Practices

9.1. *Introduction*

This safety statement makes general reference to a number of arrangements in relation to common work practice. Specific details in relation to the procedures governing these work practices can be found in the safety file. Additional information can be found in the associated risk assessments and safety talks, all of which are available in the safety file.

9.2. *Access / Egress*

All Scoil Mhuire Allenwood must ensure that all places of work under their control are safe and without risk, and that suitable measures are in place in respect of housekeeping, rubbish disposal and the stacking of goods and materials. Particular attention should be paid to fire exits and escape routes. Safe access and egress arrangements are subject to risk assessment to ensure adequate control measures are in place for third party access and traffic control.

9.3. *Accident Reporting, Investigation and Prevention*

Recording the incidents (including those of assault) helps to determine the circumstances and context in which the behaviours are occurring. This information can be utilized to complete the functional assessments and provide a more accurate assessment of what is occurring. It is always good practice to record an accident however small; it protects both the school, and the injured person should any future problems occur. Reporting all accidents also makes it easier to spot trends and prevent such accidents happening again.

The Safety Co-Ordinator will ensure all accidents to employees and customers are reported to the Principal and recorded in relevant accident reporting documents located in the Safety File.

Board of Management will ensure that the investigation of accidents and dangerous occurrences and near misses is carried out by competent personnel. It is Scoil Mhuire Allenwood policy to control the main elements of accident causation i.e. Unsafe Actions and Unsafe Conditions. Accident trends can only be influenced by providing adequate procedures, training and supervision to control employees. Scoil Mhuire Allenwood arrangements for controlling unsafe actions are as follows:

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9.4. *Bullying and Harassment*

Scoil Mhuire Allenwood Board of Management will not tolerate any form of bullying and harassment in the workplace and will comply with the Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work (2021) . Examples of bullying or harassment may include the following: -

Physical contact, verbal abuse, implied threats, jokes, offensive language, gossip, slander, offensive songs, posters, photocopied cartoons, graffiti, obscene gestures, persuasion for sexual favours, intrusion by pestering, spying, cyber bullying and stalking. Repeated requests giving impossible deadlines or impossible tasks. Repeated unreasonable assignments to duties, which are obviously unfavourable to one individual. Vandalism of personal property (destroying clothing etc.)

Please note that this is not an exhaustive list. All Scoil Mhuire Allenwood Employees and Management are notified of their responsibilities with regard the mutual respect of others in the workplace. Failure to comply with this will result in disciplinary action. **See Anti Bullying Policy and Charter for Bullying.**

9.5. *Disciplinary Procedure*

It is important that everyone working for Scoil Mhuire Allenwood ensure that they do everything reasonably practicable to ensure the health and safety of oneself and that of others. If an employee chooses not to fulfil their duties and obligations as outlined within the safety policy, they will be subject to disciplinary procedures.

9.6. *Discrimination / Equity in the Workplace*

Scoil Mhuire Allenwood is committed to the principles of access and equity for all. Scoil Mhuire Allenwood will continue to identify and respond to any issue under the provision of equal opportunity and anti-discrimination legislation. Scoil Mhuire Allenwood will ensure that all people are treated fairly and impartially in all dealings.

9.7. *Electrical Safety*

As Scoil Mhuire Allenwood work can involve working in proximity to electricity electrical installation, employees are exposed to electrical hazards on an ongoing basis. All electrical work and equipment will be supervised and maintained by duly qualified personnel to secure the integrity of all the equipment and the safety of all employees and others.

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9.8. *Hazardous Substances*

The Board of Management will ensure that all hazardous substances and materials are subject to assessment prior to purchase so that the hazard can be reduced at source. The Board of Management will try to ensure that adequate control is achieved by means other than the use of personal protective equipment. The Principal will ensure that adequate assessment is available for all hazardous substances, so that the, handling, storage and use are controlled. The Contract Manager will ensure that all Scoil Mhuire Allenwood Staff have the appropriate hazard data sheets (MSDS) available for the materials issued and will monitor the control measures in use.

9.9. *Housekeeping*

Scoil Mhuire Allenwood Board of Management recognises that Slips, Trips and Falls account for a high number of incidents and accidents. Scoil Mhuire Allenwood believes that maintaining a clean and tidy environment can significantly reduce the potential for Slips, Trips and Falls. All Staff are encouraged to "Tidy as you Work" and take responsibility for maintaining their area of responsibility to an acceptable standard.

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9.10. *Lone Worker*

Management of Scoil Mhuire Allenwood are aware of the potential risks associated with lone working and requires all such work to be subject to risk assessments and control measures to be put in place to minimise the risks. Scoil Mhuire Allenwood Board of Management are also required to ensure that staff do not experience significant stress as a result of lone working. All employees are reminded of the potential risks associated with lone working; they are required to follow the procedures and to report to their managers / supervisors if there are any problems.

9.11. *Noise*

Scoil Mhuire Allenwood recognises that due to the nature and scope of work that they are involved in, Scoil Mhuire Allenwood employees will be exposed in certain circumstances to noise levels that pose a risk of hearing damage. Where this situation occurs or where there is the potential for this to occur, Scoil Mhuire Allenwood have outlined specific and appropriate preventative actions to eliminate the risk for all employees.

9.12. *Portable Electrical Equipment*

Scoil Mhuire Allenwood are committed to ensure that all Portable Electrical Equipment used by their employees is suitable for the intended purpose and maintained in a safe manner. To this end, all Portable Electrical Equipment that is used must be inspected thoroughly and the details of the inspection recorded.

Damaged or faulty equipment must be reported so that arrangements can be made for repair or replacement.

9.13. *Pregnant Employees Post-Natal Breast Feeding Employees*

Scoil Mhuire Allenwood is committed to ensuring a safe and supportive working environment for pregnant, post-natal, and breastfeeding employees in accordance with Irish law. The school adheres to the provisions of the Maternity Protection Acts 1994–2004 and the Safety, Health and Welfare at Work (General Application) Regulations 2007, ensuring that risk assessments are conducted, and necessary accommodations are made.

Employees who are pregnant, have recently given birth, or are breastfeeding should inform the school management as soon as possible to facilitate appropriate workplace adjustments.

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9.14. *Stress*

Scoil Mhuire Allenwood accepts that some work activities have the potential to cause stress, particularly at busy times. Scoil Mhuire Allenwood Board of Management when reviewing risk assessments on the activities of their area of work will pay special attention to potential risks from stress and signs of stress at work will be noted. Any individual with clear stress-related problems shall be offered help from Scoil Mhuire Allenwood following action to reduce the risks, they shall be re-assessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to re-assign that person to other work for which the risk are assessed as tolerable.

9.15. *Abuse (intoxicants)*

All employees must, whilst at work, not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person. If reasonably required by St. Scoil Mhuire Allenwood an employee must submit to any appropriate, reasonable and proportionate tests, by or under the supervision of a registered medical practitioner who is a competent person, as may be required by Regulations made under the 2005 Act.

9.16. *Waste Management*

Board of Management of Scoil Mhuire Allenwood are committed to minimising waste in the business. All employees must play their part in reducing the waste that is being generated Scoil Mhuire Allenwood are committed to ensure that any waste that being generated is either recycled or disposed of correctly.

9.17. *Working Time Directive*

Scoil Mhuire Allenwood are committed to comply with the Working Time Directive. The Working Time Directive are designed to ensure that the health safety and welfare of employees is not adversely affected to working excessively long hours. Very often it is tired and distracted workers that are involved in accidents. Scoil Mhuire Allenwood monitor the Working Time of all employees to ensure that the Working Time Directive is not exceeded.

9.18. *Young / Inexperienced Persons*

All work undertaken within Scoil Mhuire Allenwood is subject to Risk Assessment and suitable preventative and protective measures are put in place. As young persons (under 18 years of age) are acknowledged as being at particular risk, an additional and specific effort is required to ensure that their work is subject to adequate risk assessment. Scoil Mhuire Allenwood will evaluate the work that person has to undertake, by completing a Risk Assessment for that work. Scoil Mhuire Allenwood will ensure that the Assessment shall take into account their lack of knowledge and experience. All young persons training needs will be assessed and monitored continuously. All young persons shall be inducted and advised of the specific risks identified in the assessment. All young persons must be carefully supervised.

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9.19. DSE (Display Screen Equipment)

The risks to users of DSE screens will be reduced to the lowest extent reasonably practicable. DSE screen users will be allowed periodic breaks in their work. Eyesight tests will be provided for DSE screen users on request.

All DSE screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified. Further training on general office ergonomics will be delivered. A Display Screen Equipment risk assessment will be carried out for employees who normally use DSE for continuous or near-continuous spells of an hour or more at a time.

9.20. Welfare

The BOM will ensure that adequate welfare facilities are available for all employees. Welfare facilities would include shelters and accommodation for meals, toilets and drinking water. The type of facilities required will be appropriate to the work undertaken and the overall size of the workforce

9.21. Critical Incident

Scoil Mhuire Allenwood is committed to ensuring the safety and well-being of all students and staff in the event of a critical incident. A critical incident may include, but is not limited to, serious accidents, illness, fatalities, natural disasters, or other emergencies that affect the school community.

The school has a clear and comprehensive **Critical Incident Policy** in place to guide staff in responding effectively. This policy outlines procedures for managing the incident, providing support to those affected, and ensuring communication with parents, authorities, and external support services.

Staff are encouraged to familiarise themselves with the **Critical Incident Policy**, which was ratified by the BOM [2025], to ensure a coordinated and efficient response should such an incident occur.

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Section 10. Carraig Safety Consultants Contact Details

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emer@carraigsafety.ie

Aideen Bright 087 3928344
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info@carraigsafety.ie

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Section 11. Ratification and Review

This Health and Safety Policy was ratified by the Board of Management on the _____

It will be reviewed on a yearly basis in March.

Signed: _____ Date: _____
Nicola Carey (Chairperson)

Reference: A Health and Safety Authority Publication in conjunction with Kilkenny Education Centre: 'Guidelines on Managing Safety Health and Welfare in Primary Schools'. (2013)