

**Safety Statement
Colaiste Muire,
Bishop Street,
Cobh**

Telephone: 021 4813800 Email: cmuirecobh@eircom.net Website: www.colaistemuire.com

CONTENTS

Section 1: Safety Policy	Page 2
Section 2: Organisational Structure	Pages 3 -4
2.1 School Profile	
2.2 School Structure	
2.3 Personnel	
Section 3: Duties & Responsibilities	Pages 4-7
3.1 Principal	
3.2 Deputy Principal	
3.3 Teaching and SNA Staff	
3.4 Caretaker/Cleaners	
3.5 All Employees	
3.6 Health and Safety Officer	
3.7 Visitors	
3.8 Contractors	
Section 4: Safe Working Arrangements	Pages 8-12
4.1 Resources	
4.2 Training & Induction	
4.3 Safety Consultation	
4.4 Safety Representative	
4.5 First Aid	
4.6 Reporting of Accidents & Dangerous Occurrences	
4.7 Welfare Facilities	
4.8 Control of Contractors	
4.9 Pregnant Employees	
4.10 Monitoring & Revision	
4.11 Others Affected by School Activities	
4.12 Fire	
4.13 Gas	
4.14 Smoking	
4.15 Places of Public Assembly	
4.16 High Risk Activities	
Section 5: Hazard Identification and Control Measures	Page13
5.1 Hazard Identification	
5.2 Risk Assessment Methodology	

SECTION 1: SAFETY POLICY

SAFETY POLICY

It is the policy of Colaiste Muire to promote standards of health and safety within the workforce which will lead to the avoidance or reduction in risks to health and safety, to continually improve our safety performance and to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, and associated legislation are achieved.

This Safety Statement, in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, outlines the policy of the school in relation to the management of health and safety. The School is committed to managing and conducting activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and strives for continual improvement of safety management systems to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity.

This will be achieved by the following (so far as is reasonably practicable):

- the provision of a safe place of work, including safe access and egress;
- the provision of safe plant and equipment, articles and substances;
- the provision of safe systems of work;
- the provision of welfare facilities;
- the provision of appropriate information, instruction, training and supervision;
- determining and implementing appropriate preventative and protective measures;
- having regard to the general principles of prevention;
- the provision of emergency plans and procedures;
- reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority;
- and • obtaining, when necessary, the services of a competent person to advise on health and safety.

The arrangements for achieving these objectives are set out in the main body of the Safety Statement. Colaiste Muire is also committed to managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour (including bullying/harassment) likely to put the safety, health or welfare at work of their employees, students or members of the public at risk.

The Principal has overall responsibility for health and safety within the School. Staff share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable the School to discharge its responsibilities under law.

Colaiste Muire is committed to upholding the standards outlined in this Safety Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their responsibilities in a reasonable and efficient manner.

All staff will be made aware of and have access to this Safety Statement. The Safety Statement will also be available to third parties where appropriate. Staff are encouraged to put forward suggestions for improvement to this document. The Safety Statement will be reviewed in light of experience and future developments within the school.

Signed: _____

Sean Culhane Chairperson Board of Management 4th April 2017

SECTION 2: ORGANISATIONAL STRUCTURE

2.1 School Profile

Colaiste Muire Secondary School is a Catholic Secondary School under the Trusteeship of Presentation Brothers Schools Trust (PBST). This Trust took over from Presentation Brothers and Sisters of Mercy, who were joint trustees of Colaiste Muire, since its establishment in 1976. Prior to amalgamation, there were two separate single-sex schools, St. Mary's Secondary School and Presentation College. Our present enrolment is 585 students.

The following programmes are offered by the school; Junior Cycle (1st to 3rd Year), Transitional Year (Optional- done by 75%-85% of pupils), Senior Cycle (5th and 6th Year, leading to Leaving Certificate or Leaving Certificate plus Leaving Certificate Vocational Programme (LCVP)

Subjects offered include:

JUNIOR CERTIFICATE

Irish, English, Maths, History, Geography, Science, French, German, Spanish, Technical Graphics, Art, Business Studies, Materials Technology (Wood), Religious Education, Physical Education, CSPE, Personal & Social Education. Social, Personal & Health Education.

LEAVING CERTIFICATE

Irish, English, Maths, History, Geography, Biology, Chemistry, Physics, Art, Business, Accounting, Construction Studies, Home Economics, French, German, Spanish, Design & Communication Graphics, Music, Religious Education, Physical Education, Guidance and Counselling.

PASTORAL CARE

Guidance & Counselling - offering students help and support with social, personal and career guidance. RE teachers, class teachers and year heads provide particular supports for students. The School Chaplain supports the RE programme.

CO-CURRICULAR & EXTRA CURRICULAR ACTIVITIES:

Co-curricular activities such as field trips in connection with Art, LCVP, Geography, C.S.P.E. SPHE Week, etc are provided to support Junior and Leaving Certificate Subjects. We try to cater for the needs of all our students through extra-curricular activities. The following list of extra curricular activities available in the school offers variety. Soccer, Hurling, Hockey, Tennis, Choir, Social Justice Club, Green Committee, Debating, Concert/Musical, Student Council, 6th Year Committees.

2.2 School Structure

The management structure of Colaiste Muire is shown in the diagram below:

Presentation Brothers Schools Trust
Board of Management
School Principal School and Deputy Principal
Teaching Staff
Year Heads
Special Needs Assistants
Administration
Pastoral Care, Support Services
Cleaning Staff
Outside Contractors

2.3 Personnel

The following health and safety responsibilities have been allocated to those shown in the table below:

Chairperson Board of Management:	Paul Scanlan
Principal:	Fergus O'Brien
Deputy Principal:	Maureen Kenneally
Safety Officer:	David O'Keeffe
Health and Safety Representative:	School Steward (Maria King 2017/18)

Caretaker:	Noel Mullen
Main Office:	Colette Higgins and Ger Walsh
Fire Wardens:	Teachers have responsibility for their own classes
First Aider:	Veronica Caplis, PE teachers
Automated External Defibrillators (AED)	Main Entrance Hall and Gym
First Aid Boxes:	Staff Room, Main Office, Gym, Science Labs, Practical Classrooms

SECTION 3: DUTIES & RESPONSIBILITIES PRINCIPAL

The Principal is responsible for the planned implementation of effective health and safety standards within the school according to agreed objectives and for ensuring that these are taken into account in planning, administration and maintenance activities and in organising work generally. She/He has ultimate responsibility for the co-ordination of health and safety management in the organisation.

The Principal is responsible for ensuring that staff are given sufficient information and training to do their job effectively and that work targets are realistic and do not compromise health and safety requirements. He is also responsible for ensuring that staff are given adequate support to make the correct decisions on health and safety issues and that the standards described in this Safety Statement are met in a practical manner.

She/He will ensure that:

- an up-to-date signed Safety Statement is in place and Safety Policy is on display;
- the Safety Statement is brought to the attention of, and is understood by all employees;
- the Safety Statement is regularly reviewed and amended as necessary and any changes are brought to the attention of all employees;
- safety is a prime consideration in all planning;
- adequate funds, materials, equipment and human resources are budgeted to meet safety requirements;
- proper corrective action is taken and recorded when required;
- as far as is reasonably practicable, the representations made by employees via the staff meetings or otherwise on matters of safety, health and welfare are taken into account;
- all accidents and ill health, property damage or near miss situations arising out of work activities are reported immediately and thoroughly investigated, recorded and reported as detailed in the Accident Reporting Procedure;
- the safety of visitors and contractors is adequately protected;
- appropriate inductions are given to all new and temporary staff and contractors;
- adequate fire and emergency precautions are taken including the provision of equipment, equipment servicing and training in the use of the equipment and training in the evacuation procedure;
- all statutory registers, notices and documents are maintained and available for inspection;
- contractors are engaged in accordance with the company policy and that the contractors approval form is completed in all cases;
- any new or unusual work activities are assessed for potential hazards and a risk assessment carried out where necessary;
- he responds to all queries from staff in relation to health and safety;
- he co-ordinates pregnant employee risk assessments as required
- accident records are maintained;
- a minimum of two emergency evacuations are carried out each year;
- manual handling assessments are carried out for all relevant employees at the earliest opportunity and manual handling training is carried out where necessary;
- training provided for all new staff as appropriate

3.1 Deputy Principal

The Deputy School Principal will assist the Principal in co-ordinating the management of health and safety in the school. She/He will ensure that:

- the Safety Statement is brought to the attention of, and is understood by all employees;
- safety is a prime consideration in all planning;
- as far as is reasonably practicable, the representations made by employees via the staff meetings or otherwise on matters of safety, health and welfare are taken into account;
- all accidents and ill health, property damage or near miss situations arising out of work activities are reported immediately and thoroughly investigated, recorded and reported as detailed in the Accident Reporting Procedure;
- the safety of visitors and contractors is adequately protected;
- appropriate inductions are given to all new and temporary staff and contractors;
- all statutory registers, notices and documents are maintained and available for inspection;
- any new or unusual work activities are assessed for potential hazards and a risk assessment carried out where necessary;
- a minimum of two emergency evacuations are carried out each year;
- manual handling assessments are carried out for all relevant employees at the earliest opportunity and manual handling training is carried out where necessary;
- Training is provided for all new staff, as appropriate,.

3.2 Teaching Staff

Teaching Staff are responsible for health and safety performance and standards in respect of those activities, which are within their control. In addition to the responsibilities outlined in section 3.5 for all employees, teaching Staff will ensure that:

- they read and understand the Safety Statement and carry out their work in accordance with its requirements they follow the manufacturers / suppliers instructions in the use of any materials / equipment
- he / she is required to use in the course of his / her teaching.
- He/she keeps his/her classrooms in a neat and tidy fashion, in order to minimise the risk of accidents. Specific attention must be paid to trailing cables, wet spots on the floor, spillages, and the storage of student bags and belongings
- Student work is displayed / stored in such a manner that it does not constitute a fire risk;
- They are aware of the location of all emergency exits and fire exits and fire points; to be able to recognise the fire alarm sounded and to be familiar with the evacuation procedures to be followed in the case of an emergency.
- They co-operate with the Principal and Person with responsibility for Safety in matters relating to health and safety.
- They ensure that all school protocols are followed for school trips / excursions.
- They comply with all school policies (e.g. dignity at work, bully & harassment etc).
- They do not use wood work equipment or other school equipment that they are not trained or authorised to use.

3.3 Caretaker /Cleaners

The responsibilities of the Caretaker/Cleaners are:

- To read and understand the Safety Statement and carry out their work in accordance with its requirements
- To carry out routine inspection of the building and grounds ensuring that all floor areas are free from spillage and any obstructions that might lead to accidents;
- To make every effort to maintain the security of the building and grounds;
- To carry out regular inspections of all fire escape routes, fire points and alarms etc and report any defects immediately to the Principal;
- To ensure that the manufacturers / suppliers instructions are followed when using chemicals and equipment on floor/wall cleaning, gardening etc;
- Store gardening equipment etc. safely and out of reach of students, teachers etc.;
- Store a minimum amount of petrol on site for the strimmer / mower (petrol should only be stored in approved containers out of reach of students, teachers etc.)
- Not to allow "horseplay" or practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.

- To report immediately any defects of plant or equipment.
- To report any accident, however minor, to supervision immediately.
- To set a personal example by wearing protective clothing and by carrying out their own work in a safe manner
- To look for and suggest ways of eliminating hazards and to bring to the attention of supervision any improvements or additions to the safety statement which they feel should be made.

3.4 All employees

Employees have the following legal duties under Section 13 and 14 of the Safety, Health and Welfare at Work Act 2005:

- Take reasonable care of their own safety, health and welfare and that of others.
- Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.
- Co-operate with their employer or any other person as appropriate.
- They must not engage in improper conduct or behaviour (including bullying/harassment).
- Attend all necessary training.
- Use safety equipment or clothing provided, or other items provided for their safety, health and welfare at work.
- Report to the Principal as soon as practicable:
 - Any work which may endanger the health and safety of themselves or others.
 - Any defect in the place of work, systems of work, articles or substances.
 - Any breach of health and safety legislation of which he or she is aware.

Employees must not:

- Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work.
- Place anyone at risk in connection with work activities.
- Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at work.

Members of staff must:

- read and understand the school's Safety Statement;
- report any accident or damage, however minor, to management as soon as possible;
- co-operate in the investigation of accidents;
- not try to use, repair or maintain any office equipment or machinery for which they have not received full instructions or training;
- know the procedure in the event of a fire;
- clean up their area or assist in the tidying up of their area and also to maintain clear work areas and maintain high standards of housekeeping and hygiene;
- ensure that their work does not compromise safety regulations or impede emergency exit routes;
- not attempt to lift or move articles or materials so heavy as likely to cause injury;
- not attempt to reach articles on high shelves unless using steps or a properly designated hop-up: do not improvise or climb;
- suggest ways of eliminating hazards and improving working methods;
- inform management if pregnant;
- heed all caution and warning signage on site;
- take care of their own safety and not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees
- bring any problems regarding health and safety to the notice of the Principal;
- Adhere to all school safety rules and requirements.

3.5 Health and Safety Officer

The main responsibility of the Health and Safety Co-ordinator is to advise and assist management and staff on health and safety matters.

He/She shall:

- Ensure that all employees have access to the Safety Statement and have read and understood it.
- Ensure regular inspections of the premises are carried out and remedial action taken where necessary.
- Ensure that induction and safety training of all employees is carried out.
- Ensure that sufficient numbers of staff are trained and hold the positions of first aider
- Ensure that an accident report form is completed for all accidents and that all accidents are investigated.
- Ensure that all relevant accidents and dangerous occurrences are reported to the H.S.A. (Health & Safety Authority).
- Monitor the systems for ensuring that fire precautions are adequate.

3.6 Visitors

It is the responsibility of visitors to the school to:

- Co-operate with the School with respect to all matters relating to health and safety;
- Obey all safety instructions given by the School staff;
- Co-operate with management in the wearing of the correct safety equipment, using safety devices where appropriate and following proper safe systems of work as outlined in Section 4 of this Safety Statement;
- Take care of their own health and safety by not indulging in "horseplay", wilful unsafe acts or playing practical jokes. It is also advised that visitors do not run on the premises;
- Take note of, and obey all safety signage, where necessary.

3.7 Contractors

Control of Contractors to Colaiste Muire is the responsibility of the Principal. The caretaker will provide assistance and guidance where applicable.

Contractors must ensure that:

- they comply with the provisions of the schools Safety Statement and that their own company's Safety Statement, Site Specific Safety Statement are made available to the Principal;
- all work is carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site;
- they comply with any Permit to Work system in place;
- they wear any personal protective equipment as required;
- scaffolding and other access equipment used by their employees is be erected and maintained in accordance with current regulations and codes of practice;
- all plant and equipment brought onto the premises is safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking;
- no power tools or electrical equipment of greater than 110 volts is brought onto the premises and that such equipment is suitable for industrial use and in good condition;
- any injury sustained by a contractor's employee is reported immediately to site management;
- they comply with any safety instructions given by site management;
- site management is 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 the school recommendations and management approval;
- they respect the School's right to see documentary clarification of contractors' insurance arrangements.

SECTION 4: SAFE WORKING ARRANGEMENTS

4.1 Resources

Management recognises that adequate funding must be made available to implement effectively the safety procedures and policies laid down in this Safety Statement. They undertake to ensure that adequate numbers of suitably trained staff are available for all work activities carried out. Health and Safety considerations are incorporated in annual estimates for running of the school. Management will provide resources for the ongoing monitoring of Health and Safety in the organisation and for the provision of health and safety information and training to all staff.

4.2 Training & Induction

4.2.1 Records

Any safety training provided will be recorded by the Safety Office. The school will keep health & safety training records (see appendices) detailing the following:

- name of the employee being trained;
- date of training and amount of time taken;
- training details and methods used; and
- signatures of the trainer and employee(s) to ensure that the training has been carried out, documented and understood.

4.2.2 Training

The school shall provide the following training as appropriate:

- safety induction training for all new staff;
- as appropriate, VDU Assessor, manual handling and fire safety; and
- management training to ensure that senior staff are equipped to undertake their health and safety duties and responsibilities.

4.2.3 Safety Induction

It is the policy of Colaiste Muire that all new personnel receive induction training. Employees will be provided with an induction briefing covering the following:

- showing the new employee where the Safety Statement is kept, explaining its purpose and ensuring that the employee is aware of his/her responsibilities;
- warning new employees of any prohibited actions in the work place;
- explaining the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time;
- explaining the fire and evacuation procedure and the location of assembly points;
- training the new employee in any relevant risk assessments and obtaining a signature for such training; and
- completing a VDU workstation assessment on new employees as required.

4.3 Safety Consultation

Regular staff meetings are held. Even when health and safety issues are not an agenda item, staff members may raise any area of concern re health and safety. The meetings should be used to facilitate communication and foster co-operation between management and staff on all issues including health and safety. Including health and safety on the agenda at least on an annual basis, or will keep health and safety relevant and current as well as stimulate new ideas for making the workplace safer.

Issues for consideration should include:

- reviewing accidents and dangerous incident statistics;
- identifying any unsafe conditions and practices;
- dealing with issues raised by employees
- reviewing safety audit reports;
- discussing and circulating external health and safety information;
- monitoring staff training; and
- establishing and maintaining good communications networks relating to health and safety.

4.4 Safety Representative

The School will respect the rights of the Safety Representative.

4.5 First Aid

First Aid Kits are provided for use throughout the school. The School will provide training in First Aid to nominated first aiders. This training will be reviewed and updated every two years or earlier when necessary. In general, first aiders are PE teachers, sports coaches, teachers of practical subjects.

Contents of the first aid boxes are checked regularly. Where necessary the Principal is notified of the need to reorder stocks.

- Individual employees who believe they might have a need of certain medications/first aid items must be responsible for their own supplies.
- The Deputy Principal is authorised to give certain medication to a small minority of students, on the written request of parents.

Automated External Defibrillators (AEDs)

Colaiste Muire provides automated external defibrillators (AEDs) in the school to prevent sudden cardiac death. Early defibrillation using an AED is one of the vital links in the "Chain of Survival". There are two defibrillators, one in the main entrance hall and one in the Gym.

4.6 Reporting of Accidents & Dangerous Occurrences

All accidents to persons, whether to pupils or staff, or to visitors not in the employment of Colaiste Muire resulting in injury, however slight, must be reported immediately to the School Principal/Acting Principal.

If an accident either at the place of work, or related to a place of work or work activity, causes loss of life to a person or disables any person for more than three calendar days, not including the day of the incident from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority on forms IR1 and IR3. The School Principal will ensure that the IR1 and IR3 are completed as required and sent to the Health and Safety Authority.

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

4.7 Welfare Facilities

Adequate welfare facilities are provided for all personnel and maintained in good order. Toilet, washing and kitchen facilities are provided in this regard. All facilities are maintained and cleaned regularly.

4.8 Control of Contractors

- During maintenance work, conditions are very different from these normally encountered and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct precautions are adopted.
- All contractors must supply a copy of their Safety Statement to the Principal.

4.9 Pregnant Employees

It is the policy of Presentation Brothers Schools Trust to take all the necessary steps to comply with the Safety, Health and Welfare at Work (General Application) Regulations 2007. It is the duty of the employee to inform the School Principal if they are pregnant as early as possible in the pregnancy.

On receiving notification that an employee is pregnant the school will assess the specific risk to that employee and take action to ensure that she is not exposed to any situation which could damage either her health or that of her developing child. If the assessment reveals that there is a risk, the employee will be informed and every effort will be made to eliminate exposure to this risk (see appendices for relevant risk assessment form). Every effort will also be made to provide, where practicable, suitable working conditions. Colaiste Muire subscribes to the provisions of the Maternity Protection Acts.

4.10 Monitoring & Revision

Colaiste Muire will ensure that safety performance is monitored and systems revised where necessary. This will be achieved in the following manner:

- All employees are expected to bring to the notice of the School Principal any areas where the policy on health, safety and welfare appears to be inadequate and request an amendment to be made to the Safety Statement;
- Such information will be communicated directly to management or through the Safety Representative and this will ensure that the Safety Statement is monitored on a continuous basis;
- The School Principal will ensure that the Safety Statement is regularly updated (to reflect changes in legislation, staff or work practices etc.) and employees will be informed of the changes;
- The school will undertake on a regular basis to carry out safety inspections and ascribe a risk assessment of High, Medium or Low and time scale to address same together with the person assigned to implement the necessary corrective measures.

4.11 Others Affected by School Activities

Third parties affected by school activities include:

- visitors;
- contractors.

The school will give at least the same level of attention to contractors and visitors as it gives to employees in the area of health, safety and welfare.

- Visitors shall be directed to take notice of emergency exit routes from all levels of premises and be aware of alarm signals. A
- If contractors working on the premises should be aware of the fire safety provisions (e.g. emergency exit routes, alarm signals, etc.).
- In the event of an emergency, all contractors and visitors will be instructed to evacuate and/or follow staff members to a safe exit route.

4.12 Fire

There is always a danger of fire or other emergencies occurring which will necessitate the prompt evacuation of the building. Fire extinguishers are provided on the premises and are regularly checked.

The following precautions are in place:

- instruction and training of staff in fire and emergency evacuation procedures, the location of fire points and the use of fire fighting equipment;
- holding fire and evacuation drills once per term;
- providing and maintaining escape routes and exits which are unlocked, operational and free from obstruction;
- providing adequate fire protection equipment and systems;
- inspecting and maintaining fire protection equipment and systems;
- maintaining good housekeeping practice to ensure the removal of all combustible rubbish;
- testing and maintaining electrical installations and ensuring that all electrical equipment is switched off and unplugged when not in use (where practicable).

4.12.1 Action in the Event of a Fire

Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.

1. Sound the fire alarm.
2. Alert other staff in the immediate area of the fire and contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember that equipment will only be effective on a small fire.
4. Make sure that the premises are cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

5. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble on the front lawn ensuring that they do not obstruct emergency services.

4.12.2 Emergency Lighting and Directional Lighting

- Emergency lighting is provided in the office area and on the stairs to facilitate escape from the building during any interruption of the general lighting system.
- Illuminated exit signs are provided above protected doorways leading from the escape route.

4.12.3 Fire Drill

- A fire drill shall be undertaken at least once per term and recorded in the fire register.

4.13 Gas

The main hazards associated with gas are:

- Fire and possible explosion when accumulations of unburnt gas is ignited;
- Carbon monoxide poisoning from gas, which is not burned properly. Carbon monoxide is odourless and tasteless and therefore hard to detect. It can be given off by installations, which are faulty or inadequately maintained. It is highly poisonous and breathing it can quickly lead to death.

4.13.1 Action in the Event of Smell of Gas

If you smell gas:

- Do not use any naked flames.
- Do not use your mobile phone in the vicinity of the gas leak.
- Do not switch the lights or other electrical equipment on or off (switches produce sparks that could ignite escaping gas).

Check whether gas is coming from a pilot or burner

- If so, turn the burner off
- If not, turn the supply off where it enters the room or at the meter
- Open doors and windows to get rid of the gas and leave them open, until the leak has been stopped and any build up of gas has dispersed.
- Report the leak immediately to the Principal.
- Do not turn the gas back on where it enters the room or at the meter until the fault has been traced and repaired by a competent gas service engineer.
- If the gas continues to escape after the supply has been turned off at the meter, contact Bord Gais immediately.

4.14 Smoking

- Smoking is prohibited in the school building and on the school grounds.

4.15 Places of Public Assembly

Colaiste Muire holds events such as parent/teacher meetings, open nights, concerts, musicals, parents' events etc.,

For such events additional care is advocated, bearing in mind the public would not be familiar with the grounds and building. Hazards include fire, crowd access / egress, general tripping, falling. In order to minimise the hazards outlined above the following measures shall be adopted for all such events carried out by the school:

- all places used for such events shall have adequate means of escape, fire fighting equipment and fire detection systems;
- the trainer/person in charge shall communicate the location of fire exits to participants;
- The location of escape routes and fire fighting equipment shall be indicated;
- the number of persons allowed on the premises shall be determined for events
- all rubbish shall be removed regularly from the premises and good housekeeping practices shall be employed at all times;

- the premises shall be inspected by the trainers on each occasion that the public has vacated them to remove any potential fire or safety hazard;
- all flammable liquids, gases and other potentially dangerous substances shall be limited to small quantities, suitably labelled and stored in designated suitable storage areas;
- portable gas or liquid fuel heaters shall not be used on the premises;
- any fire/smoke resisting doors shall be kept in the closed position;
- members of the public shall not be admitted to areas other than those to which they are intended to have access except in a fire or emergency situation for the purposes of escape;
- all areas where the public shall be gathered shall be laid out and maintained in a safe condition to reduce risk;
- adequate means of access/egress shall be provided in premises where crowds may gather for entry/exit;

4.16 High Risk Activities

- High risk activities by staff, such as accessing roofs, attics, etc., is strictly forbidden by Colaiste Muire.
- Only competent authorised contractors will be permitted to carry out such activities (once a statement has been agreed).

SECTION 5: HAZARD IDENTIFICATION AND CONTROL MEASURES

5.1 Hazard Identification

- It is the policy of Colaiste Muire to identify hazards in the place of work, 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.
- Hazard refers to any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work.
- Risk refers to the potential of the hazard to cause harm in the actual circumstances of use. The risk assessment methodology employed in this Safety Statement is described below.
- Risk Control measures are intended to reduce the risk to an acceptable level.
- Colaiste Muire is committed to implementing the risk control hierarchy so that, in the first instance and where practicable, hazards are eliminated.
- This approach takes into account normal good practice within this sector of industry and any standards and guidelines available.

5.2 Risk Assessment Methodology

In preparing the assessment on "Risk Level Factor" the following system has been used. This numerical representation is based upon the following empirical formula:

$$\text{Risk} = \text{LO} \times \text{FE} \times \text{DPH} \times \text{NP}$$

Where:

LO = Likelihood of occurrence, with:

- 0.033 - almost impossible
- 1 - highly unlikely
- 2 - possible
- 5 - even chance/could happen
- 8 - probable
- 10 - likely
- 15 - certain

FE = Frequency of Exposure, with:

- 0.5 - annually
- 1 - monthly
- 1.5 - weekly
- 2.4 - daily
- 4 - hourly
- 5 - constantly

DPH = Degree of Possible Harm, with

- 0.1 - scratch/bruise
- 0.5 - laceration/minor ill effect
- 2 - break minor bone/minor illness
- 4 - break major bone/major illness
- 6 - loss of one limb or eye/loss of hearing
- 10 - loss of two limbs or eyes
- 15 - fatality

NP = Number of people Exposed, with

- 1 - 1-2 persons
- 2 - 3-7 persons
- 4 - 8-15 persons
- 8 - 16-50 persons
- 12 - 50+ persons

The risk level is assessed using the scale indicated