



Coláiste na hInse

Health & Safety Statement

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**Safety Statement and related documents prepared in
conjunction with FWS Ltd.**

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Revision Records

Coláiste na hInse's Safety Statement is a controlled document, which will be amended as required, this may be required due to:

- Personnel changes
- Legislation changes
- New or altered equipment
- New or altered work method or practice
- Risk assessment, accident / near miss, or audit reviews highlight heretofore unseen Health & Safety issues.

It is the responsibility of the approved person listed below to ensure that the appropriate persons are notified of changes to the Safety Statement.

Rev. No	Date	Description of changes	Sections	No Pages
01	Nov 2011	Document reviewed with updated layouts and risk assessments	All	All
Approved By:		Des Stapleton		
Rev. No	Date	Description of changes	Sections	No Pages
02	Jan 2013	Amendments to entire documents after move to new premises including evacuations and risk assessments	All	All
Approved By:		Des Stapleton		

Purpose of the Document

The ‘Safety Statement’ is the document used by Coláiste na hInse to effectively communicate the ‘Health & Safety’ responsibilities of teachers, staff and students, within the premises. It will also detail the policies and procedures to follow to minimise the risk of accidents, and details the specific risk assessments of tasks performed and equipment used so as to anticipate potential issues that could arise and effectively communicate controls and precautions staff and students need to take when performing such tasks.

It is therefore a Health and Safety reference document to be available and used by all persons associated with Coláiste na hInse to ensure risk levels of all activities are kept to the minimal acceptable level at all times.

It is important that all staff and teachers understand their role with regard to Health and Safety within the school and are encouraged to read the Safety Statement in full to ensure they understand the risks associated with their work.

Coláiste na hInse encourages all staff and teachers to take a proactive attitude to the Health & Safety of their work environment and report any defects to management.

The Safety Statement will therefore be updated from time to time depending on the introduction of:

- New equipment, tasks, chemicals
- New legislation
- Change in work procedures or buildings
- As required by audits or observations / accidents / Safety management system

The Safety Statement will also detail the ‘Safety Management System’ which Coláiste na hInse will follow in order to maintain the correct standard of health and safety within the school.

Coláiste na hInse strives to provide a safety culture within the school environment by concentrating on four key areas:

- Competence – ensuring all individuals are trained appropriately to the tasks and equipment they control.
- Control – By ensuring there are appropriate checks throughout the process to ensure a safe work environment.
- Co-operation – Coláiste na hInse expects co-operation between individuals within the school.
- Communication – By ensuring effective communication on Health & Safety issues and concerns.

1. Health & Safety Policy

Coláiste na hInse

Health & Safety Policy

It is the policy of Coláiste na hInse to comply with the Safety, Health and Welfare at Work Act 2005, the Safety and Welfare at Work (General Application) Regulations, 2007.

It is the policy of Coláiste na hInse to protect, so far as is reasonably practical the health and safety and welfare of all students and employees, to provide information, training and supervision as is needed for the purpose.

It is the policy of Coláiste na hInse to protect so far as is reasonably practical, students, visitors and other persons not employed by us but who may be affected by our activities.

Every employee must co-operate with us to ensure all statutory duties are complied with. Each employee has a legal obligation to take reasonable care for his or her acts or omissions.

Coláiste na hInse is committed to continued development and review of the policy with changing technology, equipment, work methods and systems of operation.

The detailed Health & Safety arrangements for achieving these policy objectives are detailed in the Safety Statement.

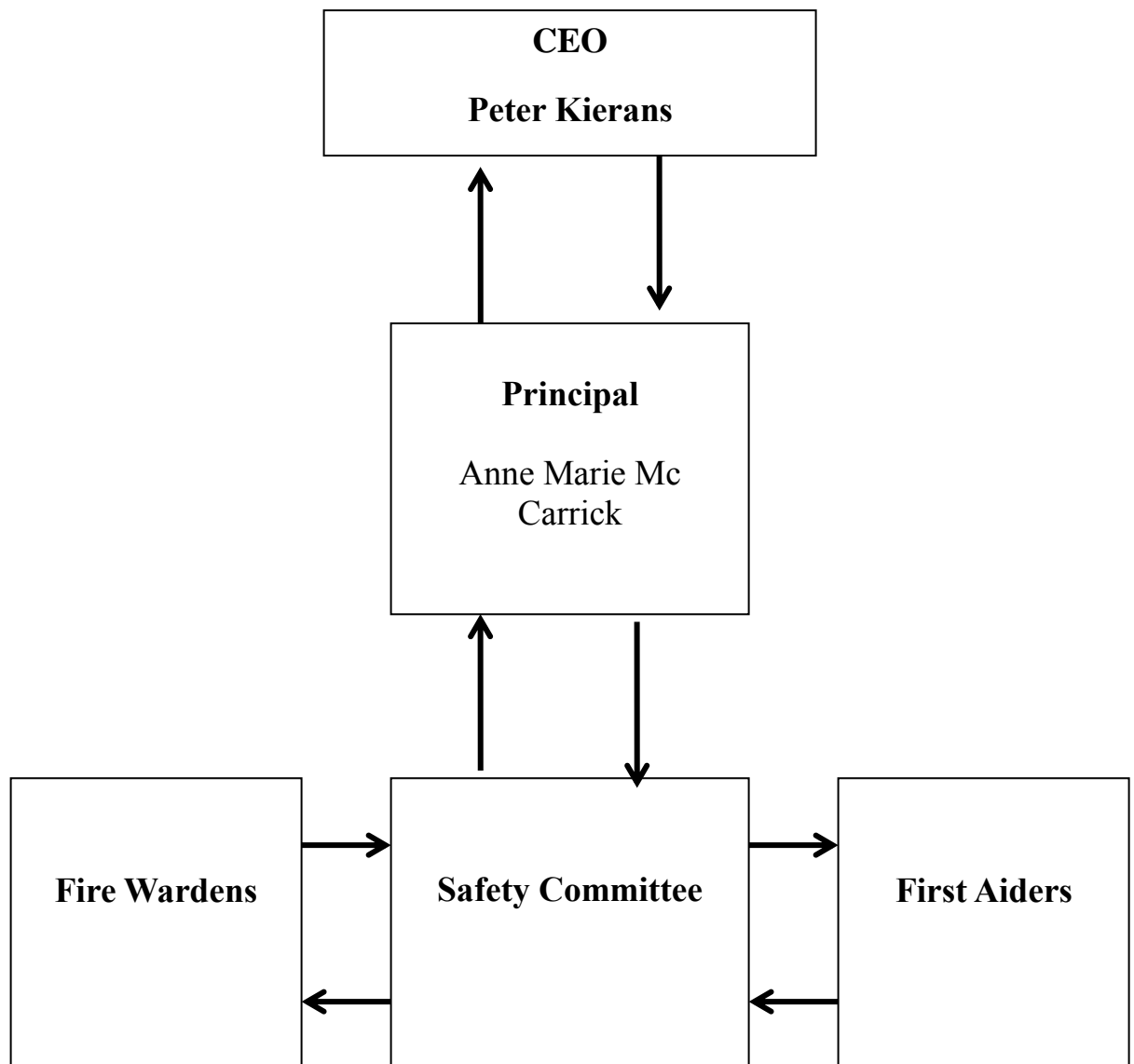
Signed for on behalf of Coláiste na hInse

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Peter Kierans
Chief Executive Officer

January 2013

2. PLANNING

2.1 Health & Safety Management Structure



3. Responsibilities

3.1.Chief Executive Officer

Overall responsibility for Health & Safety within the company lies with the CEO. He is responsible for the safety health and welfare of all students and employees and as such the implementation of adequate policies and procedures.

This will be achieved by:

- Adequate resources and funding are set in place for the implementation, management and securing of the Safety Management Systems.
- Arrangements are in place for appropriate representation and communication from and to employees on Health and Safety matters.
- All accidents and near misses are investigated to determine root cause and elimination or reduction of hazard through corrective action. All reportable accidents are to be reported to the HSA.
- Health and Safety Policy, Health and Safety Statement and associated Risk Assessments are reviewed when required as detailed in Section 19 & 20 of the 2005 Act.
- Ensure all equipment and work methods have risk assessments carried out on them, ensuring all corrective actions are completed and updated when appropriate, as detailed in Section 19 of the 2005 Act.

- All new and current employees have been inducted correctly and received appropriate training for their duties.

3.2.Principal

The day to day operation of the College is the responsibility of the Principal and their deputies. They must ensure all H&S matters are brought to the attention of the CEO, and maintain Health and Safety levels within the College. General Duties of persons in control of the workplace are detailed in section 15 of the Safety, Health and Welfare at Work Act 2005.

- Ensure Health and Safety concerns of Staff, students, and visitors are brought to the attention of the CEO.
- Bring to the CEOs attention any Health & Safety issue/ behaviour/ hazard that may endanger the Health and Safety of anyone.
- All accidents and near misses are reported to the CEO.
- Co-operate with all Health and Safety directives.
- They must comply with the statutory provisions. They must take reasonable care of their own Health, Safety and Welfare, and the Health, Safety and Welfare of the people that may be affected by their actions.

3.3.Staff & Employees

General Duties of Employees are detailed in sections 13 and 14 of the Safety, Health and Welfare at Work Act 2005.

- Must comply with the statutory provisions, they must take reasonable care of their own Health, Safety and Welfare and the Health, Safety and Welfare of the people that may be affected by their actions.
- Co-operate on all Health and Safety issues, attend training when required and have regard for the training.
- Highlight to supervisor/manager any unsafe acts or equipment, any work that they believe to be unsafe, and any defective equipment.
- Must ensure that they are not under the influence of an intoxicant to an extent that they may endanger themselves or others. If required by their employer they must also submit to any reasonable test for intoxicants by a medical practitioner.
- Must not engage in any improper acts or behaviour that is likely to endanger their own safety or the safety of others.
- Must not interfere with, without reasonable cause, anything provided under the statutory provision, e.g. must not misuse fire extinguishers unless there is a Health and Safety need to do so.

3.4.Fire Wardens

Sections 11 of the Health and Welfare at Work Act 2005 covers the area of Emergencies and serious and imminent dangers. Wardens must have regard for their duties. Evacuation procedures and duties are shown in Appendix 1.

3.5. Contractors / Self-employed

All Contractors visiting site have a general duty for health and safety to themselves and others. In addition to these duties, contractors and self-employed must ensure:

- Contractors and self-employed have completed the company's contractor's handbook (See Appendix) and returned signed copy before starting any work.
- Contractors and self-employed have appropriate Insurance, Safety Statement, Work Methods, and trained and competent staff for the work to be completed on site.
- Contractors and self-employed are familiar with the hazards associated with their work and the hazards on site that they may be exposed to.
- Contractors and self-employed are familiar with the emergency evacuation procedure for the building, and assembly point, and they have appointed a supervisor in charge.

3.6. Students & Visitors

Coláiste na hInse is committed to safeguarding the Health and Safety of all individuals, including students and visitors and non-employees as required by Section 12 of the Safety, Health and Welfare at Work Act 2005. This is performed by:

- Ensuring appropriate signage is in place for emergency evacuation
- Ensuring trained and competent staff that are aware of the emergency evacuation procedure and can aid students and visitors.
- Ensuring suitable housekeeping standards are maintained throughout the building.
- Ensuring risk assessments are performed and that all reasonably practical solutions have been highlighted.

4. Consultation

Coláiste na hInse understands the importance of staff consultation to ensure the ongoing development of Health & Safety within the College. For this reason a ‘Safety Committee’ is set-up to manage all issues and help develop and ensure policies and procedures are kept up to date. Meetings are scheduled on a periodic basis.

5. Training

Coláiste na hInse is committed to the continual training and development of staff as required under Section 10 of the Safety Health and Welfare at Work Act 2005. Employees will be provided with training in various aspects of activity including:

- 5.1. Emergency Procedures/ evacuation
- 5.2. Fire Warden

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5.3. First Aid

Identification of training needs will be determined by the CEO and it is his responsibility to ensure training is completed and updated when needed.

6. Hazard Identification

6.1. Methodology used in Risk Assessment

A High / Medium / Low Matrix system was used to Rate the level of risk for each Hazard identified, where the risk is determined by:

Likelihood X Severity = Risk

Likelihood is the probability of the Hazard causing harm. This also takes into account the frequency of the activity.

This is given a rating of Low Medium or Serious, see table on the following page.

Severity is the potential harm that could occur from the Hazard

This is given a rating of High / Medium / Low, see table on the following page.

Risk Rating is a combination of the Likelihood and the Severity, and is determined by multiplying the two numbers allocated.

This will produce a Risk Rating of Low / Medium or Serious, see table on the following page.

<i>Likelihood</i>	<i>Severity</i>	<i>Risk</i>
Low	Minor	Low
Medium	Minor	Medium / Low
High	Minor	Medium
Low	Significant	Low
Medium	Significant	Medium
High	Significant	Serious
Low	Serious	Medium
Medium	Serious	Medium / Serious
High	Serious	Serious

7. Operational Controls for Health & Safety Management System

7.1. Stress

Coláiste na hInse is committed to all aspects of the Safety, Health and Welfare at Work Act 2005 which requires employers to identify and control all hazards to health including stress.

Coláiste na hInse fulfills this by ensuring during the recruitment stage and during any change of procedures, conditions, or work methods, that each employee's work load is reasonable and complies with The Organization of Working Time Act 1997.

Coláiste na hInse ensures through hazard audits a good standard of working environment (See Appendix).

Individual workers are encouraged to speak with their manager on any issue that may affect the Health and Safety of them or others which would include stress.

7.2.Display Screen Equipment

Coláiste na hInse is committed to the control of all hazards for Display Screen Equipment (DSE). Appendix details a set-up sheet which can be used as an aid for staff and employees in setting up their workstation. If any staff member or employee has any issues regarding their workstation this should be brought to the attention of the Principal. Coláiste na hInse will purchase and provide suitable hardware and software and provide working environment suitable for DSE work.

7.3.Violence / Bullying and Harassment at work

Sections 8 to 12 of the Safety, Health and Welfare at Work Act 2005 set out the duties of the employer to provide for a safe place of work and this includes the threat of Violence, Bullying and Harassment in the workplace. Coláiste na hInse is opposed to any such behavior and any employee found in breach of this will be dealt with through the disciplinary procedures. This includes the sending of electronic documents that could cause an offence to others.

7.4.Pregnant Employees

Coláiste na hInse is committed to the provision of the Safety, Health and Welfare at Work Act 2005 and the General Application Regulations (Pregnant Employees) 2007.

These regulations apply to employees that are pregnant, have just had a baby or are breast feeding (within the first 26 weeks after birth).

Management are to be notified of any of the above conditions by employees so that a risk assessment can be carried out relating to any hazards and current control measures.

Every effort in terms of privacy, flexible work arrangements and facilities will be made to nursing mothers.

7.5.First Aid

There is a First Aid Box supplied, which is available at reception and in the workshops. Staff are required to notify the principal when the first aid box requires restocking.

For any serious matters the emergency services should be called.

7.6.Signage

Coláiste na hInse is committed to the reduction of hazards to acceptable levels. However Coláiste na hInse accepts that there are circumstances where some form of hazard remains, which require signage to communicate risks to staff. Signs will be used in accordance with relevant legislation.

7.7.Change in Work methods and purchase of equipment

Any new equipment will have a risk assessment carried out to ensure all hazards are determined and adequate control measures are put in place.

7.8.Accident reporting and dangerous occurrences

Accident reporting and dangerous occurrences are controlled and recorded in the 'Accident Book'. It is the responsibility of all staff and employees to ensure that these forms are filled out and all incidents notified to the Principle. The Principle is responsible for accident investigation to ensure root causes are identified and appropriate control measures are put in place.

7.9.Health Surveillance

Coláiste na hInse is committed to the continued well-being of all persons on site. All people/staff/employees/students are expected to co-operate and inform their Principle of any accident or ill health they have suffered inside or outside work so that all necessary action can be taken to prevent a reoccurrence.

7.10. Emergency Evacuation

Emergency Evacuations are controlled by the 'Evacuation Plan' shown in Appendix 1. These are performed on a routine basis.

7.11. Monitoring and Review

The Safety Statement and Risk Assessments are designed to be reviewed when necessary. This includes any substantial alterations to the building, introduction of

new work methods not performed previously, employment of staff with special needs, changing legislation etc.

7.12. General Public

There is a risk from people being able to access the building directly at reception. Staff are not to engage in any confrontation with members of the public and should inform the Principle if such a situation arises.

7.13. Access & Egress

Due to the number of students within the facility emergency doors are routinely inspected ensuring they work and are kept clear.

7.14. Workshop tools and equipment

The tools and equipment provided in the workshops are a potential hazard to anybody in the area, for this reason supervision is performed at all times when students are in the workshop.

As part of the students introduction to the workshop and equipment the supervisor will point out risk areas associated with each piece of equipment and precautions to be taken in their use.

All tools and equipment are maintained and any defects repaired or replaced, students are encouraged to report defects with tools or equipment to their supervisor.

Workshop requirements:

- Students to have and use all Personal Protective Equipment (PPE) given to

them and to be trained in their correct use.

- Gloves
- Dust Masks
- Work Clothing
- Safety Glasses
- No loose clothing allowed including jewelry, and long hair should be tied
- All Equipment should be inspected before and after use ensuring
 - Blade fitted correctly and correct blade is used.
 - Correct Guarding in place on the machine.
 - Machine is set-up in the correct location and is stable.
 - Emergency stop is working correctly.
 - Material is fixed firmly in place.
 - The supervisor is aware you are using the machine.
- No Student is to make any alteration to any machine or tool.
- All waste material should be disposed of correctly.
- Equipment and tools are to be stored in a safe location after use and unplugged from sockets ensuring they do not start accidentally, ensuring power is switched off after use.
- Fully maintained and stocked First Aid Box at all times.

7.15. Special needs & Disabled

Additional care is required for students who fall into the above categories, every care has been taken by Coláiste na hInse to ensure the safety of this higher risk group by:

- Evaluating individual requirements for students in relation to fire and evacuation procedures
- Care and supervision requirements.
- Access and egress to the building and rest facilities

- Adaption of the facility to suit the individuals
- Continued monitoring and review of the above.

7.16. Road Safety

There is a risk of accidents to student pedestrians and other road users outside the school grounds. This risk is increased during periods of higher activity i.e. start and finish times of the school. Care should be taken by all staff entering and leaving the school, and all accidents and near misses should be reported to the principal.

7.17. Home Economics Work

The equipment provided in the Home Economics room is a potential hazard to students, for this reason supervision is performed at all times when students are in the room.

As part of the students studies in relation to the different equipment used the teacher will detail the potential hazards associated with the use of.

- Ovens – heat from oven when opening and use of oven gloves for handling items.
- Hobs – heat from hob when lifting items from and to the hob ensuring handles are used at all times and use of gloves when needed.
- Carrying/ movement of hot pans and pots – use of handles and ensuring pots are not overfilled.
- Electrical hazards – ensuring all portable mixers etc. are inspected for damage before use including housing and electrical cables, also ensuring electricity and any potential water or water spillage near to electrical appliances does not happen.

- Food Mixers – correct use of items and no loose clothing which could become entangled in the unit.
- Microwaves – Correct use in relation to timing of cooking, use of gloves to ensure operators are not burnt when removing items.

Other areas of concern are:

- Scalding from steam or hot water – precautions include correct pot size for the quantity, correctly positioned lids, use of heat gloves when moving and always holding the pot by the appropriate handle.
- Hob burns – no overcrowding of students around any individual unit, units to be turned off when not in use.
- Equipment inspection – all equipment should be inspected prior to use to ensure handles operate correctly, any handheld or small mixers have not been damaged and cables and plugs are intact.
- Hygiene – All students must wash hands prior to any food preparation.

Home Economics requirements:

- Students to have and use all Personal Protective Equipment (PPE) given to them and to be trained in their correct use.
 - Heat Gloves
 - Aprons
- All waste material food stuffs should be disposed of correctly.
- Equipment are to be stored in a safe location after use and unplugged from sockets ensuring they do not start accidentally, ensuring power is switched off after use.
- Fully maintained and stocked 'First Aid Box' at all times.

Part 2. Risk Assessments

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Risk Assessment

Area	Main Office
Activity	General Office Duties
Risk Assessment No.	1

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Likelihood	Severity	Risk Rating
DSE	Repetitive strain	Staff	Ergonomic chairs and tables supplied Variation in work, filing, telephone, photocopying etc.	Medium	Significant	Medium
Slip trips and falls	Impact/bruising	staff	No trailing cables in the office, routine cleaning New carpet with no trip hazards	Medium	Significant	Medium
Electrical	Electrocution	Staff	New equipment is used in the office,	Low	Significant	Low

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1	Hazard Audit to be completed on a regular basis. Des will supply, staff to complete	College	Feb 13	
2				
3				
4				

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Risk Assessment

Area	Main Office
Activity	General Office Duties
Risk Assessment No.	2

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Likelihood	Severity	Risk Rating
Photocopier	Electrocution	Staff	Good Housekeeping levels No overloading of socket, single use of socket See chemical risk assessment for toner and developer	Low	Significant	Low
Printers	Electrocution	Staff	Good Housekeeping levels No overloading of socket, single use of socket See chemical risk assessment for toner and developer	Low	Significant	Low
Stress	Physiological	Staff	Good clear company reporting structure Employees encouraged to speak with the Principal on any issues affecting hem regarding stress Good working environment with to physical demands that could lead to stress	Low	Significant	Low

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1	None			

Risk Assessment

Area	Main Office
Activity	General Office Duties
Risk Assessment No.	3

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Likelihood	Severity	Risk Rating
PC's	Repetitive strain	Staff	DSE communication sheet available for all users	Low	Significant	Low
			Variation in work, filing, telephone, photocopying etc.			
			Low level usage by most staff members			

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1	No additional controls needed			

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Risk Assessment

Area	Main Office
Activity	Fire Risk Assessment
Risk Assessment No.	4

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Likelihood	Severity	Risk Rating
Fire	Burns to person	All	Good Housekeeping levels	Low	Serious	Medium
			No buildup of waste paper or other combustible material			
			No overloading of sockets			
			All electrical equipment switched off at night time			
			Fire Drills performed on a routine basis as per regulations (four per year)			
			New maps in place showing escape routes			
			Fully maintained fire alarm system			

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1	Hazard Audit to be completed on a regular basis Des will supply, College to complete	College	Feb 13	

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Risk Assessment

Area	Canteen
Activity	Staff Canteen
Risk Assessment No.	5

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Likelihood	Severity	Risk Rating
Kettles	Electrocution	Employees	Restricted area and restricted use, thermostatic cut out if unit overheats	Low	Significant	Low
	Scalds	Employees	No overfilling of unit			
Fridge Contaminated food	Food Poisoning	Employees	Regular cleaning of unit, Checked as part of hazard audit	Low	Significant	Low
Microwave	Food Poisoning	Employees	Regular cleaning of unit, Checked as part of hazard audit	Low	Significant	Low

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date

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Risk Assessment

Area	Wood Workshop
Activity	General
Risk Assessment No.	6

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
Saw	Cuts to person	Staff & Students	Appropriate clothing used while students are in the workshop, NO loose clothing, ties, jewelry allowed, and tie any long hair back.	Medium	Significant	Medium
			All cutting material securely held during operations. Operators trained in the correct way to cut and forces to use, saws kept sharp.			
			Area kept clean and tidy, no tools, other equipment allowed in the area			
Dust Extraction Machine	Dust build up / fire risk	Staff & Students	Regular cleaning and emptying of the machine and filter bag ensuring correct operation and no build up of material.	Medium	Significant	Medium
Wood Sander	Impact/cuts to person	Staff & Students	Routine cleaning of machine during and after each job ensuring no build-up of dust	Medium	Low	Low
			Guarding in place on the machine			
			Gloves use at all times			
			Safety goggles used to protect			
Hand Tools	Impact & Cuts	Staff & Students	All Employees/Students trained in the appropriate use of all tools prior to use, chisels, hammers, saws etc. kept lock away when not in use and only used under supervised conditions	Medium	Significant	Medium

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date

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Risk Assessment

Area	Wood Workshop
Activity	General
Risk Assessment No.	8

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
Poor Housekeeping	Slips trips and falls/ flying material from machines -	Staff & Students	Regular cleaning of areas during and after use as needed. No storage of materials or tools on top of machines	Medium	Significant	Medium
			No trailing cables			
			All materials and tools stored away after use			
Electricity	Electrocution	Staff & Students	Emergency stop on all machines, emergency electrical cut off for the room	Medium	Significant	Medium
			Routine inspection of cables			

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date

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Risk Assessment

Area	Workshop
Activity	Wood Lathe
Risk Assessment No.	9

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
entanglement	Impact to person	Staff & Students	Appropriate clothing used while students are in the workshop, NO loose clothing, ties, jewelry allowed, and tie any long hair back.	Medium	Significant	Medium
			Employee to check product is securely tighten in the chuck and the chuck key removed, the chuck key is never to be left in the chuck , even when the machine is not in use. Never reach over a spinning chuck			
			Area kept clean and tidy, no tools, other equipment allowed on the top or the bed of the lathe.			
Piece becomes loose from chuck	Impact to person	Staff & Students	Employee to check product is securely tighten in the chuck and the chuck key removed, the chuck key is never to be left in the chuck , even when the machine is not in use PPE used, safety goggles when machining and gloves when handling product.	Medium	Significant	Medium
Flying swarf	Impact/cuts to person	Staff & Students	Routine cleaning of machine during and after each job ensuring no build-up of dust	Medium	Low	Medium/Low
			Safety goggles used to protect			

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1	None			

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Risk Assessment

Area	Workshop
Activity	Jig Saw
Risk Assessment No.	10

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
entanglement	Impact to person	Staff & Students	Appropriate clothing used while students are in the workshop, NO loose clothing, ties, jewelry allowed, and tie any long hair back.	Medium	Significant	Medium
			Employee to check product is securely tightened			
			Area kept clean and tidy, no tools, other equipment allowed on the top of the jig table.			
Blade sticking / breaking	Impact	Staff & Students	Employee to check the blade is securely tighten. PPE used, safety goggles when machining and gloves when handling product. Blades kept sharp and changed when required. Users trained on the maximum cutting depth the machine is capable of performing safely.	Medium	Significant	Medium
Flying swarf	Impact/cuts to person	Staff & Students	Routine cleaning of machine during and after each job ensuring no build-up of swarf	Medium	Low	Low
			Safety goggles used to protect			

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1				

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Risk Assessment

Area	Wood Workshop
Activity	Table Saw
Risk Assessment No.	11

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
entanglement	Impact/deep cut	Staff & Students	Guarding in place and adjusts to the size of the operation Employee switches off the machine when loading	Low	Significant	Low
			Appropriate clothing used while students are in the workshop, NO loose clothing, ties, jewelry allowed, and tie any long hair back.			
			Blades are inspected at the start of each job to ensure they are sharp and undamaged			
			Swarf/wood dust is routinely removed from the waste bin			
Changing Blades	Cut	Staff & Students	Machine is switched off and unplugged before any repair of maintenance is performed Appropriate gloves and tools are used for the task	Low	Significant	Low
Table saw	Electrocution	Staff & Students	Inspection of unit prior to operation, looking for exposed or damaged wires	Low	Significant	Low
Noise	Hearing Loss	Staff & Students	Ear Muffs supplied and supervised	Low	Significant	Low

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1				
2				
3				

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Risk Assessment

Area	Metal Workshop
Activity	General

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
Cables	Slips trips and falls	Staff/ Students	Equipment and tools put away after use, no trailing cables across walk ways.	Medium	Significant	Medium
Machines	Noise	Staff/ Students	Hearing protection supplied for all activity, supervised staff at all times. Cutting blades and tools kept sharp at all times.			
Dust and Dirt	Slip trips and falls / fire risk	Staff/ Students	Regular cleaning and emptying of machines and filter bag ensuring correct operation and no build up of material.	Medium	Significant	Medium
Hand Tools	Impact & Cuts	Staff/ Students	All Employees/Students trained in the appropriate use of all tools prior to use, hammers, saws etc. kept locked away when not in use and only used under supervised conditions	Medium	Significant	Medium

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
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Risk Assessment

Area	Metal Workshop
Activity	Lathe

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
entanglement	Impact to person	Staff/ Students	Appropriate clothing used while students are in the workshop, NO loose clothing, ties, jewelry allowed, and tie any long hair back.	Medium	Significant	Medium
			Employee to check product is securely tighten in the chuck and the chuck key removed, the chuck key is never to be left in the chuck , even when the machine is not in use. Never reach over a spinning chuck			
			Area kept clean and tidy, no tools, other equipment allowed on the top or the bed of the lathe.			
Piece becomes loose from chuck	Impact to person	Staff/ Students	Employee to check product is securely tighten in the chuck and the chuck key removed, the chuck key is never to be left in the chuck , even when the machine is not in use - PPE used, safety goggles when machining and gloves when handling product.	Medium	Significant	Medium
Flying swarf	Impact/cuts to person	Staff/ Students	Routine cleaning of machine during and after each job ensuring no build-up of swarf	Medium	Low	Low
			Safety goggles used to protect			

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1				

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Risk Assessment

Area	Metal Workshop
Activity	Welders

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
Gas	Fire/Explosion	Staff & students	Cables and connections checked before and after each use, system fully turned off when not in use	Medium	Significant	Medium
			Trained student only and under supervised conditions			
			Area kept clean and tidy, no tools, other equipment allowed near the welding			
Bottle falling	Impact	Staff & students	Bottles secured at all times with chain Staff member is only allowed to move or change bottles	Medium	Significant	Medium
Arc Eye	eyes	Staff & students	Screens used at all times Full training and supervision Full welders mask used by operator	Medium	Minor	Low

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1				

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Risk Assessment

Area	Metal Workshop
Activity	Pillar Drill

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
Entanglement	Impact to person	Staff/ Students	Appropriate clothing used while students are in the workshop, NO loose clothing, ties, jewelry allowed, and tie any long hair back.	Medium	Significant	Medium
			Employee to check product is securely held when machining			
			Never reach over the drill			
			Area kept clean and tidy.			
Pillar Drill	Electrocution	Staff/ Students	Inspection of unit prior to operation, looking for exposed or damaged wires	Medium	Significant	Medium
Material becomes loose	Impact to person	Staff/ Students	Employee to check product is secure when machining.	Medium	Significant	Medium
			PPE used, safety goggles when machining product.			
Flying particles	Impact/cuts to person	Staff/ Students	Routine cleaning of machine during and after each job ensuring no build-up of metal fillings and swarf	Medium	Significant	Medium
			Safety goggles used to protect			

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1	No issue			

Risk Assessment

Area	Metal Workshop
Activity	Metal Forming/Bending

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
Pinch Points	crush	Staff & Students	Users not to put hands in or near the blades. No other persons to put their hands near the blades	Medium	Significant	Medium
			Operator to check product is securely held when bending			
			Area kept clean and tidy.			

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1	No issue			

Risk Assessment

Area	Metal Workshop
Activity	Furnace

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
Fire	Burns	Staff & Students	Supervised use only Clear area ensuring no other material is at risk of catching fire	Medium	Significant	Medium
			Operator to check product is securely held when bending			
			Area kept clean and tidy.			
			Fire watch on area after it has been switched off and allowed to cool			

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1	No issue			

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Risk Assessment

Area	Home Economics classrooms
Activity	General activity

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
Slips trips and Falls	Cuts /impacts	Staff & Students	Supervised classes Good housekeeping standards with no trailing cables, all equipment hard wired or bench mounted	Medium	Significant	Medium
Electrical	Electrocution	Staff & Students	Cables checked as part of hazard audit. Minimal movement of machine, any portable equipment checked prior to use	Low	Significant	Low
Manual handling	Back injury	Staff & Students	No lifting of heavy loads	Low	Minor	Low
Fire	Burns	Staff & Students	Classroom located close to fire exit Supervised at all times See Evacuation procedure for more details	Low	Significant	Low

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1	No issue			

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Risk Assessment

Area	Home Economics classrooms
Activity	General activity

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
Ovens	Burns / Electrocution	Staff & Students	Supervised classes All units hard-wired with no exposed cables Oven gloves used when removing any items	Low	Minor	Low
Fridge	Hygiene related issues	Staff & Students	Fridge temperature checks performed on a routine basis to ensure system is operating correctly	Low	Significant	Low
Knives	Cuts	Staff & Students	All students supervised when using knives, all sharp knives locked away when not in use. Any damaged or broken knife is taken out of commission	Low	Significant	Low

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1	No issue			

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Risk Assessment

Area	Classrooms
Activity	General activity

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
Slips trips and Falls	Cuts /impacts	Staff & Students	Supervised classes Good housekeeping standards with no trailing cables	Low	Significant	Low
Electrical	Electrocution	Staff & Students	Cables checked as part of hazard audit. Minimal movement of machine	Low	Significant	Low
Manual handling	Back injury	Staff & Students	No lifting of heavy loads Trolleys available for heavy loads	Low	Minor	Low

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date
1	None			

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Risk Assessment

Area	All Areas
Activity	Building maintenance

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
Fall From Heights	Impact/Cuts	All/Contractors	Contractors Work Permit system in place	Medium	Significant	Medium
			No Lone working for working at height			
			Access platforms used and no working from ladders			
			Individual risk assessment performed where necessary			
Electrical	Electrocution	All/Contractors	Only certified persons allowed work on electrical system	Medium	Significant	Medium
			No Live working, Lock out and Tag out used			
			All systems certified after insulation			
			Hazard audit performed			
			Individual risk assessment performed where necessary			

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date

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Risk Assessment

Area	All Areas
Activity	Building maintenance

Completed By	Des Stapleton
Date	19/12/12

Potential Hazard	Risk Of Injury	Person At Risk	Current Control Measures	Frequency	Severity	Risk Rating
Lawnmower	Impact/Cuts	Employees	Restricted access Keys removed from tractor when not in use and locked away All maintenance work carried out by professional Machine always disabled, spark plug lead removed and keys removed from machine before any work in done removing blockages (the blade should not be touched or rotated)	Medium	Significant	Medium

Additional Control Measures

No.	Description	Person Responsible	Date to Complete	Signed Completed & Date

Appendix 1.
Emergency Response / Fire Evacuation

- 1.0 Purpose:
To describe the procedures to follow in the event of an emergency evacuation.
- 2.0 Scope:
This procedure applies to all staff, visitors, students and encompasses all elements of Coláiste na hInse. This document primarily relates to Fire Evacuation however should be followed for any other emergency evacuation.
- 3.0 Related Documents:
Safety Statement
Employee and Student list

4.0 Method

4.1 All Staff /Students on discovering a fire should

- 4.1.1 Raise the alarm by activating the nearest break glass unit and continue to the assembly area

4.2 All Staff on hearing the Fire Alarm should

- 4.2.1 Instruct the students to close windows and turn off equipment and power sources, turning off gas supplies ensuring it is safe to do so.
- 4.2.2 Check store rooms etc. that may service the classroom
- 4.2.3 Instruct the Students
- Not to run
 - Not to laugh or make noise
 - Not to attempt to pass each other
 - Not to delay or return for bags or coats
 - Not to reenter the building until instructed
 - Walk single file to the assembly area located outside the school.
 - To Assembly in single file in their Caomhnóir groups and with their year groups.
 - Not to talk or to make noise when outside
- 4.2.4 Before Leaving the Classroom
- Consult the evacuation notice on the back of the classroom door to check the correct assembly point for the year group.
 - Take your roll book (Teacher organiser) if available.
 - Stand Students in single file and count the students leaving the room.
 - Use the nearest fire exit to exit the building and then make your way to the assembly point when safety outside.
 - Close all classroom doors after leaving

4.2.5 At the assembly points

- Get the students into single file in their allocated area
- Check your roll book when available and ensure all students in Rang group are accounted for.
- Inform the year head or (Principal if year head absent) if there are any students unaccounted for.
- Wait for instructions from the Principal or second in command
- Only re-enter the building once the all-clear has been given by the Principal or second in command

4.3 Receptionist

4.3.1 On hearing the Fire Alarm the Receptionist should collect (if it is safe to do so) the:

4.3.1.1 Fire Evacuation Procedure & Maps

4.3.1.2 Safety Statement.

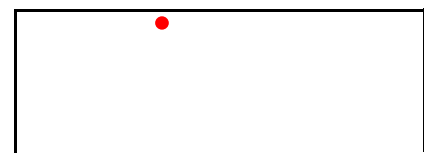
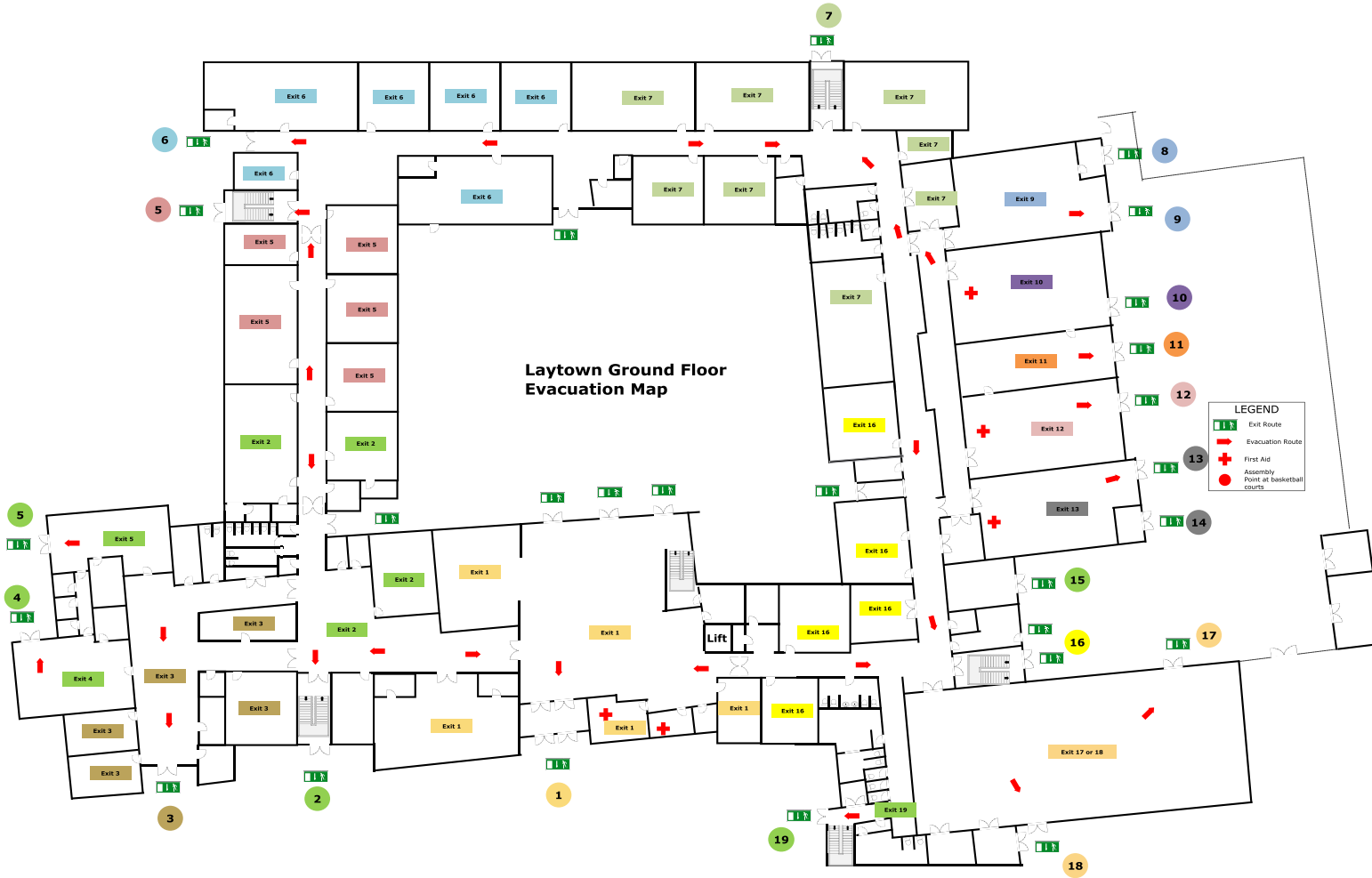
4.3.1.3 Visitors Sign in Book.

4.3.1.4 Staff list

4.3.1.5 Roll books

4.3.1.6 First Aid Box

4.3.2 Receptionist should continue to the assembly point.





Appendix 2.

Display Screen Assessment

Briefing on the correct and safe use of a workstation

Display Screen Equipment (DSE) is now used by millions of people all over the world for work and recreation. If the set-up is poor and the work poorly organised the staff using the equipment are exposed to:

- Challenging visual tasks, which can cause temporary effects such as tiredness and headaches
- Poor posture and heavy workload which in a few cases are believed to have caused upper limb disorder.
- Poor Posture which can lead to discomfort, fatigue and aches and pains.

Achieving Comfort

1. The work area in which the workstation is situated needs to be maintained to provide reasonable conditions including sufficient space to work, warmth, protection from draughts and floors without trip hazards. The lighting arrangements are important. This includes blinds to any window that allows direct sunlight to fall onto the screen, and also the choice and positioning of lights, so that glare is avoided. If it is the case that glare is an issue that cannot be resolved, please inform your manager about the problem.
2. The work area should have the correct adjustable chair and stable desk to work from. The chair should be adjustable so that the back provides good lumbar support, arm support and height adjustment to suit your needs. You should also be able to place both feet on flat on the floor, and forearms approximately horizontal with the keyboard with the correct seat adjustment. If it is a case that you have an issue that cannot be resolved please inform your manager about the problem.
3. The display should be stable and without flicker, with crisp images, the tilt, brightness and contrast should be suitably adjusted. The keyboard detachable from the computer should be at a distance that feels comfortable. If it is a case that you have an issue that cannot be resolved please inform your manager about the problem.
4. Whenever possible periods of screen work should be broken by doing other tasks such as filing etc. These breaks reduce the chances of any hazards associated with prolonged DSE work.
5. There is no evidence that work with DSE has any permanent effect on eyesight, but an inability to focus comfortably on the screen can cause discomfort, fatigue and even headaches. All 'Users' of DSE may have periodic eyesight tests at the company's expense. If you wish to have such a test please let your manager know.

Appendix 3.

Contractors Handbook

Facility Management Contractors Handbook

1.0 PURPOSE

The purpose of this policy is to outline the site rules for Contractors

2.0 SCOPE

This policy applies to all Contractors working on site

3.0 REFERENCES

COLÁISTE NA HINSE Safety Statement

COLÁISTE NA HINSE Safety Policy

4.0 INTRODUCTION

This handbook sets out certain safety rules and guidelines for contractor operations on the **COLÁISTE NA HINSE** site.

Accordingly, **COLÁISTE NA HINSE** urges each contractor to supplement these provisions with instructions and work practices, which will decrease the risk of injury and illness to employees and to others.

Contractor and Supplier Responsibilities

In addition to the sections outlined in this document, contractors (and their management) must comply with the following site safety rules:

- Adhere to the **Health & Safety at Work Act 2005**.
- Adhere to all applicable safety/environmental **codes and regulations**.
- Adhere to all applicable **building regulations**.
- Must have an up-to-date Safety Statement covering the work contracted.
- Provide Safety Training for all employees that explain safe work practices prior to reporting to work on the site. There must be safety programmes that back up the training already given.
- All Contract employers must report all accidents and near misses to **COLÁISTE NA HINSE** Management, and where accidents result in three days absence, to the HSA.
- Supply Safety Data Sheets (SDS) for all hazardous chemicals on Site.
- Must wear proper Personal Protective Equipment (PPE).
- It is a requirement that all contractors understand and adhere to relevant company practices, and any control measures identified as a result of a risk assessment prior to the commencement of work.
- You must comply with **Coláiste na hInse** 'Work Permit' system.
- You must ensure your work area is safe for you and others with the use of barriers etc.

- You must know the emergency procedures in case of fire/evacuation, know your 'Assembly Point' and fire exit routes.
- Contractors are expected to provide their own First Aid.
- Contractors must provide their own fire extinguishers for 'Hot Works'.
- It is the responsibility of the Contractor's Supervisor to ensure that he and all contractors who are contracted through his company have read and fully understand this document.
- The back page should be signed by Contractor's Supervisor and the other contractors to demonstrate that they fully understand their responsibilities.

What you must *Not* Do.

- Run or indulge in Horseplay
- Smoke in the building
- Carryout any electrical or Hot Works without permission.
- Work Alone on hazardous operations
- Leave switchboards open or cables exposed
- Allow rubbish to accumulate
- Discuss client Business
- Remove client assets from site unless prior approval given

All employees, including contractor employees, have the responsibility to work in a safe manner and to do their utmost to prevent injury and work related illness to themselves and to others, or damage to the environment. Any violations incurred by the contractor will be the contractor's responsibility to correct.

It is for this reason that COLÁISTE NA HINSE has a Permit to Work System (Appendix 4) in place in an effort to minimize all risks. Please ensure you follow this procedure when on site.

**TOOLS AND EQUIPMENT
(including Personal Protective Equipment, PPE)**

Shall be:

- Properly maintained.
- Appropriate for the safe accomplishment of the task.
- Used only by people who have been properly trained and are otherwise competent to use the tools and equipment safely.
- Tools shall be used only for the purpose for which they are designed.

People required to use a safety harness shall be trained in the proper method of wearing, using, and securing the harness.

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POWER TOOLS AND EQUIPMENT

- ONLY SINGLE PHASE 110v (55v TO EARTH) PORTABLE ELECTRICAL TOOLS SHALL BE USED ON SITE
- Electrical tools must be unplugged before any adjustments, servicing or repairs are made.
- Proper guards and shields must be installed on all power tools.
- Only properly trained competent people are allowed to carry out any adjusting, servicing, or repairing of power tools and equipment.

Working at height

A Work Permit is required and prior approval from the Craft Person is required before any working at height takes place. All work should be in compliance with the Safety, Health and Welfare at Work General Application Regulations (Working at Height 2007).

IN THE EVENT OF AN EVACUATION ALARM

On hearing the fire alarm telling you to evacuate:

- Stop whatever you are doing.
- Switch off equipment only if it is safe to do so and is not time consuming.
- Leave aisle clear behind you.
- Leave the building by the nearest emergency exit route.
- Do not stop to collect personal belongings.
- Do not smoke at any stage during the evacuation.
- Do not re-enter the building until formally advised to do so.

Contractor’s Supervisor will be responsible for sweeping the area to ensure all contractor staff have left the building, closing doors where possible.

Contractor’s Supervisor will also be responsible for accounting for all contractor staff at the assembly point

—
I have read, understood and agreed to comply with all Site Safety Rules

Name: _____ Date: _____

Company: _____

Appendix 4

Contractors Work Permit

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How to Complete Work Permit Risk Assessment and Method Statement Form.

When is the form used?

This form is to be used for any non-routine contractor who is coming onto site and is performing a hazardous operation which could be a risk to themselves or others, e.g. Window Cleaning, using Ladders, Electrical Work, and Hot Works. Examples where the form would not be used is in routine deliveries, consultant work in Colleges, inspections by contractors where no work is performed.

How to fill out the form?

This form is to be issued by the VEC's Supervisor/Manager who has responsibility for the contractor.

Permit No.

The Supervisor/Manager puts in the Permit number in sequence from the last permit issued (even if a form is scraped and does not take place, it should be noted and filed so there are no missing forms)

The Contractor should complete these sections:

- **Description of Work** (e.g. Rewiring of electrical supply to include 3 extra light fittings in 'College A' all work is from the distribution board 'No. 1' 240 Volt supply. No live work will take place, 'Lock Out Tag Out' (LOTO) of system will be in operation, barriers put in place and no distribution board left open and unattended.
- **Impact on Business** (e.g. workshop lights will be without power from between 9.00 to 13.00.)
- **Location of Works** (e.g. Main board in stores)
- **Team Performing Works** (e.g. FWS Ltd. Joe Bloggs and Jill Bloggs)

Method Statement Section

This is to be completed by the Contractor and will detail the step by step operation of the job including safety check. This should be a comprehensive and detailed list of activities in the sequence that they occur. The Contractor completes this section before the job begins and signs off each section as it is completed.

Risk Assessment Section

This is to be completed by the Contractor and will detail the Hazards that they will encounter and the control measures that they have put in place to counteract the risks to themselves and others.

List of Safety Equipment

This is to be completed by the Contractor, detailing what they intend to use for the job

List of Plant Equipment

This is to be completed by the Contractor, detailing what they intend to use for the job

Person Issuing Permit Section

This is to be completed by the VEC's Supervisor/Manager in charge of the contract. This is only to be completed after they have read and agreed with the **Method Statement** and **Risk Assessment** that the Contractor has filled out. Ensure dates and times are entered.

Person Closing Permit Section

This is to be completed by the VEC's Supervisor/Manager in charge of the contractor after they have finished the work. Ensure that you question - if any issues arose during the works. Check Method Statement was fully signed off. Sign and file the completed form.

N.B. If you are unsure, ask, and if the Job alters during the operation, Coláiste na hInse should be notified and a new permit issued if necessary.

Work Permit Method Statement and Risk

Assessment Form:

Permit No.

Short Description of Work:

State potential impact to operation/business:

Location Of Works:

Team Performing Works: (PLEASE PRINT COMPANY NAME AND INDIVIDUAL NAMES)

PERSON ISSUING PERMIT (Ensure Method Statement and R.A. are completed) (PERMIT OPEN)
(MUST BE IN POSSESSION OF METHOD STATEMENT)

PRINT NAME:

CONTACT NUMBER:

PERMIT FROM DATE/TIME

SIGNATURE

DATE & TIME

PERMIT TO DATE/TIME

N.B. To be completed before work starts and to supervise works during operation

PERSON CLOSING PERMIT. (PERMIT CLOSED)

(MUST BE IN POSSESSION OF METHOD STATEMENT)

PRINT NAME:

CONTACT NUMBER:

COMMENTS

SIGNATURE

DATE & TIME

N.B. To be completed on completion, or if work is cancelled

CONTRACTOR TO COMPLETE THIS SECTION (ACCEPTANCE OF PERMIT/METHOD AND RISK ASSESSMENT)

Permit Acceptance, Method Statement Approved By: Date:

Print Name

NB. Ensure this is retained during works and Returned to Person who issued the permit on completion

STATE POTENTIAL FOR THE FOLLOWING:	High	Med	Low	N/A	State Prevention Measures to eliminate/minimise risk
Personal Injury					
Contact with Rotating Equipment					
Contact with Electrical Supplies					
Release from Pressurised Systems					
Contact with hot surfaces					
Exposure to hazardous gas or chemicals					
Falling from Height					
Affixation from fumes/ oxygen depletion					
Fire / Fire Alarm activation					
Noise Generation					
Odour Generation					
Environmental Damage					
Waste disposal					
Equipment Damage					
Others Potential Hazards (Please Specify below)					

List Safety Equipment Required: (e.g.: Gloves/Safety Glasses/Hard Hat etc., Please specify)

List Plant Equipment required: (e.g. Drill/grinder etc., Please specify)

Appendix 5.

Hazard Audit

Hazard Audit Sheet

Completed By.....

Date.....

Area	Hazard Checks	Status
Classrooms	Emergency exits clear and unlocked	
	Floor area clear with no trip hazards	
	Equipment functioning correctly	
	Storage safe and secure	
	Check lighting for operation	
	Check Fire Extinguishers for operation or damage	
	Check table tops are clear	
	Additional issues noted	
Area	Hazard Checks	Status
Science, HE, & Workshop Rooms	Emergency exits clear and unlocked	
	Floor area clear with no trip hazards	
	Equipment functioning correctly, all emergency stops checked	
	Storage safe and secure including chemicals	
	Check lighting for operation	
	Check first aid stock and extinguishers	
	Check cabling and hoses on all machines	
	Check table and worktops are clear	
Additional issues noted		
Area	Hazard Checks	Status
External	Emergency exits clear and unlocked	
	Paving area clear with no trip hazards	
	Check parking areas	
	Check all restricted areas are kept locked	
	Check external lighting for operation	
	Check all emergency exits	
	Check activity during drop off and collection times for student and vehicle safety	
	Additional issues noted	

Appendix 8.

FWS H&S Consultants Contact Details



Des Stapleton

FWS Ltd.
Sandygrove
Blackrock
Co. Louth.

E-mail info@fws.ie
Web www.fws.ie

Mobile 087 0523635
Tel/fax 042 9323150

Date of ratification

SDPI Committee_8th January 2013_____

Staff **30th May 2013**

Parents 23rd May 2013

BOM **27th May 2013**

Date of review_____

Coláiste na hInse
Bettystown
Co. Meath

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