

COLLEGE SAFETY STATEMENT

Dominican College

Muckross Park

Marlborough Road

Dublin 4

November 2010 (Rev1)

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OBJECTIVES OF HEALTH AND SAFETY STATEMENT

1. To provide a reference for the policies and procedures used in Dominican College Muckross Park, to assess and audit the levels of health and safety being achieved.
2. To provide evidence that the policies and procedures to ensure health and safety objectives are met, and have been thought out and documented in order to help those who must execute them.
3. To help identify training requirements which need to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the Document.
4. To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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SAFETY STATEMENT

PART 1

SAFETY STATEMENT

It is the policy of the Dominican College Muckross Park to promote standards of Health and Safety within the College, which will lead to the avoidance or reduction in risks to Health and Safety, and endeavour to ensure that the best practical methods of compliance with the Safety Health and Welfare at Work Act 2005, the Safety Health and Welfare at Work (General Application) Regulations 2007, and associated legislation are achieved.

This document sets out the Safety Policy of the Dominican College Muckross Park and specifies the means provided to achieve that policy. Our objective is to endeavour to provide a safe and healthy environment for all our employees and pupils and to meet our duties to parents, contractors and members of the public who may be affected by our operations.

We believe that considerations of Health and Safety are as important an aspect of management control as any other management function, and expect that the College management and teaching staff will carry out their duties in the full knowledge that safety considerations are necessary to prevent injury and ill health, and to promote this as part of their ongoing duties.

All employees/teaching staff are reminded of their own legal responsibilities and duties under the legislation, and their co-operation in the promotion of the Health and Safety considerations in the College, in conjunction with management, is most important.

It is our intention to review this statement in the light of experience and developments at Dominican College Muckross Park and staff and others are encouraged to put forward suggestions for improvement through the devolved consultation procedure.

Finally, this statement together with the organisational arrangements for its implementation will be kept available in the College.

Signed.....

Principal

Date.....

COLLEGE STRUCTURE FOR HEALTH AND SAFETY

PART 2

Detailed Responsibilities of Personnel

carrying out functions of Part 3

2.1 Le Chéile Trust

Le Chéile Trust have ultimate responsibility for ensuring:

1. The health, safety and welfare of all employees and pupils is not compromised when all other standards are set.
2. That adequate information on relevant standards and codes of practice are available to the College management to enable them to make the necessary judgements when planning the objectives of the College.

2.2 Board of Management

The Board of Management bear the ultimate responsibility for ensuring:

1. The health, safety and welfare of all employees is not compromised when all other standards are set.
2. That adequate information on relevant standards and codes of practice is available to the College principal and teaching staff to enable them to make the necessary judgements when planning College objectives.
3. That adequate funding is reserved to meet regulatory needs of safety and health throughout the College
4. That each member of the Board recognises the importance of the Act in implementing existing legislation.
5. That management will lead by example in adhering to stated policies to achieve the aim of Dominican College Muckross Park to reduce accidents and health exposures to teaching staff, pupils and parents and others who may be affected by the College activities.

2.3 Principal

Ms Caroline Lundy

1. Agree the College Safety Statement and ensure that it is brought to the notice of all employees and teachers under her control.
2. Ensure that the requirements of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 are complied with on College premises.
3. Ensure that all office, catering, cleaning, and maintenance machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.
4. Ensure that staff required to use the machinery mentioned above are trained in its use and are not permitted to carry out any repairs unless authorised.
5. Ensure that offices, classrooms and catering areas are laid out and maintained to ensure safety of staff, pupils and visitors.
6. Ensure that all fire fighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis.
7. Ensure that first aid facilities are available.
8. Ensure that all accidents are reported in accordance with College Policy.
9. Ensure that staff work safely and do not take unnecessary risks.
10. Ensure all necessary welfare provisions are provided and maintained.
11. Co-ordinate training requirements directly related to safety e.g. training of management staff and teachers, manual handling (where required), first aid, machine guarding etc.

2.4 Deputy Principal

Ms Anne Marie Mee

Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.

Ensure that all employees directly under your control are aware of their specific responsibilities.

Investigate all accidents and dangerous occurrences.

Carry out safety inspections in areas which are within your control. Look for and suggest ways of eliminating hazards and report any deficiencies to the Principal.

Co-ordinate training of employees under your control, in conjunction with the Safety Co-ordinator.

Allocate work in such a way that health and safety standards are not compromised.

Motivate employees under your control to take the appropriate safety precautions and this includes setting an example to staff under your control.

Provide pertinent information to employees, e.g. changes in health and safety legislation, accident statistics etc.

2.5 Assistant Principals

1. All Assistant Principals are to co-operate in the investigation of accidents and the reporting of them, and also the reporting to the Deputy Principal of any local hazards of which they become aware
2. All Assistant Principals will be encouraged to promote ideas on the improvements of health and safety standards within the College and also provide suitable suggestions for reduction in risks
3. All Assistant Principals are forbidden to interfere with or misuse any specified items of safety equipment or any safety device
4. All Assistant Principals are required to take care of their own health and safety and they should not indulge in wilful unsafe acts.
5. Assistant Principals are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour
6. All Assistant Principals must maintain high standards of local housekeeping and hygiene.

2.6 Special Duties Teachers

1. Special Duty Teachers are to co-operate in the investigation of accidents and the reporting of them, and also the reporting to the Deputy Principal of any local hazards of which they become aware
2. Special Duty Teachers will be encouraged to promote ideas on the improvements of health and safety standards within the College and also provide suitable suggestions for reduction in risks
3. Special Duty Teachers are forbidden to interfere with or misuse any specified items of safety equipment or any safety device
4. Special Duty Teachers are required to take care of their own health and safety and they should not indulge in wilful unsafe acts.
5. Special Duty Teachers are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour
6. Special Duty Teachers must maintain high standards of local housekeeping and hygiene.

2.7 Teachers

Read and know the College's Safety Statement and carry out your work in accordance with its requirements.

Do not try to use, repair or maintain any equipment for which you have not received full instructions or training.

Report any defects in teaching aids, equipment or machinery immediately.

Know the location of the First Aid Box.

Ensure that you know the procedure in the event of a fire.

Report any accident or damage, however minor, to management.

Ensure that corridors, doorways etc. are kept clear and free from obstruction.

Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.

Suggest ways of eliminating hazards and improving working methods.

Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.

2.8 Office Staff

1. Read and understand the Safety Statement and carry out your work in accordance with its requirements.
2. Ensure that the clothing and particularly the footwear worn at work is suitable from a safety viewpoint.
3. Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training.
4. Report any defects in office equipment or machinery immediately to your Supervisor.
5. Find out from your Supervisor the position of the First Aid Box.
6. Ensure that you know the procedure in the event of a fire.
7. Report any accident or damage, however minor, to your Supervisor.
8. Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction.
9. Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
10. Do not attempt to reach high shelves unless using steps or a properly designed hop-up; do not improvise or climb.
11. Suggest ways of eliminating hazards and improving working methods.
12. Do not smoke in designated “No Smoking” areas and dispose of spent matches, cigarette ends etc. properly.

2.9 Kitchen Assistant

1. Read and understand the Safety Statement and ensure all staff members under her control are conversant with same.
2. Report damaged fixtures, fittings, floor covering, furniture immediately and take out of service or guard same until repaired or made good.
3. Instruct staff never to pick up broken glass by hand but to use a dustpan and brush and deposit same in a safe place and not with general refuse.
4. Ensure the procedures for wet floors/spillages are in operation in the restaurant and related work areas.
5. Observe and apply all rules given on general hygiene, personal hygiene and health and safety notices/guidelines.
6. Observe strict precautions with knives and ensure all employees
 - (a) cut away from the body
 - (b) use a clean knife for each operation i.e. cooked and uncooked products.
 - (c) wash knives under running water and put away safely
 - (d) do not leave knives in sinks etc.
7. Report all accidents and/or injuries immediately to the Safety Co-ordinator and co-operate in all accident investigations.
8. Lead staff by example in carrying out duties in a safe and efficient manner, e.g. do not allow overloaded trays, exercise caution entering and exiting from the kitchen etc.
9. Ensure that work areas are kept clean and tidy, adequately lit and well ventilated.
10. Advise staff on all fire safety precautions and ensure adequate prevention strategy is undertaken.
11. Be aware of the location of the First Aid Box and how to deal with scalds, choking and similar occurrences.
12. Ensure staff know the procedures in the event of fire and/or emergency.

2.10 Maintenance Staff

1. Read and understand the Safety Statement and carry out all work in accordance with its requirements.
2. Report to the maintenance manager any defects in plant or equipment discovered whilst carrying out servicing.
3. Use the correct tools and equipment for the job and report any defect noted in tools and equipment.
4. Work in a safe manner at all times, wear suitable footwear and protective clothing. When required, use safety equipment such as welding goggles, ear defenders, safety goggles, etc.
5. Ensure that you do not carry out repairs or servicing on plant or machinery whilst it is running unless absolutely necessary and ensure that any guards removed to carry out repairs are replaced.
6. Ensure that all precautions are taken when welding equipment is used to eliminate risks to your own health and safety, the health and safety of others and the danger of fire is minimised.
7. Suggest to Management ways of improving safety and eliminating hazards.
9. Report any accident or damage, however minor to the maintenance manager.
10. Ensure that you take all personal hygiene measures necessary to prevent industrial dermatitis.

2.11 Safety Co-Coordinator

Ms Anne Marie Mee

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1. Supervise the implementation of the Risk Management programme.
 2. Regularly inspect the College premises and offices to ensure that the programme is being complied with and make recommendations directly to all employees and teachers in matters concerning health and safety.
 3. Get the assistance of all personnel in monitoring the effectiveness of the Safety Statement.
 4. Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
 5. Investigate all accidents and damage to property and recommend action.
 6. Maintain accident records and regularly inspect first aid records.
 7. Inspect and maintain records of hazards/near miss reports.
 8. Monitor the systems for ensuring that fire precautions are adequate.
 9. Ensure material safety data sheets for all materials, are available to all relevant personnel.
 10. Monitor that all necessary safety equipment is issued and that the quality and types of equipment available is acceptable.

2.12 Contractors

The following responsibilities are allocated to contractors:

1. All contractors will be expected to comply with the Dominican College Muckross Park's policy for Health, Safety and Welfare, and must ensure that their own Company Statement is made available on the premises whilst work is being carried out.
2. All work must be carried out in accordance with relevant statutory provisions, taking into account the safety of others on the site.
3. Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with current Regulations and Codes of Practice.
4. All plant and equipment brought onto the premises by contractors must be safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking.
5. All contractors must operate the following permits whilst working at the College.
 1. Permit to Work
 2. Hot Work Permit
6. No power tools or electrical equipment of greater voltage than 110 volts will be brought onto the premises. All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use, and in good condition. If it is necessary to use equipment operating from a 240 volt supply, a residual current device with a rated tripping current of 30mA and operating 30 m.secs must be used.
7. Any injury sustained by a contractor's employee must be reported immediately to the Safety Co-ordinator.
7. Contractors must comply with any safety instructions given by the management of Dominican College Muckross Park.
8. Dominican College Muckross Park must be notified of any material or substance brought onto the premises which has health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations.
9. Dominican College Muckross Park reserves the right to see documentary clarification of contractors' insurance arrangements.

ARRANGEMENTS FOR SAFE WORKING

PART 3

3.1 Resources

The Management of Dominican College Muckross Park recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement adequate resources and funding must be made available.

To this end they will:

1. Ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the College.
2. Undertake to include health and safety considerations into all annual estimates for the running of the College.
3. In so far as is reasonably practicable ensure resources shall be made available for any upgrading, maintenance, replacement and repair of facilities and equipment.
4. Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all staff in health and safety.

3.2 Safety Induction

Apart from explaining to the new employee/teacher what he/she will be required to do and to whom he/she will be directly responsible the following points require highlighting:

1. Show new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility
2. Ascertain if new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures.
3. Advise new employee of any potentially dangerous areas in the College
4. Warn new employee of any prohibited actions in the College, e.g. working in specific areas i.e. Science Rooms, Chemical Store etc. or operating machinery unless authorised to do so.
5. Issue to new employee any protective clothing or equipment necessary, and obtain his/her signature for the items issued
6. Show new employee the location of the First Aid Box and/or Room and explain the procedure in the event of an accident, in particular the necessity to report and record accidents, however trivial they may appear at the time
7. Advise on Fire and evacuation procedure and assembly points
8. Advise on action in case of emergency procedure

3.3 Training

HAZARDS

The management of Dominican College Muckross Park shall identify the training needs of their staff and ensure they are fulfilled.

It is the policy of Dominican College Muckross Park that every employee will receive safety training on an ongoing basis. All new personnel shall receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

All the safety training received is monitored and updated by the Safety Co-ordinator in conjunction with the College Board of Management.

Dominican College Muckross Park shall keep training records which include:

1. Name of the employee being trained.
2. Date of training and amount of time taken.
3. Training details and methods used.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

Staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues.

Dominican College Muckross Park shall provide the following training:-

1. Induction training of all new staff
2. As appropriate, training in first aid, manual handling, and fire safety.

Management training to ensure they are equipped to undertake their duties and responsibilities for health and safety.

3.4 Safety Consultation

A Safety Committee shall be set up which shall provide a balance of representation between the management and staff at Dominican College Muckross Park. A number of members shall provide for a compact and workable group.

The functions and objectives of the Safety Committee are to keep under review the measures taken to ensure the health and safety of all persons on the College premises i.e. employees, teachers, parents, and other persons working or visiting the establishment.

The main objective is to foster co-operation between the management and staff to keep health and safety considerations active and to promote development of ideas for the betterment of health and safety at work.

SAFETY COMMITTEE CONSIDERATIONS

- Accident and dangerous incident statistics.
The trends shown by these figures.
- Identification of unsafe conditions and practices.
- Consideration of Safety Representatives' reports or comments.
- Gathering of information from the Health and Safety Authority.
- Development of safety rules/procedures on systems of work.
- Monitoring of staff health and safety training.
- Establishing and maintaining good communications networks relating to health and safety.

Notice of the Safety Committee meeting shall be prominently posted in advance to allow all employees the opportunity to express their views to the committee members.

The minutes of each meeting shall be posted on the staff notice board.

3.5 First Aid

First Aid Kit(s) shall be available on the College premises. The designated Safety Coordinator shall undertake to ensure that adequate supplies are available.

The following contents are required in a first aid box:

- (a) Card giving general first aid guidance.
- (b) Individually wrapped sterile adhesive dressings.
- (c) Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- (d) Triangular bandages (sterile).
- (e) Safety pins.
- (f) A selection of unmedicated wound dressings which should include:

Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).

Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).

Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).

It is also recommended that a pair of latex disposable gloves be included in each first aid kit.

It will be the policy of Dominican College Muckross Park as far as is practicable, that First Aiders be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

First Aiders (or any other staff) are not empowered to dispense analgesics, pills or medications. Supplies of such items will not be kept in First Aid Boxes.

RECORD KEEPING

Details of accidents must be entered in the Accident Book.

3.6 Reporting Of Accidents, Diseases & Dangerous Occurrences

ACCIDENTS AND DANGEROUS OCCURRENCES

All accidents to persons, whether or not in the employment of the College, resulting in injury, however slight, shall be reported immediately to the Safety Co-ordinator.

All the above will be investigated and recorded on the College internal form.

If an accident causes loss of life to a person who is employed or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health & Safety Authority using form IR1.

If the accident is fatal, the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

The Safety Co-ordinator will report, investigate and monitor all accidents which occur on the premises. To this end, incidents should involve immediate witness(es) statements, photographs of offending area/machine, first aid person's report (where appropriate) and completion of a detailed report on the occurrence.

3.7 Welfare Facilities

Management shall ensure that adequate welfare facilities are provided on the College premises for all personnel.

Adequate toilet facilities shall be provided and maintained in a good clean hygiene condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

Adequate cloakroom facilities shall be provided for the storage of personal belongings and changing of clothes.

In all kitchen areas separate personal hand washing facilities will be available including soap/drying materials.

3.8 Personal Protective Equipment

OBJECTIVE

It is the policy of Dominican College Muckross Park to eliminate all hazards where possible and only use Personal Protective Clothing/Equipment (P.P.E) when further risk reduction is not feasible.

HAZARDS

- Physical Exposures
- Chemical Exposures.

CONTROL MEASURES

The following personal protective equipment shall be used in the College.

Kitchen	-	Safety Shoes - All staff in kitchen Chain Mail Gloves (where required) Oven gloves Goggles - Cleaning ovens
Science Laboratories-		Goggles (where required) Safety gloves (where required for handling chemicals) Face protection (where required) - for protection against inhalation of toxic fumes
Domestic Science Room -		Oven Gloves

All protective equipment purchased by Dominican College Muckross Park will be to approved standards.

It is essential that all protective measures are correctly selected, and users are instructed in their correct use. In this respect, training will be provided as found necessary.

Whenever possible, appropriate manufacturer's guidance will be heeded.

All personal protective equipment shall be used in a safe manner and maintained in a clean and serviceable condition.

The protective equipment shall not be removed from the area designated for use, unless authorisation has been given to do so by management.

All equipment must only be used for the purpose they were intended.

All faulty or damaged protective equipment must not be used and shall be reported and replaced as soon as possible.

Staff shall be required to sign a form stating that the equipment has been supplied and that they undertake to use all such equipment when engaged in the activities requiring same.

Staff should not interfere with or alter any item of protective equipment or clothing.

Dominican College Muckross Park will ensure that adequate supplies of all the necessary protective equipment is available for issue as required and that when issued, a signature is obtained for the equipment.

The Safety Co-ordinator will inform any person in the College/environs observed carrying out any procedures which requires the use of protective clothing or equipment of both Statutory and College Policy requirements and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used. This applies not only to employees but also to contractors.

GOVERNING LEGISLATION

Safety, Health and Welfare at Work Act 2005.

Safety, Health and Welfare at Work (General Application) Regulations 2007 - Provision of Personal Protective Equipment.

3.9 Permit to Work

A written “Permit to Work” system for jobs which involve risk of serious injury shall be used at Dominican College Muckross Park.

1. Work carried out by Contractors
2. Hot Work (all gas cutting, welding and grinding)
3. Working on the flat roof
4. Mechanical or electrical work requiring isolation of power on fuel supplies.
5. Work on boilers which must be effectively cut off from the possible entry of steam.
6. Entry into confined spaces such as tanks and manholes.

PERMIT TO WORK

Date: _____ Operator's Names: _____

Time Start: _____

Reason: _____

All fuses/switches withdrawn/off: _____

Who retains fuses/switch keys: _____

All hazards removed _____

Correct lights in use (exterior only) _____

Date/Time

Principal/Deputy Signature

Start: _____

Finish: _____

All plant left in safe condition: _____

WELDING AND ALLIED PROCESSES

PERMIT TO WORK - OXYGEN/GAS TOOLS

Date: _____ Area: _____

Operator: _____

Fire Prevention Operator: _____

Reason:

All steps taken to clean plant and surrounding area and to ensure no fire hazards present and fire equipment is serviceable and to hand:

Manager's/Deputy signature to start: _____

Manager's/Deputy's signature that work is completed and no fire risks are left at site: _____

Date Finished: _____

Time Finished: _____

***3.10 Others affected by College Activities:
Visitors & Contract Workers***

1. It is required of Dominican College Muckross Park to give at least the same level of health, safety and welfare to visitors/contractors on the premises as it gives to employees and pupils.
2. In order that they may be accounted for in an emergency, the names of all visitors/contractors will be recorded at the reception area together with details of date and time of arrival and departure.
3. All visitors/contractors should be instructed to follow directions with regard to evacuation of the premises or follow staff members to a safe exit route.
4. Visitors/contractors should be directed to take notice of emergency exit routes from all levels of premises and be aware of alarm signals.
5. All contractors on the premises working unaccompanied, must establish their designated emergency marshalling point before commencing work on site.

HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

4.1 Hazard Inspections

The management of Dominican College Muckross Park recognises that its activities and premises may present a health and safety risk and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff, pupils and visitors.

Hazards will be identified, risk assessments made and categorised into high, medium or low, using the form in Appendix 1.

Management and teachers shall carry out inspections in all areas under their control and report the results to the Safety Co-ordinator.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

1. The policy of Dominican College Muckross Park is to identify hazards in the place of work and to assess the risk to safety and health and to control risks as far as is practicable so that they are reduced to an acceptable level.
2. “Hazard” is taken to mean “any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of employees at work”.
3. “Risk” is taken to mean “the potential of the hazard to cause harm in the actual circumstances of use”.
4. Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded “High”, “Medium” or “Low”. This is to help with the giving of priority to the employment of controls and the allocation of resources.

Grade of Risk	(Abbr.)	Characteristics
High Risk	“H”	Possibility of fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	“M”	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low Risk	“L”	The possibility of injury or material loss is unlikely although conceivable.

5. **Risk Control.** Control measures are intended to reduce the risk to an acceptable level.

6. Where practicable Dominican College Muckross Park commits itself to the elimination of hazards

This approach will take into account normal good practice within the educational sector, the standards and guidelines where these are available.

Where the problem can only be resolved with significant expenditure, the options available will be presented to the Board of Management for consideration/decision.

4.2 Fire

HAZARDS

There is always a risk of fire occurring. Common fire hazards include improperly stored combustible or flammable materials, faulty electrical equipment and smoking in undesignated areas.

RISK ASSESSMENT: Medium

CONTROL MEASURES

4.2.1 FIRE SAFETY PROGRAMME

A Fire Safety programme will be developed by management to:

- (a) Guard against an outbreak of fire.
- (b) Ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.

The Fire Safety Programme will incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff.
- (c) The holding of fire and evacuation drills.
- (d) The maintenance of escape routes.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the Fire Protection equipment and systems.
- (g) The provision of assistance to the fire authorities.

A Fire Safety Register is maintained by the College.

4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

It is essential that escape routes are maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person will obstruct a means of escape Fire Exit route and doors must never be obstructed.

4.2.3 FIRE DETECTION AND ALARM SYSTEM

An appropriate standard in respect of an electrical fire alarm system is that set down in Section 5 - User Responsibilities of BS 5839, Part 1:1988 entitled "Fire Detection and Alarm Systems in Buildings" Part 1 and code of practice for installation and servicing - details of inspections, maintenance and testing.

The fire warning system should be checked regularly and a commissioning and installation certificate as detailed in Appendix B of BS 5839, Part 1: 1988 should be retained on the premises.

The following details will be entered in a log book:

- (a) Causes of all alarms (genuine, practice, test etc.)
- (b) Any faults which develop.
- (c) Any period of disconnection
- (d) Nature of work (inspection, maintenance or test).
- (e) Any further action required.
- (f) Name of person responsible.

It is important to note that each individual call point must be tested at least once in every period of 12 months.

4.2.4 EMERGENCY LIGHTING

1. Every part of the building is provided with adequate means of emergency lighting to facilitate the means of escape from the buildings during any interruption of the general lighting system, to indicate clearly a route to a protected doorway and to allow safe movement to the exits from the building.
2. Any requirement for means of emergency lighting to be provided in an escape route shall include the provision of an illuminated exit sign above the protected doorway leading from that escape route.
3. Where means of emergency lighting are designed and installed in accordance with BS5266: Part 1:1975, points to note are -
 - (a) Every part of an escape route from a storey or room shall be provided with an adequate means of lighting and where, on any escape route any means of lighting is by electricity the current for such lighting shall be supplied by a protected circuit.

- (b) Where any stairway forms part of an escape route and the lighting in the stairway is by electricity the current for such lighting shall be supplied by a protected circuit, separate from any electrical circuit supplying lighting to any other part of the same escape route.

4.2.5 FIRE DRILL

A fire evacuation drill should be undertaken at least twice per year. Details of evacuation procedures outlined overleaf.

4.2.6 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires.
2. Protect means of escape in case of fire.
3. Protect employees and visitors.
4. Protect property.

Hand held Fire Extinguishers should be manufactured in accordance with the requirements of either I.S. 290: 1986 or BS 5423: 1987 Specification for Portable Fire Extinguishers.

They should be installed in accordance with the recommendations of BS 5306: Part 3: 1985 Code of Practice for the installation and maintenance of portable fire extinguisher.

4.2.7 HOSE REELS

Where installed, hose reels should comply with the requirements of BS 5274: 1976 specification for fire hose reels for fixed installations and be installed to BS 5306: Part 1: 1983. Hydrant systems hose reels and foam outlets.

4.2.8 KEY PERSONS WITH RESPONSIBILITIES IN THIS SECTION

Management are responsible for ensuring that the conditions for safe means of escape in case of fire are maintained at all times. They will also be responsible for ensuring that fire drills are held regularly and an appropriate number of personnel are trained in the use of portable fire fighting equipment.

4.2.9 PERSONS WITH DESIGNATED RESPONSIBILITIES

There will staff members with designated responsibilities for fire precautions. They must be not only familiar with the above matters but also elementary fire prevention, the need to keep fire doors closed, evacuation procedures etc.

Instruction should take the form of a walk over the escape routes, checking fire doors and the position of fire fighting equipment. The exercise should include simulated evacuation drill with the assumption that one escape route is not available.

It is the responsibility of the department supervision to make sure that all fire exits are kept clear, unlocked and functional.

4.2.10 Action in the event of fire:

1. Activate the break glass Fire Alarm
2. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
3. Alert staff and pupils in the immediate area of the fire alarm. Reception will contact the Fire Brigade, giving them the address clearly and any other directions necessary.
4. If there is no danger by doing so, try to put out the fire with the apparatus provided but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
5. The Principal or Deputy Principal will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
6. Staff, pupils and visitors should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly points located at the hockey pitch so that they can be quickly accounted for.
7. Make sure that the building is cleared of staff pupils, and visitors. Close doors. See that no unauthorised person enters the building.
8. Reception will advise the principal of any handicapped person(s) in the College.
9. Teaching staff will take with them the roll call register for their class and the reception will take the list of visitors on the premises.

4.3 Electricity

HAZARDS

Electrical equipment which is improperly installed, maintained or used in an unsafe manner constitutes a health and safety hazard.

The health and safety risks from electrical hazards are electric shock, fire, trips and falls from loose cables and explosion.

Risk: Medium

OBJECTIVE

To ensure that all permanent electrical installations and distribution networks are installed and maintained in a manner to ensure safe working conditions for all employees, pupils and visitors.

GENERAL REQUIREMENTS AND PROCEDURES

Dominican College Muckross Park will ensure that the wiring installation on the premises is checked by a competent qualified electrician. Where possible the original installer should make the inspection and a certificate should be provided indicating that the installation complies with the Electro-Technical Council of Ireland "National rules for electrical installation". Where this is not feasible the person making the inspection should provide a report on the condition of the installation with particular reference to fire safety and outlining the tests done and the extent to which visual inspection was relied upon. Dangerous or defective material should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

Any person carrying out any work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator. Live working will not be expected although if there is a chance of inadvertent contact with live parts, then special precautions will be taken by authorised electricians, e.g. the use of insulated test prods, insulating rubber mats and other back-up precautions. In such circumstances a second person must be in attendance to render emergency assistance if required.

If in doubt, the circuit must be tested using safe equipment to prove that it is dead.

WIRING STANDARDS - EQUIPMENT AND MACHINERY

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Precautions to be included either are or will be as follows:

Portable or temporary equipment will be connected by means of switched socket outlets suitable for the environment.

Flexible cables will also be adequately protected against external mechanical damage. Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.

Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.

A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.

Adequate fusing or excess protection, e.g. circuit breakers, must be provided for all fixed and portable equipment and regularly maintained, especially oil-filled circuit breakers.

Portable 220 volt AC power tools and equipment (e.g. pressure washers, battery chargers, etc.) if used out of doors (preference is to be given to 110 volt AC equipment to avoid this), they must only be used in conjunction with a 30mA at 30m sec. residual current device.

It is essential that all accessible metalwork is earthed.

Live parts of office machines should be properly screened.

Flammable liquids should not be used on stored near to, or allowed to come into contact with live electrical parts.

Where appropriate all equipment not in use to be switched off, especially at the end of a working day, unless of a specialist type, e.g. telex machines etc.

Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped. Frayed and damaged cables shall be replaced immediately. Insulation taped joinings must not be permitted.

Staff shall receive elementary first aid training to know what to do if someone is suffering from electric shock.

Flexible cables should not be run across floors or College corridors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

ELECTRICAL ISOLATION

Items of plant require electrical isolation before commencing any maintenance activity.

In all cases, the procedures require basic steps:

TURN OFF MAIN ISOLATOR

LOCK OFF - USE A MULTILOCK HASP WHERE PRACTICABLE

TEST THAT THE EQUIPMENT IS DE-ENERGISED - TEST BY ELECTRICIAN WITH SUITABLE TEST EQUIPMENT.

On some items of plant main isolators do not have the facility for locking off. Under these circumstances, the following alternative steps should be taken to ensure the safety of personnel.

WITHDRAW MAIN FUSES.

TEST THAT THE EQUIPMENT IS DE-ENERGISED.

DISPLAY A DANGER WARNING NOTICE ON THE ISOLATOR.

THE PERSON EFFECTING THE ISOLATION TO RETAIN THE FUSES.

GOVERNING LEGISLATION

Safety Health and Welfare at Work (General Application) Regulations 2007 - Electricity.

SOURCES OF INFORMATION

National Rules for electrical installations issued by the Electro-Technical Council of Ireland.

4.4 Manual Handling

HAZARDS

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- Tenosynovitis.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

Risk Assessment: Medium

CONTROL MEASURES

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used so far as is reasonably practicable.

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Non slip mats on floor surfaces shall be supplied on areas where there is a particular risk of slipping.

Portable step platforms shall be supplied and used to access loads at high levels.

Mobile trolleys shall be used wherever practicable for transporting goods.

Adequate lighting shall be supplied to ensure that visibility is sufficient at all times.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build, etc.

Where loads have to be manually handled, safe access shall be assured.

GOVERNING LEGISLATION

The Safety, Health and Welfare at Work (General Application) Regulations 2007 - Manual Handling of Loads.

The following is provided for general guidance only:

1. Look out for splinters, nails, wire etc.
2. Size up the job, remove obstructions, and make sure there is a clear space where the load has to be set down. Ensure you can see over the load when carrying it.
3. Stand close to the object and with feet up to 8 to 12 inches apart, one foot in advance of the other, prepare to lift.
4. Bend your knees into a crouch position, back straight (not necessarily vertical).
5. Pull your chin in, avoid dropping your head forward.
6. A good grip is required, preferably one hand around the front of the load and one hand underneath to prevent the load slipping forward or down.
7. Pull the object close to the chest, it is easier to handle and there is less chance of it slipping.
8. An even lift is required to complete the exercise.

Remember:

A sudden lift or jerk could result in a back injury.

4.5 Hazardous Materials

HAZARD

Chemicals are used in the College premises for a variety of purposes. The main area of use would be in the science laboratories, and contract cleaning purposes.

Risk Assessment: High

CONTROL MEASURES

It is the policy of the College management to:

- (a) Obtain Material Safety Data Sheets for all substances in use;
- (b) Identify all potentially hazardous substances
- (c) Review the method of use; and
- (d) Assess the degree of risk and decide on whether or not protective measures are needed and the nature of those measures.

All staff, particularly science teachers, shall be trained in the proper use of chemicals and in the following rules:

1. Chemical products shall not be allowed to come into eye contact. Contact with skin must likewise be avoided. Wear protective equipment and clothing. Good hygiene practice should always be observed.
2. Use of hazardous materials in areas where food is being consumed is prohibited.
3. Inhalation of chemical vapours or dust shall be avoided. When dispensing chemicals adequate ventilation must be provided. Suitable respiratory protection shall be provided if appropriate.
4. Facilities for the washing and cleansing of the skin are available with the necessary cleanser and barrier creams.
5. All products shall be stored in ventilated areas away from extremes of temperatures and environment.
6. All spillages shall be cleaned up instantly and waste and used containers disposed of properly.
7. The correct equipment for handling the products shall be made available.
8. If any pupils or teachers handling such materials shows the symptoms which may possibly have been caused by exposure to chemical products, they shall be removed from the area and medical advice sought without delay.

4.6 Storage and Use of Gas Cylinders

HAZARDS

Improperly stored and unsecured cylinders constitute a hazard to health and safety as do faulty containers and the material content.

Risk Assessment: Low

RISKS

The risks to health and safety from gas cylinders include chemical hazards due to the leaking of the cylinder contents and injuries from falling cylinders.

- Cylinders should be stored in an upright position, suitably chained or held secure.
- Cylinders should be stored outside in a designated area, not on corridors or through-ways.
- Cylinders should be handled and stored in a manner that their integrity is not impaired. Storage should be dry, well ventilated and free from fire and corrosive influences.
- All cylinders should be appropriately labelled to identify the gas contents and provide basic safety information.
- If a cylinder is involved in an incident it should be withdrawn from service and set aside, clearly marked.
- Used cylinders should be clearly labelled and set aside in a safe place for collection. Empty cylinders should not be stored longer than necessary.
- Cylinders should not be rolled along the ground by staff members.
- When moving cylinders they should be properly secured and staff should be aware of the hazards of manually handling large cylinders.
- Other products should not be stored in the cylinder area particularly oil, paint or corrosive liquids.
- Cylinder valves or fittings should not be lubricated.
- Oxygen gas cylinders should not be stored with other gas cylinders.

4.7 Boiler Rooms

HAZARDS

Work in Boiler Rooms/Plant Rooms can involve the following hazards.

- Explosion of boiler due to over pressure.
- Heat stress/stroke.
- Harmful lagging materials.
- Electrical equipment.
- Mechanical equipment.
- Automatic operation of equipment.
- Steam.
- Gas.
- Flue gases.
- Refrigerant leaks.
- Weil's disease (rats' urine).
- Legionnaires (air conditioning coolant).
- Noise.

Risk Assessment: Medium

CONTROL MEASURES

All Work in Boiler Rooms and Plant Rooms will be planned taking into account the relevant standards.

Boilers will be checked for signs of corrosion.

Regular functional checks should be carried out by a qualified mechanic or competent attendant on the boiler safety controls.

Through inspections of all boilers should be carried out by independent competent persons at least every 18 months.

4.8 Window Cleaning

HAZARDS

The main causes of fatal accidents to window cleaners are:

- (a) falls from portable ladders and steps
- (b) falls from external sills, ledges etc.
- (c) breaking of parts of buildings used as handholds or footholds
- (d) fall through fragile roofs
- (e) falls from suspended ladders

Risk Assessment: High

CONTROL MEASURES

The following control measures apply to both in-house and contract personnel:

Check that all equipment to be used is free from obvious defects before starting any window cleaning operation.

NEVER use any equipment that appears to be defective.

NEVER put yourself at risk of falling.

If you have inadequate or defective equipment or there are no suitable anchorage points for a safety harness where one is needed management must be notified and cleaning operations should NOT take place.

Portable Ladders

When you use a portable ladder **NEVER**

- (a) place the ladder against any fragile surface e.g. plastic gutters
- (b) place the ladder where there is a danger from moving vehicles, overhead cranes or electricity lines
- (c) use a ladder which is too short
- (d) stand the ladder on an unsafe base e.g. box, plank etc.
- (e) try to overreach from the ladder - always move it
- (f) stand the ladder on slippery surfaces, polished floors etc. unless non-slip fittings or suction cups are fitted to the base of the ladder

4.9 Maintenance

HAZARDS

The cleaning/inspection/maintenance of potentially dangerous machinery/equipment can cause a variety of injuries. These are usually caused by a failure to adhere to the manufacturer's recommendations, failure to use competent and experienced personnel and the improper use of isolation procedures.

Risk Assessment: Medium

CONTROL MEASURES

At regular intervals, and after machine repairs and maintenance, a procedure for inspection shall be carried out on each machine to ensure the correct function of safety devices or guards.

Regular checks by a competent person shall be carried out on safety devices and any defects should be corrected and recorded.

Mechanical and electrical maintenance or repair of machinery must only be carried out on parts of machinery from which the driving power has been effectively isolated. Additional care must be taken to prevent further movement, due to gravity and other forces, of any part of the machine.

Electrical maintenance should, where practicable, be only carried out on equipment and circuits which have been completely isolated.

The Electricity at Work Regulations require that where practicable, work should be carried out "dead". Where maintenance on "live" installations cannot be avoided, refer to Memorandum of Guidance on the Electricity at Work Regulation 2005.

The setting of electrical safety switches and devices must not be altered if such action would reduce the level of safety originally provided.

After any cleaning, maintenance or repair work the machine must be handed back in a safe condition, with all guards and safety devices in place and in full working order.

4.10 Offices

HAZARDS

While office work may not be considered as a high risk activity unsafe work systems and layout may result in injury or illness.

Risk Assessment: Low

CONTROL MEASURES

Ensure that adequate office space is allocated for the working personnel.

All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.

Ensure that enough room is available for opening filing cabinets.

Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.

Sufficient lighting shall be provided.

Sufficient ventilation shall be provided.

Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.

Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used only.

All items stored above head level shall be stored properly to prevent falling.

The mains power supply shall be disconnected before attempting to move electrical equipment.

All damaged floor covering, furniture equipment or machinery shall be reported, replaced or repaired.

Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.

Floor areas shall be kept clear of materials and litter.

Dangerous waste e.g. broken glass, shall be carefully disposed off.

4.11 Kitchen

HAZARDS

Kitchens in particular hold a variety of health and safety hazards.

- Dangerous machinery (food slicer, mincers, peelers and mixers)
- hazardous materials
- slippery floors
- fire.

Risk Assessment: Medium

CONTROL MEASURES

All areas of the kitchen shall be adequately lit.

Efficient and sufficient ventilation and heating shall be provided.

All floors shall be kept in a clean and dry condition.

No equipment which is not working properly shall be used.

Guards shall be fitted and used on all dangerous machinery.

All rubbish shall be stored in suitable bins with well fitting lids and shall be emptied regularly.

Fire fighting equipment shall be in position, unobstructed and clearly identified.

Safety notices shall be prominently displayed (e.g. wash your hands, safe use of machinery etc.)

Staff shall be issued with and wear suitable protection clothing, particularly non slip safety shoes in kitchens.

All working surfaces shall be undamaged, clean and free from grease.

All staff shall be adequately trained and supervised in the use of dangerous machines and proper lifting techniques.

First Aid facilities shall be made available and maintained.

Emergency stop buttons shall be in place on appropriate equipment to ensure that power is instantly cut off in the event of an emergency.

Gas isolation valves shall be accessible and clearly marked to ensure that gas may be cut off in the event of a leak or fire situation.

All gas appliances shall be fitted with flame failure devices and regularly maintained.

All wall, floor surfaces should be cleaned at regular intervals. Any damage to these surfaces should be reported immediately.

Regularly inspect the floor in the working area and clear up all spillages of food/liquids immediately and ensure that the floor is properly dried.

Ensure fire doors are properly closed. Take extra care if carrying anything through doors.

Windows should not be opened within the preparation areas unless effectively screened to prevent entry of flying insects.

No person may operate or clean any restricted machine unless the person is:

- a) eighteen years old or over and
- b) fully trained in the operation of that machine or is being trained by a fully trained and competent person and
- c) the person has been fully trained in the possible hazards from incorrect use of the machine.

Never operate any machine without its safety guards in place.

Before cleaning machinery switch off and disconnect from power.

Take care not to get overalls, clothing, or hair caught in operating machinery, wear protective head covering.

Never touch electrical appliances or switches with wet hands.

Always wear the safety protective equipment provided, i.e. aprons, gloves, and hats.

Always wear safety goggles when cleaning ovens, changing detergent drums and during 'boil out' operation on fryers.

Observe strict precautions with knives:

- a) Cut away from body.
- b) Use a clean knife for each operation (i.e. cooked and uncooked products).
- c) Wash knives under running water and put away immediately.
- d) Do not leave knives in sinks.

Personal hygiene requirements for those members of staff involved in food preparation and food sales are:

- a) Clean protective clothing must be worn by all personnel involved in the handling of food.
- b) Hair is to be kept clean, tidy and covered to prevent falling hair.
- c) There will be no smoking in areas where there is open food. Smoking is only allowed in locations authorised by the College management.
- d) Chewing of gum and eating sweets must not take place in food preparation areas or sales areas.
- e) Fingers should not be licked or the hair, eyes and nose handled in the presence of food. Do not sneeze or cough over food.
- f) Hands must be washed frequently, particularly before starting or finishing work, and before and after every break. Hands must always be washed after visiting the toilet, coughing or using a handkerchief.
- g) In the interest of hygiene and safety, jewellery other than plain wedding bands and sleeper earrings must not be worn when working in food areas.
- h) All injuries (including those sustained outside work) that may affect hygiene standards should be treated immediately.
- i) Any cuts or abrasions on the hands must be covered with blue coloured waterproof first-aid dressings (as provided).

Report all equipment faults immediately - never attempt to repair it yourself.

Food must be thoroughly cooked in accordance with the best practices. The storage of food is important and rules relating to food storage must be scrupulously observed.

Special care must be taken with frozen foods and foods prepared in advance must be carefully stored prior to serving.

4.12 Housekeeping

HAZARD

Poor housekeeping in any part of the College can result in a variety of risks to employees and pupils. The risk of fire may arise from the inadequate and infrequent disposal of combustible rubbish. Untidy areas present the risk of tripping and injury. Improper and infrequent disposal of kitchen rubbish may encourage vermin and pathogenic organisms and result in illness.

Risk Assessment: Low

CONTROL MEASURES

1. All classrooms, corridors and stairways should be adequately lit. Defects in flooring, stair treads, handrails and lighting must be reported immediately to the Maintenance.
2. All light fittings, windows and roof lights should be regularly cleaned and broken light bulbs replaced.
3. All access ways and corridors must be kept clear at all times.
4. Water, oil, grease, spillages, or other material which can be the cause of slipping or falling must be removed.
5. Floors should be cleaned and dried frequently and kept in good condition, firm and level.
6. Office equipment/work stations and their surrounds should be kept clean and tidy.
7. Electric cables must be carefully located in order to avoid causing hazards.
8. Goods should not be placed in overhead locations, such as window ledges, or shelves, where they can fall and strike persons below.
9. Stacking must be done in specially designated places and located in such a manner as to minimise the hazard of a stack falling.
10. Waste must be removed daily to a protected external collecting area.
11. Adequate trash or waste receptacles must be provided and emptied frequently.
12. Keep extraction ducts clean and free from grease.
13. Grease filters and ventilation ducts over cooking areas should be cleaned on a regular basis.
14. Any signs of vermin (droppings, actual sightings etc.) shall be reported at once and a recommended outside vermin control agency requested to eradicate the problem.

4.13 Gardening (General)

HAZARDS

The use of powered lawnmowers may pose a risk of physical injury due to ejecting of hard materials and contact with blades. The use of pesticides and herbicides may expose the staff to inhalation or skin contact with hazardous materials resulting in ill health.

Risk Assessment: Medium

CONTROL MEASURES

Safety shoes shall be worn by all gardening personnel.

When using lawnmowers the following precautions should be observed:

- A lawnmower shall never be carried or lifted while in operation.
- Grass shall always be cut using a forward motion.
- Ensure feet are well away from blade before starting engine.
- When leaving the mower ensure that engine is off.
- When pushing mowers across gravel drives, walks or roads ensure that engine is switched off.
- Take extra care when cutting grass on slopes.

When engaged in spraying of weed killers the following precautions should be observed:

- Waterproof protection clothing should be worn with chemical proof gloves and face shield.
- All protective clothing should be washed after use and stored separately.
- When spraying materials which pose an inhalation risk respirators should be worn.
- After use hands should be carefully washed and a shower is recommended.
- All chemicals shall be stored in a safe place.

4.14 Access And Egress

HAZARDS

Inadequate access and egress facilities can result in trips and falls.

Risk Assessment: Medium

CONTROL MEASURES

All doors and access points should be kept clear and maintained.

All passageways should be kept clear of obstruction.

All floor covering and surfaces shall be kept clean and free of surface tears, oil and grease and in good condition.

All external paths shall be maintained to ensure they do not cause a trip hazard.

All covers to drains and gullies shall be positioned in such a manner as not to cause trip/slip hazards.

Stairways, steps and ramps shall be provided with handrails in accordance with the Building Regulations in relation to height and maintained in good condition.

Adequate lighting shall be provided at all entry, exits points and along corridors and passageways.

Adequate control shall be maintained to ensure that no stocking of material occurs which would impede access/egress.

Waste shall be removed regularly and systematically stored in a secure place, not on access/exit routes, until collected for disposal.

It is vital that fire escape doors are not obstructed at any time.

STAIRS, CORRIDORS AND EMERGENCY EXITS

1. Never obstruct (at any time) emergency exits or walk-ways.
2. Emergency exits are to be clearly signed, unlocked and tested weekly to ensure that they can be easily opened.
3. Electrical cables from floor cleaning machines, power tools, etc. should not be allowed to trail on the floor in such a way as to be hazardous to staff, pupils, or visitors.
4. Goods should, immediately after delivery, be taken to their point of storage.
5. Any spillage should be cleaned up immediately.

4.15 Wet Floor/Spillages

HAZARDS

- Slipping/Falling
- Electric Shock

Risk Assessment: Medium

CONTROL MEASURES

1. All spillages must be cleaned up immediately.
2. Place wet floor signs to ensure that people walking past the areas being cleaned are given adequate warning.
3. Where required, two wet floor signs will be used to ensure that people coming from both directions are adequately warned. This will especially apply to cleaning stairs.
4. Clean a small area at a time.

4.16 Ladders

HAZARDS

The main hazards associated with ladders are:

- Not securing the ladder properly.
- Unsafe use of ladder (over-reaching, sliding down, etc.).
- Using ladder where a safer method should be provided.
- Using ladder with a defect. (Note: Painting of timber ladders which could hide defects is prohibited by Regulations.)
- Unsuitable base to ladder.
- Insufficient handhold at top of ladder or at stepping off position.
- Insufficient foothold at each rung.
- Using ladder near overhead electrical cables, crane contacts, etc.
- Ladder at unsuitable angle, swaying, spring, etc. (Recommended angle 1 in 4 or 70 degrees.).
- Insufficient overlap of extension ladders.

Ladders will be removed to storage or made inaccessible by some means at the end of each working day to ensure that unauthorised access, by others, particularly children, is prevented.

Under no circumstances is a ladder constructed from timber nailed or screwed together to be used on site.

Risk Assessment: Medium

CONTROL MEASURES

The means of securing ladders will be planned as far as possible and sufficient materials made available.

SUPERVISION

Ladders will be checked before use to ensure that there are no defects and will be checked at least weekly whilst in use.

Where a defect is noted or a ladder is damaged, it will be taken out of use immediately.

Maintenance will check that ladders in use are secured, have a solid, level base and are being used correctly.

Ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands).

Methods of use which will result in damage to the ladder will not be permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp.

Maintenance will ensure that proper storage is provided for ladders, under cover, where possible and with the ladder properly supported throughout length.

STANDARDS REQUIRED

All ladders must be provided and used in accordance with the Construction Regulations 2001.

Only ladders constructed in accordance with BS 1129:1990 (Timber) Industrial Grade and BS 2037:1990 (Aluminium) will be used).

The information and recommendations in Health and Safety Executive Guidance Notes GS31, "Safe Use of Ladders, Stepladders and Trestles", will be applied to the work on site.

4.17 Visual Display Units (V.D.U's)

HAZARDS

The main problems associated with VDU's are as follows:

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

- (1) long/short sight problems
- (2) glare
- (3) lighting
- (4) screen brightness
- (5) clarity of characters.

(b) Posture

Good adjustable seating is required.

(c) Radiation

Radiation levels across virtually the whole of the electro-magnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen. Indeed, the highest level of exposure is normally 0.05 milliamps per hour and this is one-tenth of the dose rate permitted by British Standards for television apparatus.

(d) Stress

The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users as mental stress is associated with all types of work.

On the basis of available evidence, the use of V.D.U's is not likely to cause irreversible long term damage rather varying degrees of discomfort.

Risk Assessment: Low

CONTROL MEASURES

Eye Tests

1. Employees assigned to posts involved in continuous use of VDU'S will be given an eye test should continued use be affecting his/her eyesight.
2. Employees who may occasionally operate VDU'S will be given an eye test should the VDU be affecting his/ her eyesight.

Break from Continuous Viewing

Employees engaged in the uninterrupted operation of a VDU will have breaks away from the VDU on to other work.

Special Safeguards

Photo-sensitive epileptics must seek medical advice before working on VDU equipment.

Pregnant women may have the option to refrain from operating VDU equipment should they wish to do so.

VDU operators should be advised that certain drugs such as Valium and Librium effect the speed of eye movements and could lead to eye fatigue.

Equipment

Full regard must be given to the manufacturers' operating instructions.

- The machine should be kept in a good state of repair and cleanliness.
- The image to the operator must be both clear and stable.
- Lighting, ventilation and temperature must be carefully controlled to provide satisfactory environmental conditions.
- The equipment and space provided should give the operator sufficient room to locate their work materials conveniently and to adopt a comfortable posture.
- The seating should be adjustable for both height and angle of back support.

4.18 Stress in the Workplace

Occupational stress is now of increasing concern for principals and teachers in the education sector. The assessment and control of risks resulting from a stressful working environment will form part of the safety and health management within Dominican College Muckross Park.

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

Factors which can cause stress within the education sector include:-

1. Teachers' relationships with pupils.
 - inappropriate pupil/teacher ratios
 - actual or potential violence
 - uncertainties about limits of discipline
 - teaching low ability children in mixed ability classes
2. Teachers' relationships with colleagues.
 - lack of communication
 - personality conflicts
 - inequitable distribution of work
3. Management issues
 - low level of input in decision making process
 - changes in management style
 - quality of supervisory support
 - work overload, filling in for absent colleagues, teaching unfamiliar subjects.
 - career development difficulties, over/under promotion.
 - long hours of working at home are seldom acknowledged and rewarded.
4. Societal issues
 - poor perceived status and College ethos
 - role ambiguity, uncertainty about limits of authority vested in job
 - changing societal expectations and concern about roles of College
 - dealing with anxious, aggrieved or aggressive parents

5. Personal perspective

- unrealistic expectations
- sense of injustice/bitterness

The effects of stress can lead to :-

- increased absenteeism
- low motivation
- reduced productivity
- reduced efficiency
- faulty decision making
- poor industrial relations

Control Measures

Safeguards and controls must be implemented at organisational level. This might include changes in organisation, working conditions, social support, career development and training, management support, staff communication, control of one's own work etc. College management must recognise and communicate that pressure of work can trigger illness, that stress and illness can be related and that it does not indicate weakness, incompetence or laziness.

Safeguarding health and safety from the effects of stress is based on the same approach as that for safeguarding against toxic chemicals or dangerous machinery i.e.:-

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

Governing Legislation

The Safety Health and Welfare at Work Act 2005 obliges employers to identify all risks to health and safety.

The Safety Health and Welfare at Work (General Application) Regulations - General Safety and Health Provisions, Section 15 - Health Surveillance.

Sources of Information

“Managing Occupational Stress: a guide for managers and teachers in the College sector” published by the Health & Safety Commission (UK)

“Workplace Stress - Cause, Effects, Control” - H.S.A. publication (leaflet)

4.19 Sporting Activities

Sporting activities within the College include physical education, basketball, hockey and athletics.

Dominican College Muckross Park recognise that these activities have a potential for exposing pupils/teachers who partake in these disciplines, to possible physical injury.

Hazards

Bodily injuries from:

- being struck by hockey stick, bat an/or balls
- slipping on the floor (basketball)
- entrapment of fingers/hands in basketball winch
- limb breakages (all sporting activities)

Back injuries from lifting equipment.

Poison from insecticides, weed killer applied to playing fields.

Vehicles moving at high speed through the grounds.

Improper disposal of materials eg. (bottles left on playing fields)

Risk Assessment

As injuries are considered to be an inherent part of sporting activities, participation in these activities is undertaken by all parties on a voluntary basis.

Collision of vehicles with pedestrians

Trips, falls, cuts with broken glass.

Control Measures

All outdoor field activities/pursuits and indoor activities supervised by competent trained personnel.

Playing fields are regularly maintained

Showers and locker rooms cleaned and sanitised

Internal equipment i.e. basketball winch, physical fitness equipment checked regularly.

Ramps fitted on driveways to decrease vehicular speed (limit 10mph)

Driveways maintained in good condition.

Pathways, flagstones, manhole covers, gully grates etc. are maintained in good condition.

Application of insecticides, weed killers etc. undertaken outside normal College periods and applied by a competent person who is aware of the potential exposure hazards.

4.20 PHYSICAL EDUCATION

Hazards

In a physically challenging health and fitness activity such as physical education, injuries are common and often involve the foot, ankle or lower leg. (Other susceptible parts of the body are the knee and back).

Risk

As most physical education injuries result from improper shoes, surfaces or routines, and overuse of muscles through too vigorous activities, the risk of injury is medium.

Control Measures

- 1 All physical education classes will be led by suitably qualified personnel.
- 2 Proper shoes should be worn.
- 3 A static stretch for 10 seconds can help avoid overstretching injuries.
4. Drink lots of water to avoid dehydration during work-outs, as it can cause nausea, dizziness, muscle fatigue and cramping.
5. Do not allow pupils who are obviously out of condition/overweight to overdo physical education exercising.

SAFE PROCEDURE SHEETS

PART 5

5.1 CATERING

5.1.1 Cookers

HAZARDS

The main hazards associated with the use of ranges/cookers are:

- Leakage of gas (pilot light not functioning properly)
- Control knobs missing on cookers.
- Thermostat not working correctly.
- Naked flames - fire.

RISK ASSESSMENT: High

CONTROL MEASURES

- Ensure unit clean.
- Ensure pilot lights are switched on and working.
- Ensure correct temperature is achieved.
- Ensure rings are in working order.
- When ranges and cookers are not in use, check all gas is switched off at mains.

MAINTENANCE

- All surfaces should be checked for baked-on soils and these should be scraped off.
- Check gas burner for proper combustion as indicated by the blue flame and for contact with the surfaces to be heated.
- Check burners for clogged burner holes.
- Check for broken grates.
- If electric - check heating elements for loose connections.
- Check for loose and faulty connections, leaking gas pipes, frayed wires, loose door handles or control knobs and indicator lights that have failed.

- Ranges/cookers should be checked at least once a year by qualified maintenance person.
- Oven doors should not be slammed as it is liable to cause damage.

CLEANING

- Switch off gas supply.
- Allow to cool
- Remove all bars and racks - grids
- Immerse in hot water with a detergent
- Using plastic gloves, scrub clean
- Allow to dry and replace.
- All jets should then be lit to check that none are blocked.
- All enamel parts of stoves-ranges should be cleaned while warm, with hot detergent water, rinsed and dried.
- Inside of ovens and oven racks should also be cleaned while slightly warm. Detergent, water and a mild abrasive to be used if necessary.
- In cases of extreme dirt or grease being baked on to the range/cooker, a caustic jelly may be used. Plastic/rubber gloves must be used and thorough rinsing must take place afterwards.

TRAINING AND SUPERVISION

- It is essential that operators are trained in the correct use of this equipment and given appropriate supervision when operating or cleaning the equipment.
- Supervisors should ensure that defects are reported and remedied immediately.

5.1.2 Knives

HAZARDS

The main hazards associated with the use of knives include:

- Knives being left on work surfaces with cutting edge erect.
- Knives being left in sinks of water where they cannot be seen.
- Carrying knife with point held upwards.
- Hygiene.

RISK ASSESSMENT: High

CONTROL MEASURES

- Use the right knife for each job.
- Make sure knife is sharp. A sharp knife cuts more easily with less pressure, therefore is less likely to slip.
- Do not leave knives in sink, or in any place where they cannot be seen easily, or where somebody might pick up accidentally by the blade.

MAINTENANCE

- All knives should be kept sharp/clean.
- Store knives in guards.

CLEANING

- Clean knives in hot clean water.
- Dry knives after cleaning.
- Ensure joining and rivets are kept clean.

TRAINING AND SUPERVISION

- It is essential that operators are trained in the correct use of this equipment and given appropriate supervision when operating or cleaning the equipment.
- Supervisors should ensure that defects are reported and remedied immediately.

5.1.3 Microwave Ovens

HAZARDS

Foods not being de-frosted correctly.

Foods not being re-heated or cooked thoroughly.

Microwaves not being cleaned.

Electrocution from interfering with power pack.

RISK ASSESSMENT: Medium

CONTROL MEASURES

- The operator must be familiar with the temperature controls of the equipment.
- Not all containers are suitable for use in Microwave Ovens.
- Microwave Ovens can only penetrate 1 1/2 inches into food from all sides.
- Limited oven space restricts use to small quantities.
- Do not open rear of microwave or attempt any repairs, rewiring etc.

OPERATION

- Ensure correct temperature controls are in place prior to de-frosting, re-heating or cooking.
- Ensure that Microwave Oven is clean.
- Ensure no metal or tin foil is used in Microwave Oven when in operation.
- If food is covered, be careful when removing covering, as steam burns can occur.
- Ensure that Microwave oven is not switched on when empty.

MAINTENANCE

All machinery must be maintained in safe working order to manufacturers instructions.

CLEANING

- Before cleaning disconnect electricity supply.
- Use clean damp cloth to clean both inside and outside oven, particularly seals.
- Use a solution of washing-up liquid if oven is greasy.
- Dry off with clean cloth.

TRAINING AND SUPERVISION

- It is essential that operators are trained in the correct use of this equipment and given appropriate supervision when operating or cleaning the equipment.
- Supervisors should ensure that defects are reported and remedied immediately.

5.1.4 Floor Safety

HAZARDS

- Wet floors and obstructions are the main hazards associated with floor safety.
- Loose/cracked tiles.
- Worn floor surfaces.

RISK ASSESSMENT: High

CONTROL MEASURES

General

- Everyone is responsible for his/her own work area and should maintain it in a clean and tidy manner.
- Damage to floors/floor covering should be reported to the officer in charge immediately.
- Gangways should be kept free from obstructions.
- Leads from portable tools or equipment should not be left trailing across aisles/walkways. Electrical cables should never extend across floors that are busy with traffic.
- Running is prohibited within the prison kitchen.
- Any openings in floors should be securely fenced and warning signs posted.
- Dirt and refuse should not be allowed to accumulate. It should be removed on a regular basis and carefully disposed of.
- Suitable and sufficient lighting will be provided and any defects or faults should be reported immediately.
- Fire fighting equipment and Fire Exits should be kept clear at all times.
- Areas around machinery should be kept clear of obstructions.
- Goods and materials should be stacked carefully and tidily in their designated areas without causing protrusions or obstructions.
- Changes in floor level should be clearly marked, if necessary with hazard warning tape.

-

Wet Floor Conditions

- Particular attention should be paid to floors at entranceways, especially in wet weather and, if necessary, floor mats should be used to prevent slips or water being tracked into the work area.
- Processes, which render the floor liable, to become wet shall have adequate drainage installed in the area to prevent the build up of water.
- Floors should be designed and constructed so that they can be washed effectively and surface water can be drained away efficiently.
- Any chemical cleaner used should be thoroughly rinsed off so that no residues remain which present a slip hazard or which could react with other chemicals in use to present an additional hazard.
- Cleaning should take place in a manner whereby the minimum number of people are exposed to the hazard of the wet floor.
- Signs and barriers should be used to warn of hazardous conditions.
- Leaks of oil or other materials from machines should be stopped and, where appropriate, drip trays should be placed under cookers or other machinery.
- All spillages, debris, and waste material should be cleaned up immediately.

MAINTENANCE

All floors must be maintained in good condition and in accordance with the instructions of the floor-covering manufacturer.

TRAINING AND SUPERVISION

- Kitchen staff and operators should receive instruction in the safe and correct manner of cleaning floors, use of chemicals and the practices of good housekeeping.
- It is essential that operators are trained in the correct use of cleaning materials and good housekeeping practices.

5.1.5 Saucepans and Cooking Utensils

HAZARDS

The main hazards associated with saucepans and cooking utensils are:

- Scalds and burns.
- Falls due to pans and cooking utensils being left on floor.
- Hygiene.

RISK ASSESSMENT: **Low**

CONTROL MEASURES

- Saucepans used for cooking should always have suitable handles attached.
- When carrying heavy trays etc. of hot liquid use one hand underneath container and the other on the side to secure tray etc.
- Turn handles of saucepans, pans etc. away from edge of stove, so that the saucepan is not overturned accidentally.
- Do not leave handles of saucepans over gas flame, or metal spoons and ladles in boiling liquids. Metal conducts heat, and you will burn yourself or others on the pot-handle or spoon.
- Do not reach over a naked gas flame when reaching for saucepan.
- Stand well back when straining hot liquids from one pot to another.

MAINTENANCE

- Ensure that all pots are equipped with handles where appropriate.
- All faults discovered in saucepan's and cooking utensils should be reported to the Supervisor immediately.

CLEANING

- All saucepans and cooking utensils should be cleaned thoroughly after each use and on commencement of production.

TRAINING AND SUPERVISION

- It is essential that operators are trained in the correct use of this equipment and given appropriate supervision when operating or cleaning the equipment.
- Supervisors should ensure that defects are reported and remedied immediately.

5.2 DOMESTIC SCIENCE ROOM

5.2.1 Cookery Classes

HAZARDS

Cooking areas in particular hold a variety of health and safety hazards.

- Dangerous machinery (food slicer, graters, and mixers)
- hazardous materials
- slippery floors
- fire.

Risk Assessment: Medium

CONTROL MEASURES

All floors shall be kept in a clean and dry condition.

No equipment, which is not working properly, shall be used.

Guards shall be fitted and used on all dangerous machinery.

All rubbish shall be stored in suitable bins with well fitting lids and shall be emptied regularly.

Fire fighting equipment shall be in position, unobstructed and clearly identified.

Safety notices shall be prominently displayed (e.g. wash your hands, safe use of machinery etc.)

All working surfaces shall be undamaged, clean and free from grease.

First Aid facilities shall be made available and maintained.

Gas isolation valves shall be accessible and clearly marked to ensure that gas may be cut off in the event of a leak or fire situation.

All gas appliances shall be fitted with flame failure devices and regularly maintained.

All wall, floor surfaces should be cleaned at regular intervals. Any damage to these surfaces should be reported immediately.

Regularly inspect the floor in the class room area and clear up all spillages of food/liquids immediately and ensure that the floor is properly dried.

Before cleaning machinery switch off and disconnect from power.

Never touch electrical appliances or switches with wet hands.

Observe strict precautions with knives:

- a) Cut away from body.
- b) Use a clean knife for each operation (i.e. cooked and uncooked products).
- c) Wash knives under running water and put away immediately.
- d) Do not leave knives in sinks.

Personal hygiene requirements for those members of staff involved in food preparation are:

- a) Clean protective clothing must be worn by all personnel involved in the handling of food.
- b) Hair is to be kept clean, tidy and covered to prevent falling hair.
- c) Chewing of gum and eating sweets must not take place in the classroom.
- e) Fingers should not be licked or the hair, eyes and nose handled in the presence of food. Do not sneeze or cough over food.
- f) Hands must be washed frequently, particularly before starting or finishing class. Hands must always be washed after visiting the toilet, coughing or using a handkerchief.
- g) In the interest of hygiene and safety, jewellery other than plain wedding bands and sleeper earrings must not be worn when working in food areas.
- h) All injuries (including those sustained outside the classroom) that may affect hygiene standards should be treated immediately and reported to domestic science teacher.
- i) Any cuts or abrasions on the hands must be covered with blue coloured waterproof first-aid dressings (as provided).

Report all equipment faults immediately - never attempt to repair it yourself.

At close of work unplug and switch off all electrical equipment and gas appliances which can be safely isolated.

Food must be thoroughly cooked in accordance with the best practices. The storage of food is important and rules relating to food storage must be scrupulously observed.

Special care must be taken with frozen foods and foods prepared in advance must be carefully stored prior to serving.

5.2.2.Domestic Cookers – Gas/Electric

HAZARDS

The main hazards associated with the use of ranges/cookers are:

- Leakage of gas (pilot light not functioning properly)
- Control knobs missing on cookers.
- Thermostat not working correctly.
- Naked flames - fire.

RISK ASSESSMENT: High

CONTROL MEASURES

- Ensure unit clean.
- Ensure pilot lights are switched on and working.
- Ensure correct temperature is achieved.
- Ensure rings are in working order.
- When ranges and cookers are not in use, check all gas is switched off at mains.

MAINTENANCE

- All surfaces should be checked for baked-on soils and these should be scraped off.
- Check gas burner for proper combustion as indicated by the blue flame and for contact with the surfaces to be heated.
- Check burners for clogged burner holes.
- Check for broken grates.
- If electric - check heating elements for loose connections.
- Check for loose and faulty connections, leaking gas pipes, frayed wires, loose door handles or control knobs and indicator lights that have failed.

- Ranges/cookers should be checked at least once a year by qualified maintenance person.
- Oven doors should not be slammed as it is liable to cause damage.

CLEANING

- Switch off gas supply.
- Allow to cool
- Remove all bars and racks - grids
- Immerse in hot water with a detergent
- Using plastic gloves, scrub clean
- Allow to dry and replace.
- All jets should then be lit to check that none are blocked.
- All enamel parts of stoves-ranges should be cleaned while warm, with hot detergent water, rinsed and dried.
- Inside of ovens and oven racks should also be cleaned while slightly warm. Detergent, water and a mild abrasive to be used if necessary.
- In cases of extreme dirt or grease being baked on to the range/cooker, a caustic jelly may be used. Plastic/rubber gloves must be used and thorough rinsing must take place afterwards.

TRAINING AND SUPERVISION

- It is essential that pupils are properly instructed and trained in the correct use of this equipment and given appropriate supervision when operating or cleaning the equipment.
- Domestic Science Teachers should ensure that defects are reported and remedied immediately.

5.2.3 Knives

HAZARDS

The main hazards associated with the use of knives include:

- Knives being left on work surfaces with cutting edge erect.
- Knives being left in sinks of water where they cannot be seen.
- Carrying knife with point held upwards.
- Hygiene.

RISK ASSESSMENT: High

CONTROL MEASURES

- Use the right knife for each job.
- Make sure knife is sharp. A sharp knife cuts more easily with less pressure, therefore is less likely to slip.
- Do not leave knives in sink, or in any place where they cannot be seen easily, or where somebody might pick up accidentally by the blade.

MAINTENANCE

- All knives should be kept sharp/clean.
- Store knives in guards.

CLEANING

- Clean knives in hot clean water.
- Dry knives after cleaning.
- Ensure joining and rivets are kept clean.

TRAINING AND SUPERVISION

- It is essential that pupils are trained in the correct use of this equipment and given appropriate supervision when operating or cleaning the equipment.
- Domestic Science Teachers should ensure that defects are reported and remedied immediately.

5.3 Science Laboratories

5.3.1 Hazardous Chemicals

HAZARDS

Science laboratories use a variety of chemicals which would be considered to be toxic, caustic or corrosive. The hazards associated with these chemicals could expose teachers and pupils to:

Respiratory problems from inhalation or ingestion.
Burns from acids, caustic or corrosive chemicals,
Injuries from explosion of non-compatible chemicals.
Gas explosion

Risk Assessment: High

CONTROL MEASURES

It is the policy of the College to ensure that all science teaching staff and personnel using chemicals :-

- (a) Obtain Material Safety Data Sheets for all substances in use;
- (b) Identify all potentially hazardous substances
- (c) Review the method of use; and
- (d) Assess the degree of risk and decide on whether or not protective measures are needed and the nature of those measures.

Emergency gas shut off valves are located at the entrance door to all science laboratories

All staff, particularly science teachers, shall be trained in the proper use of chemicals and in the following rules:

1. Chemical products shall not be allowed to come into eye contact. Contact with skin must likewise be avoided. Wear protective equipment where necessary.
2. Inhalation of chemical vapours or dust shall be avoided. When dispensing chemicals adequate ventilation must be provided. Suitable respiratory protection shall be provided if appropriate.
3. Facilities for the washing and cleansing of the skin are available within the science rooms with the necessary cleanser and barrier creams.
4. All products shall be stored in ventilated areas away from extremes of temperatures and environment.
5. All spillages shall be cleaned up instantly and waste and used containers disposed of properly.
6. The correct equipment for handling the products shall be made available.
7. If any teacher or pupil handling such materials shows the symptoms which may possibly have been caused by exposure to chemical products, they shall be removed from the area and medical advice sought without delay.

5.3.2 Bunsen Burners

HAZARDS

- Explosion causing bodily injuries
- Gas Leakage
- Blocked Burner Head (irregular Flame)
- Fire
- Burns

RISK ASSESSMENT High

CONTROL MEASURES

- A gas shut off isolation valve must be provided for each classroom
- Gas must be turned off at the end on each class from a single control point
- Gas supply will be isolated during holiday periods
- Automatic gas shut off mechanism will be checked annually by a competent person
- Lit Bunsen burners should be located away from gas taps
- Rubber tubing and burners to be checked regularly (at least once per term) and damaged tubing discarded and replaced
- Blocked jets will be cleaned regularly
- A fire blanket and foam fire extinguisher is provided in each laboratory
- Bunsen burners will be placed away from the edge of desks
- Lighters or matches used to light burner –never paper
- Long hair should be tied back when pupils are working near the Bunsen burner, with no dangling jewellery or scarves

TRAINING

- Pupils to be instructed in safe use of Bunsen burners

5.3.3 Sharp Knives & Cutters

HAZARDS

The main hazards associated with the use of knives include:

- Cuts and Lacerations
- Knives and cutters being left on work surfaces with cutting edge erect.
- Knives being left in sinks of water where they cannot be seen.
- Carrying knife with point held upwards.

RISK ASSESSMENT High risk of injury

CONTROL MEASURES

- Make sure knife or cutter is sharp. A sharp knife cuts more easily with less pressure, therefore is less likely to slip
- Do not leave knives in sink, or in any place where they cannot be seen easily, or where somebody might pick up accidentally by the blade.
- Check for damaged blades and dispose of where necessary
- Knives and cutters to be stored separately to other equipment
- Knives and cutters will be counted out to pupils and counted back in at the end of the class.
- Ensure knives and cutters are washed separately in the sink from other items and that they are never left soaking in the sink

TRAINING AND SUPERVISION

It is essential that pupils are instructed in the correct use of knives and cutters and given appropriate supervision when operating or cleaning the equipment.

Teachers should ensure that defects are reported and remedied immediately.

5.4 Art & Craft Classes

5.4.1 Art and Craft Classes

DESCRIPTION

As a function of the Art and Craft classes within Muckross Park College, teachers and pupils are involved in activities with a potential exposure to injuries from misuse and handling of equipment and materials. Such activities include glass cutting and assembly, pottery making. Works include mosaics, mirrors etc, and the process also involves handling lead strips which are used to secure the glass pieces and framework.

HAZARDS

1. Burn injuries from exposure to the firing kiln (pottery)
2. Entanglement of hair in pottery wheels
3. Cut hands and fingers from sharp edges and broken glass
4. Glass splinters and slivers entering the skin
5. Exposure to lead poisoning from handling lead strips (mosaic works)
6. Ingestion of lead by inadvertent insertion of the hands to the mouth after use.
7. Dermatitis from exposure to paints or chemicals used within the art and craft classes.

PERSONS AT RISK

Teachers and pupils

RISK ASSESSMENT

High risk of cut injuries from handling glass, although these would tend to be of a minor nature and in general unlikely to cause serious bodily injury. Potential for more serious infection from using lead particularly if exposed to an open wound or ingestion. High risk of burn injuries from using firing kiln.

CONTROL MEASURES

1. Strict supervisory control must be in place in relation to the use of the firing kiln
2. Where there is a potential exposure to entanglement of hair when using the potter's wheel, the hair should be tied up and/or hair nets used.
3. Teachers and pupils should wear appropriate protective gloves when carrying out glass cutting, handling lead products and removing fired pottery from the kiln.
4. Teachers should be made aware of the potentially hazardous exposures associated with use of glass, lead and the electric kiln.
5. Stringent controls are in place to ensure that excess cut glass, slivers etc. are cleaned up and disposed of following each class
6. All teachers should be aware of first aid procedures relative to accidental burns, cuts resulting in bleeding, and the procedures outlined under 'First Aid'
7. First Aid facilities are available and maintained

5.4.2 Sharp Knives & Cutters

HAZARDS

The main hazards associated with the use of knives include:

- Cuts and Lacerations
- Knives and cutters being left on work surfaces with cutting edge erect.
- Knives being left in sinks of water where they cannot be seen.
- Carrying knife with point held upwards.

RISK ASSESSMENT High risk of injury

CONTROL MEASURES

- Make sure knife or cutter is sharp. A sharp knife cuts more easily with less pressure, therefore is less likely to slip
- Do not leave knives in sink, or in any place where they cannot be seen easily, or where somebody might pick up accidentally by the blade.
- Check for damaged blades and dispose of where necessary
- Knives and cutters to be stored separately to other equipment
- Knives and cutters will be counted out to pupils and counted back in at the end of the class.
- Ensure knives and cutters are washed separately in the sink from other items and that they are never left soaking in the sink

TRAINING AND SUPERVISION

It is essential that pupils are instructed in the correct use of knives and cutters and given appropriate supervision when operating or cleaning the equipment.

Teachers should ensure that defects are reported and remedied immediately

PRINCIPAL'S REPORT

PART 6

6.1 Principal's Report

DOMINICAN COLLEGE MUCKROSS PARK

S A F E T Y S T A T E M E N T

The following is a report of progress with our Health and Safety Policy as required by Section 12(6) of the Safety Health and Welfare at Work Act 2005.

SAFETY TRAINING:

During the year, the following safety training courses were run:

External safety and health courses attended by our staff included:

S A F E T Y S T A T E M E N T

NEW SAFETY ARRANGEMENTS

The following new safety arrangements were put in place during the year:

7.0 APPENDICES

7.1 Safety Statement Document Review

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically and at least annually.

Date of Review	Signed for Company	Description of Changes	Date of update

7.2 HAZARD IDENTIFICATION SHEET

LOCATION_____

Hazard	H	M	L	Control Measures	Action By

7.3 Employees Safety Training Record

Name _____ **Job Title.** _____

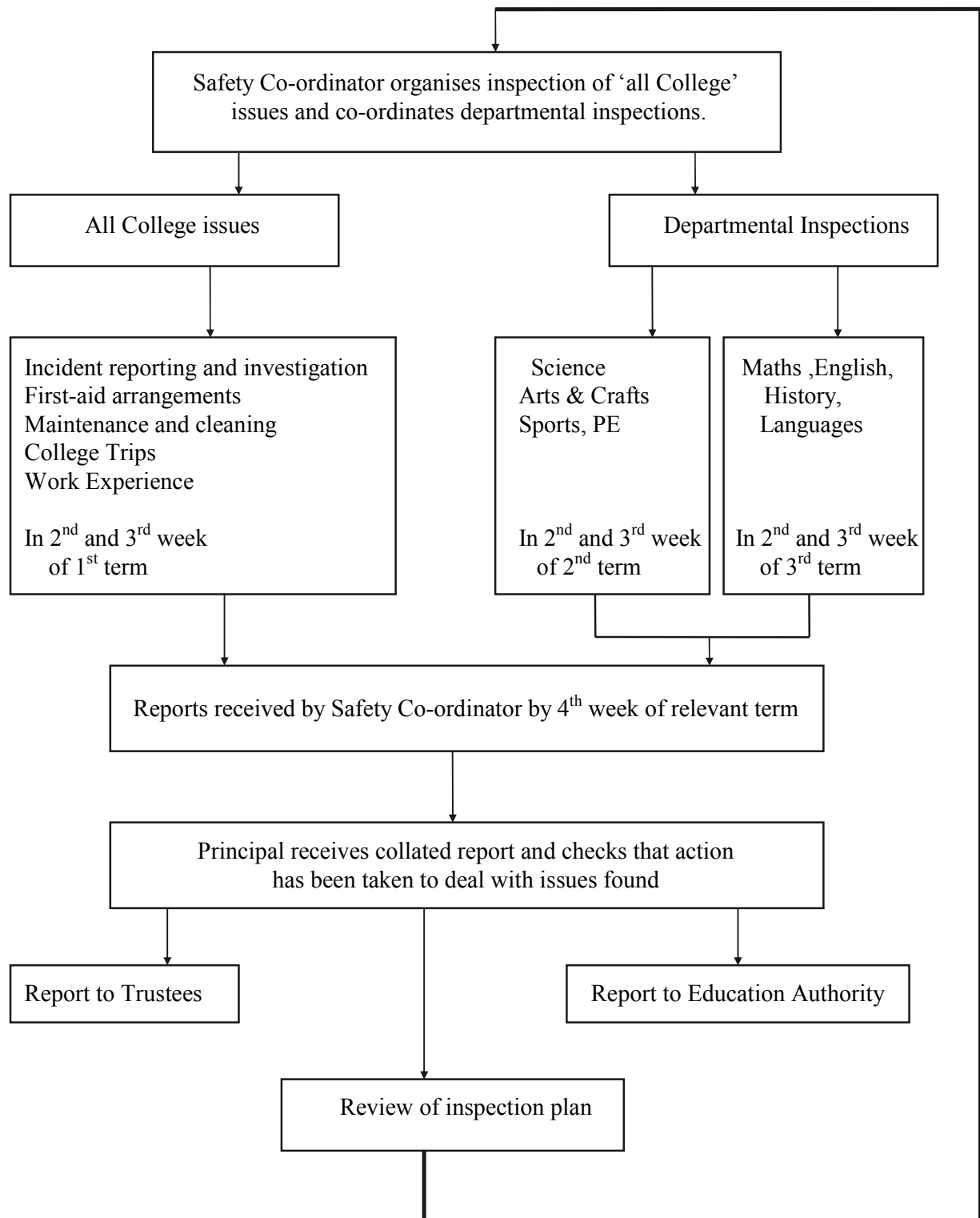
Date of Employment _____ **Department.** _____

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7.5 Inspection Procedure (Sample)

Inspections



HAZARD IDENTIFICATION SHEET**LOCATION :-** Dominican College Muckross Park**HAZARD IDENTIFICATION SHEET**

Hazard	H	M	L	Control Measures	Action By