

# **Guidelines on Managing Safety and Health in Post-Primary Schools**



## **Part 2**

### **Tools and Templates**

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# introduction

Part 2 of these Guidelines contains all the tools you will need to get your school safety and health management system up and running to include: planning templates, sample safety and health policy, management organisation chart and training and monitoring tools. Your school may already use similar tools but it may be useful to supplement or compare with what you find here.

All templates and sample documentation are referenced in Part 1 of the Guidelines with a link to **Part 2 - Tools and Templates** for ease of use.

Part 2 also includes a **Risk Assessment Tool (Tool 4)** which provides a series of templates, listing the most common hazards and risks in the school environment. These templates will assist you in carrying out your risk assessment(s) and can complement efforts in identifying hazards and reducing risks. The risk assessment templates are detachable and can be filled in or photocopied for future use as part of your annual risk assessment. These templates may also be filled in on the attached CD and saved to your computer or they may be downloaded from [www.hsa.ie/education](http://www.hsa.ie/education). They can also be reviewed and updated at any time during the school year as circumstances change or new hazards arise.

The hazards, risks and controls identified are not intended in any way to be an exhaustive list of all eventualities that will arise in all post-primary schools. Every school is a unique work environment in its own right and the risk assessment must be approached in this way. Blank risk assessment templates are also contained at the back of Tool 4 which you can use for additional hazards or work areas that are not included in these templates.

The **enclosed CD** (on the inside of the folder) contains electronic copies of the Guidelines and all the templates within Part 2 which you can print off at any stage for further use. All of the documentation supplied with these Guidelines may be downloaded from the following websites:

[www.hsa.ie/education](http://www.hsa.ie/education)

[www.education.ie](http://www.education.ie)

[www.stateclaims.ie](http://www.stateclaims.ie)

[www.sdpi.ie](http://www.sdpi.ie)

# Tool 1: Planning Documents

## Tool 1 (A) Sample term planner

Effective management of safety and health in the school requires continuous attention. It is best that the school plans this work over the entire school year. The following is an overview of how a school might plan the implementation and operation of the safety and health management system over the three terms.

Where a safety committee is not in place, their tasks in the planner should devolve directly to the designated person for safety and health acting on behalf of the Board of Management/VEC.

TERM 1	<b>Board of Management/VEC</b>	<ul style="list-style-type: none"> <li>• Initiate safety and health audit (<b>Part 2, Tool 1 (B)</b>)</li> <li>• Receive report on safety and health from the safety committee</li> <li>• Review risk assessment</li> <li>• Review/update safety statement in light of safety committee's report/recommendations</li> <li>• Agree actions required</li> <li>• Allocate resources where necessary</li> <li>• Identify short, medium and long term priorities</li> <li>• Approve/ratify safety and health decisions</li> <li>• Sign off on safety and health policy</li> <li>• Sign off on safety statement</li> </ul>
	<b>Designated person for Safety and Health acting on behalf of the Board of Management/VEC, e.g. Principal</b>	<ul style="list-style-type: none"> <li>• Convene meeting of safety committee</li> <li>• Take necessary actions on foot of agreed safety committee decisions</li> <li>• Ensure that required protocols for fire drills, accident reporting etc. are fulfilled</li> <li>• Respond to safety and health reports, events and issues</li> <li>• Brief staff on safety and health and report on issues as required</li> </ul>
	<b>Safety Committee (if in place)</b>	<ul style="list-style-type: none"> <li>• Review safety statement and risk assessments</li> <li>• Agree programme for year – actions/priorities/changes</li> <li>• Assess training needs – established (fire, first aid, manual handling etc.) and new/special requirements (new equipment, particular needs)</li> <li>• Agree training programme based on risk assessments</li> <li>• Agree necessary corrective actions</li> <li>• Decide on maintenance and servicing plan</li> <li>• Report to the Board of Management/VEC</li> </ul>
	<b>Staff Meetings</b>	<ul style="list-style-type: none"> <li>• Brief staff on key aspects of the safety statement - accident reporting etc.</li> <li>• Note relevant changes in risk, controls and procedures</li> <li>• Routinely, and as the need arises, discuss safety and health-related issues</li> </ul>
	<b>Staff</b>	<ul style="list-style-type: none"> <li>• Inspect work areas: (teaching staff) laboratories, workshops, kitchens, classrooms etc. (non-teaching staff) offices, toilets, corridors, grounds etc.</li> <li>• Complete risk assessments as appropriate to one's own area of work as requested by the Board of Management/VEC</li> <li>• Follow internal accident and incident reporting procedures</li> <li>• Comply with safety and health decisions of the Board of Management/VEC</li> </ul>

<b>TERM 2</b>	<b>Board of Management/VEC</b>	<ul style="list-style-type: none"> <li>• Receive progress report on safety and health planning decisions</li> <li>• Review significant safety and health issues as reported</li> <li>• Allocate appropriate resources</li> </ul>
	<b>Designated person for Safety and Health acting on behalf of the Board of Management/VEC, e.g. Principal</b>	<ul style="list-style-type: none"> <li>• Convene meeting of safety committee</li> <li>• Respond to safety and health reports, events and issues</li> <li>• Ensure training programme is carried out</li> <li>• Carry out second fire drill according to protocols agreed</li> <li>• Review accident reports</li> <li>• Report to Board of Management/VEC</li> </ul>
	<b>Safety Committee</b>	<ul style="list-style-type: none"> <li>• Review progress on safety and health planning decisions</li> <li>• Review implementation of training programme</li> <li>• Review safety and health events and responses</li> <li>• Report to the Board of Management/VEC</li> </ul>
	<b>Staff Meetings</b>	<ul style="list-style-type: none"> <li>• Brief staff on key aspects of the safety statement - accident reporting etc.</li> <li>• Note relevant changes in risk, controls and procedures</li> <li>• Routinely, and as the need arises, discuss safety and health-related issues</li> </ul>
	<b>Staff</b>	<ul style="list-style-type: none"> <li>• Safety inspection of work areas and equipment</li> <li>• Report new hazards or increased risks</li> <li>• Report accidents, incidents and dangerous occurrences to management</li> <li>• Participate in training as required</li> <li>• Carry out safety and health actions required by Board of Management/VEC</li> </ul>

<b>TERM 3</b>	<b>Board of Management/VEC</b>	<ul style="list-style-type: none"> <li>• Receive and review report on progress of safety plan</li> <li>• Review and prioritize needs as identified by risk assessments</li> <li>• Identify priorities for safety and health plan for following year</li> <li>• Review and amend safety statement in light of above</li> </ul>
	<b>Designated person for Safety and Health acting on behalf of the Board of Management/VEC, e.g. Principal</b>	<ul style="list-style-type: none"> <li>• Carry out a comprehensive risk assessment</li> <li>• Review risk assessments</li> <li>• Complete year-end report, including conclusions of risk assessment, noting actions to be carried forward to next year</li> <li>• Review training programme</li> <li>• Report to Board of Management/VEC with recommendations for priority actions and planning programme for coming year</li> </ul>
	<b>Safety Committee</b>	<ul style="list-style-type: none"> <li>• Review year-end report including conclusions of risk assessments</li> <li>• Review findings of the reviewed risk assessment/safety statement</li> <li>• Review of communication and training procedures</li> <li>• Make representations to Board of Management/VEC on any safety and health issues that have arisen during the school year with a view to development safe systems of work</li> </ul>
	<b>Staff Meetings</b>	<ul style="list-style-type: none"> <li>• Brief staff on key aspects of the safety statement - accident reporting etc.</li> <li>• Note relevant changes in risk, controls and procedures</li> <li>• Routinely, and as the need arises, discuss safety and health-related issues</li> </ul>
	<b>Staff</b>	<ul style="list-style-type: none"> <li>• Report accidents, incidents and dangerous occurrences to senior management</li> <li>• Carry out new or outstanding necessary risk assessments appropriate to one's own area of work and competency</li> </ul>

## Tool 1 (B) School safety and health management audit tool

A safety and health audit is a comprehensive review of all aspects of safety and health management across the school as a whole. This initial review can be used in two ways:

- It can be used by the Board of Management/VEC to establish the school's current status in relation to compliance with safety and health legislation and to help identify current gaps in managing safety.
- It can also be used by the Board of Management/VEC at the end of the school year to review the school's safety progress and assist with planning for the forthcoming year.

**School Year:** \_\_\_\_\_

1	Safety Statement	Yes	No
1.1	Does your school have a safety statement?		
1.2	Is it current? ( i.e. reviewed in the last 12 months)		
1.3	Is it authorised/signed/ratified by the Board of Management/VEC?		
1.4	Does it contain a clearly defined safety and health policy?		
1.5	Does the safety and health policy include a commitment to prevent injury and ill-health and continual improvement in safety and health management and performance?		
1.6	Does it include a commitment to comply with identified legislative requirements that relate to occupational safety and health hazards?		
1.7	Does it provide a framework for setting and reviewing safety and health action plan?		
1.8	Is the safety statement documented - in a written format either on paper or electronically?		
1.9	Is the safety statement communicated to all persons within the school?		
1.10	Is the safety statement communicated to interested parties, visitors, and contractors?		
1.11	Have formal risk assessments been completed?		

2	Hazard identification, risk assessment and determining controls	Yes	No
2.1.	Has your school a written procedure for conducting hazard identification, risk assessment and determining of control measures?		
2.2	Does this procedure take into account routine and non-routine activities?  (Routine activities are defined as commonplace tasks, chores, or duties as must be done regularly or at specified intervals; typical or everyday activities.  Non-routine activities are defined as tasks that are not done regularly or at specified intervals; they are atypical activities).		
2.3	Does this procedure take into account activities of all persons with access to the school?		
2.4	Are the risk assessments documented and kept up to date?		

<b>3</b>	<b>Legal and other requirements</b>	<b>Yes</b>	<b>No</b>
<b>3.1</b>	Is there a written procedure for identifying and assessing the legal and other safety and health requirements?		
<b>3.2</b>	Is the information kept up to date?		
<b>3.3</b>	Is the relevant information communicated to interested parties?		

<b>4</b>	<b>Action Plan</b>	<b>Yes</b>	<b>No</b>
<b>4.1</b>	Has your Board of Management/VEC a written safety and health action plan?		
<b>4.2</b>	Are the safety and health tasks identified in the action plan assigned a timeframe for completion?		
<b>4.3</b>	Is each task assigned to a person with responsibility for completion of the task?		
<b>4.4</b>	Does the plan show a commitment to prevent work related-injury and ill-health?		
<b>4.5</b>	Has the Board of Management/VEC established, implemented and maintained a programme for achieving the requirements of the safety and health action plan?		
<b>4.6</b>	Are the tasks, as set, reviewed regularly at planned intervals and adjusted, where necessary to ensure the action plan and its requirements are being achieved?		

<b>5</b>	<b>Resources, roles, responsibilities, accountability and authority</b>	<b>Yes</b>	<b>No</b>
<b>5.1</b>	Are safety and health roles and responsibilities defined?		
<b>5.2</b>	Are safety and health roles and responsibilities assigned to individuals?		
<b>5.3</b>	Are safety and health roles and responsibilities documented?		
<b>5.4</b>	Are safety and health roles and responsibilities communicated to individuals?		

<b>6</b>	<b>Competence, training and awareness</b>	<b>Yes</b>	<b>No</b>
<b>6.1</b>	Are employees appropriately competent?		
<b>6.2</b>	Does the Board of Management/VEC identify staff safety and health training needs and set this out in a written plan? e.g. fire safety, first aid etc.		
<b>6.3</b>	Once training needs are identified, is the appropriate training provided to meet these needs?		
<b>6.4</b>	Are training records retained?		

<b>7</b>	<b>Communication</b>	<b>Yes</b>	<b>No</b>
<b>7.1</b>	Has the Board of Management/VEC established a formal procedure for internal communication among the various levels and functions of the school?		
<b>7.2</b>	Has the Board of Management/VEC established a formal procedure for communication with contractors and other visitors to the school?		



8	Participation and consultation	Yes	No
8.1	Has the Board of Management/VEC established a formal procedure for the participation of staff in hazard identification, risk assessment and the implementation of control measures?		
8.2	Has the Board of Management/VEC established a procedure for the involvement of staff in incident investigation?		
8.3	Has the Board of Management/VEC established a procedure for the participation of staff in the development of safety and health policies? Does this procedure ensure adequate attention is paid to the needs of individuals with disabilities?		
8.4	Has the Board of Management/VEC established a procedure for consulting staff if any changes are made that affect safety and health policy?		
8.5	Has the Board of Management/VEC established a procedure for the representation of staff on safety and health matters?		
8.6	Has the Board of Management/VEC established a procedure for consulting with contractors (building, maintenance, window cleaning) on safety and health issues?		

9	Emergency preparedness and response	Yes	No
9.1	Has the Board of Management/VEC established procedures to identify potential emergency situations? e.g floods, fire, bomb threat, fatalities, serious incidents, suicide etc.		
9.2	Does this procedure establish how the school should respond to such emergency situations?		
9.3	Has the emergency plan taken into account the needs of relevant interested parties? e.g. emergency services, neighbours etc.		
9.4	Is the procedure subject to periodic review and update and revised where necessary?		
9.5	Is the emergency evacuation plan displayed throughout the school?		
9.6	Has the emergency evacuation procedure been developed to cover all areas, processes and identify those people who may be at greater risk, e.g. visually impaired, individuals with disabilities, or those working in noisy environments and have these procedures been communicated to the school community?		
9.7	Is there an audible fire warning system in your school?		
9.8	Are fire assembly points identified and clearly demarcated?		
9.9	Are directional fire signs displayed (pictorial only, must not contain text)?		
9.10	Does your school have emergency lighting systems in place?		
9.11	Are fire exits kept clear at all times?		
9.12	Are fire drills carried out? (recommended 2 per year)		
9.13	Are the outcomes of fire drills recorded, e.g. time taken, reports of faults or hindrances that require action?		
9.14	Is all first-aid fire fighting equipment (fire hose reels, emergency lighting, fire extinguishers, fire blankets etc.) in place?		
9.15	Are all fire installations and equipment inspected and serviced as per requirements?		

10	Performance, measurement and monitoring	Yes	No
10.1	Are written procedures in place for the measurement and monitoring of health and safety performance – ongoing/periodic review of the school safety and health plan via safety committee meetings etc.?		
10.2	Is safety and health reviewed throughout the school year, e.g. term progress reports prepared by the safety committee, review of accidents?		

11	Incident investigation	Yes	No
11.1	Are written procedures in place to investigate and record incidents in order to determine underlying safety and health deficiencies and to identify corrective actions required?		
11.2	Are the safety and health tasks identified in the action plan assigned a timeframe for completion?		
	Are formal procedures in place to communicate results to the relevant parties, e.g. Board of Management/VEC		
11.3	Are accident reports documented and recorded in a timely manner?		
11.4	Are reportable accidents and dangerous occurrences reported to the Health and Safety Authority when necessary?		
11.5	Are all accidents reported to State Claims Agency? (Only a requirement for Community and Comprehensive schools)		

12	Non-compliance, corrective action and preventive action	Yes	No
12.1	Are written procedures in place for dealing with actual and potential non-compliance and for taking corrective action and preventive action? e.g. inspections, outcomes of fire drills etc.		
12.2	As new hazards are identified, are they risk assessed?		

13	Control of Records	Yes	No
13.1	Are there written procedures in place for the identification, storage, protection, retrieval, retention and disposal of records? (to include safety statement, risk assessments, policies, training records and accident report forms)		

14	Safety and Health Reviews	Yes	No
14.1	Are safety and health reviews conducted at planned intervals to ensure the school is conforming to safety and health requirements?		
14.2.	Are safety and health reviews documented?		

15	Management Review	Yes	No
15.1	Does the Board of Management/VEC, at planned intervals, review the safety and health management system?		
15.2	Are the results of the safety and health reviews presented to the Board of Management/VEC?		
15.3	Are the results of the safety committee feedback reviewed?		
15.4	Is the feedback from other interested parties, e.g. fire services, contractors reviewed?		
15.5	Are decisions of the Board of Management/VEC review communicated formally to the school?		



# Tool 1 (C) Sample meeting record

Safety Committee Meeting Record	
Priority Area:	Date:
Present:	
What did we discuss? <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	
What did we decide? <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	
Who will do what for the next meeting? <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	
What will we discuss at the next meeting? <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>	
Date of next meeting:	



## Tool 1 (D) Sample safety and health action plan template

PRIORITY:				
AGREED MONITORING PROCEDURES		AGREED EVALUATION PROCEDURES		
What do we want to achieve?				
TARGET:				
What needs to be done?	When?	Who?	What resources?	Desired outcomes?
(TASKS)	(TIME FRAME)	(REMITTS)	(RESOURCES)	(SUCCESS CRITERIA)



## Tool 1 (E) School Planning Programme

[illegible]



[illegible]

# Tool 2: Safety and Health Policy

The sample safety and health policy below can be used or amended by your school and incorporated into your school's safety statement.

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management/VEC to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management/VEC, as employer, undertakes in so far as is reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Management/VEC is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

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Chairperson, Board of Management/VEC

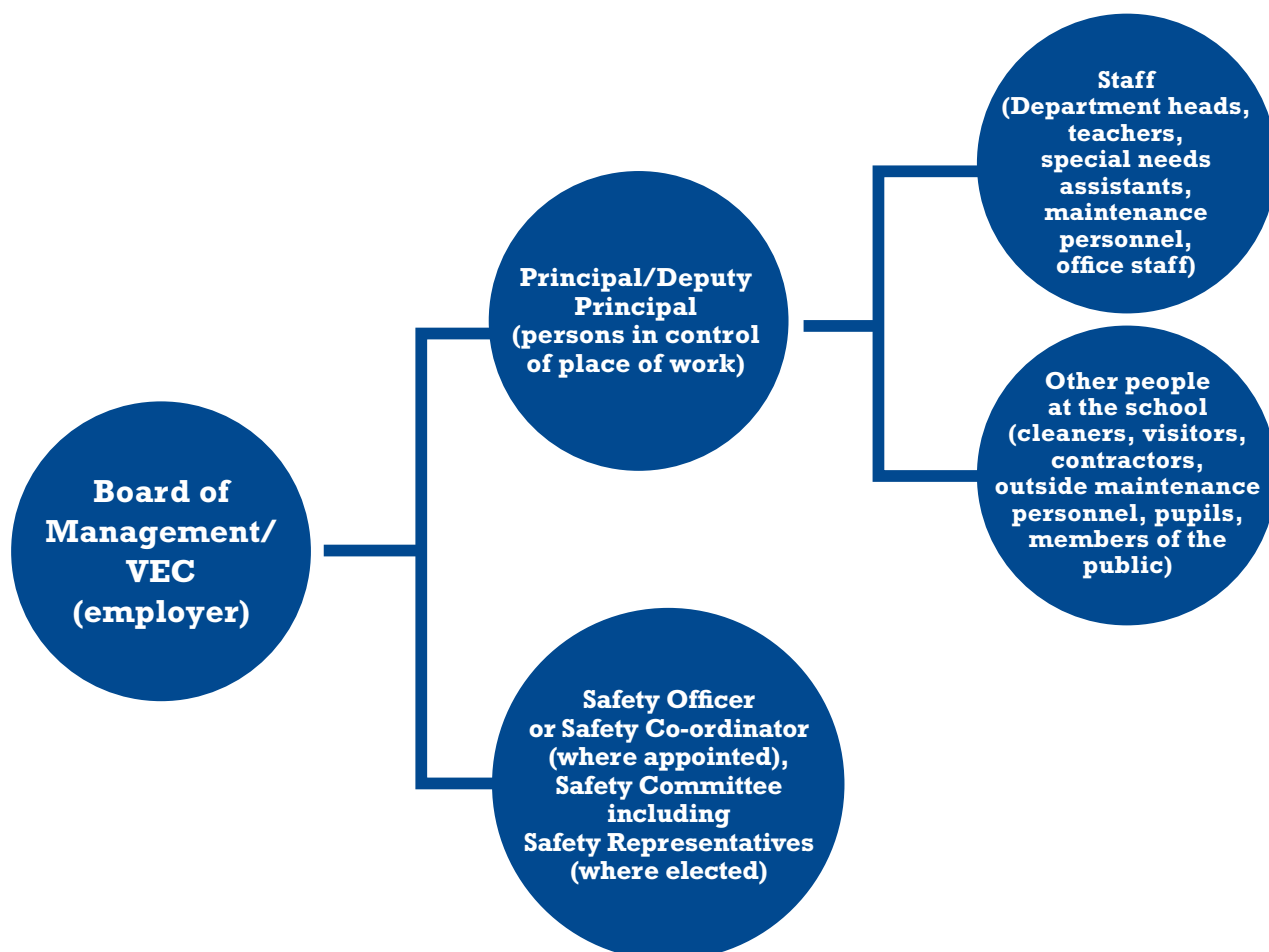
School/VEC: \_\_\_\_\_

Date: \_\_\_\_\_



# Tool 3: Sample Management Organisation Chart

There is a duty on everyone at work to co-operate effectively in developing and promoting safety and health. An organisation chart illustrates the hierarchy of duties in the workplace. Each school should prepare its own chart. A sample chart is shown below.



Safety and health is everyone's responsibility. The above chart reflects a whole school approach to the promotion and development of safety and health in schools.



# Tool 4: Risk Assessment Templates

## What is risk assessment?

The risk assessment process is something that we all do every day in all aspects of our lives. In the workplace environment, risk assessment is at the heart of managing safety and health successfully.

It is a three step process:

**Step 1.** Identify the hazard.

**Step 2.** Assess the risk in proportion to the hazard.

**Step 3.** Put in place appropriate control measures to eliminate or reduce the risk.

## How the risk assessment tool works

Under safety and health legislation, employers must complete (in writing) a risk assessment of their workplace. Risk assessment is a key component of the Safety Statement and essentially involves the 3 steps identified above.

This tool provides a series of risk assessment templates for many of the routine and non-routine activities in schools.

The risk assessment templates list some of the most usual hazards identified in the school environment and their associated risks. The templates also list a range of control measures that should be in place to eliminate such hazards or reduce their risks.

- These templates can be used directly by all staff in the school.
- Staff will select the risk assessment templates for the activities they are involved in. Two or more staff members may work together to complete risk assessment templates where they share the use of a classroom, teach the same subjects or share a similar job.
- The Board of Management/VEC will designate appropriate timescales for the completion of the risk assessment.

**Note: the following risk assessment tool is a non-exhaustive list of all the hazards and risks present in your school. It may therefore be necessary to use the blank templates provided at the back of this tool, for those hazards not specifically dealt with. These templates should form a good foundation for identifying hazards, assessing risks and implementing controls. However, you must also pay close attention to your own school environment and identify and write down other hazards and controls that you have in place or are required to be put in place.**

The steps involved in working with the risk assessment tool:

### **Getting started.**

The person carrying out the risk assessment identifies from the risk assessment contents on page 41-43 which templates are relevant to their particular activities.

For example, teachers conducting a risk assessment in the Home Economics Room, complete the following templates:

Home Economics - General

General school risk assessments - Fire

General school risk assessments - Manual handling

General school risk assessments - Slips, trips and falls

General school risk assessments - First-aid

### **Step 1.**

A walk-through of the area to be assessed should be completed, e.g. workshop, classroom, laboratory, office, canteen etc. to identify the hazards contained therein. The relevant risk assessment templates should be used to assist with the identification of hazards.

### **Step 2.**

Work through the relevant template on the next page, left to right, looking at each column heading to complete the risk assessment.

- The risk assessment should be signed off and dated by the person who carried out the risk assessment and should include all outstanding actions that require attention.

Risk Assessment carried out by:

Complete Date:

- The risk assessments should then be passed to the Safety Committee/designated other to be collated so that a school wide plan can be developed for all hazards that are not controlled.

***See Diagram 1. on next page for column headings and how to interpret them.***





### Step 3.

- Where a risk assessment template does not deal with a hazard/risk/control that you have identified, this should be entered into the Blank Risk Assessment Template No. 69.
- Where there are pupils with special needs, pupils where English is not their first language or pupils with challenging behaviour, an additional risk assessment template may be completed (See Pupil Considerations Risk Assessment No. 46 on page 143)
- Where it is found that a control/s is not in place, the "Action/to do list" column must be completed indicating the necessary actions which are required to control the hazard. The risk rating on the control measure is the same as the risk rating assigned to the hazard and risk. A person is assigned responsibility for ensuring the control is in place
- When actions (controls) have been completed, then the "Signature and date completed" column should be completed by the person carrying out the risk assessment or a designated other.
- All actions that can not be closed off by the person carrying out the risk assessment must be brought to the attention of the appropriate person/s, e.g. principal, caretaker, safety committee, BOM/VEC etc. and a plan should be put in place to close out such actions
- Some actions may be on going and this can be indicated also in the "Signature and date completed" column (see examples of completed risk assessments on page 25-37)
- If the BOM/VEC has designated the Principal or the safety committee to act on its behalf, the Principal/safety committee must review and assign necessary action and completion dates. Finally the BOM/VEC sign off on all the risk assessments
- It is good practice that the action plan arising out of the risk assessment process be presented to the BOM/VEC for their information, approval and action, where required.

## Sample 1: Completed risk assessment template for a Technologies Classroom Technologies - No.50 Powered Hand Tools

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective powered hand tools	N	Electrocution/ electric shock  Fire	H	Defective powered hand tools shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or replaced	✓	Teacher checks tools regularly and ensures defective tools are taken out of use until repaired or replaced	Jenny Jones (Teacher)	Jenny Jones (05/09/10) (ongoing)
			H	Powered hand tools are visually inspected before use and electrically tested by a competent person as necessary	✓	Teacher visually checks powered hand tools before use and tools are electrically tested by a competent person as necessary	Jenny Jones (Teacher)	Jenny Jones (05/09/10) (ongoing)
			H	Visual checks are carried out as follows:  <b>Tools/appliance</b> <ul style="list-style-type: none"> <li>On/off switch is working correctly</li> <li>No signs of damage to casing</li> <li>No loose parts or missing screws</li> <li>Live parts are properly guarded so as not to be inadvertently accessible</li> <li>Ensure equipment is disconnected when not in use</li> </ul> <b>Cables</b> <ul style="list-style-type: none"> <li>Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible</li> </ul> <b>Plug</b> <ul style="list-style-type: none"> <li>Securely anchored, no sign of cracked casing, overheating, loose or bent pins</li> </ul> <b>Socket outlet</b> <ul style="list-style-type: none"> <li>No cracks or damage or sign of overheating</li> </ul>	✓	Teacher visually checks powered hand tools before use	Jenny Jones (Teacher)	Jenny Jones (05/09/10) (ongoing)
Using electricity in damp areas	N	Electrocution/ electric shock	H	No powered hand tools or electrical equipment of greater voltage than 110 volts are used in external locations	✓	No action required	Jenny Jones (Teacher)	
Electrical Equipment becoming live	Y	Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)	✓	Teacher notifies Principal.	Jenny Jones (Teacher)	Jenny Jones (05/09/10) (ongoing)
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD	✓	Routine repairs carried out by teacher. Non-routine repairs carried out by a competent person	Jenny Jones (Teacher) Competent person (electrical)	Jenny Jones (05/09/10) (ongoing)
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)	X	Teacher ensures RCD is tested appropriately	Jenny Jones (Teacher)	

Sample 1: Completed risk assessment template for a Technologies Classroom cont'd. **Technologies - No.50 Powered Hand Tools**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Direct contact with moving parts	<b>Y</b>	Cutters, blades, abrasive wheels and sanding discs, contact with which can cause injuries	<b>H</b>	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults	✓	No action required	Jenny Jones (Teacher)	
			<b>H</b>	Tools are used in compliance with manufacturer's instruction	✓	No action required	Jenny Jones (Teacher)	
			<b>M</b>	Operators manual is available where required	✓	No action required	Jenny Jones (Teacher)	
			<b>H</b>	Dangling jewellery prohibited	✓	No action required	Jenny Jones (Teacher)	
			<b>H</b>	Long hair is tied back	✓	No action required	Jenny Jones (Teacher)	
Ejection of fragments	<b>Y</b>	Flying objects or fragments causing injury	<b>H</b>	Eye protection is worn and guarding is used where required	<b>X</b>	Principal ensures appropriate eye protection is provided	Tom Tuohy (Principal)	<i>Tom Tuohy (05/09/10)</i>
						Teacher ensures eye protection is worn correctly in class and guarding is used where required	Jenny Jones (Teacher)	<i>Jenny Jones (05/09/10) (ongoing)</i>
						All users look after any PPE provided to them and report any defects immediately to their teacher	All users	
Unsupervised use of tools	<b>N</b>	Unsupervised use leading to injury	<b>H</b>	Pupils are prohibited from using certain tools	✓	No action required	Jenny Jones (Teacher)	<i>Jenny Jones (05/09/10)</i>
			<b>H</b>	Pupils are supervised by teacher when using any tool	✓	Teacher ensures pupils are supervised when using any tools	Jenny Jones (Teacher)	<i>Jenny Jones (05/09/10) (ongoing)</i>
			<b>H</b>	Pupils are instructed by teacher before using any tool	✓	Teacher ensures pupils are informed about safe use of hand tools	Jenny Jones (Teacher) Jenny Jones (Teacher)	<i>Jenny Jones (05/09/10) (ongoing)</i>
			<b>H</b>	Tools to be used by teachers only should be clearly identified	✓	All users must comply with the teacher's instructions	All users	<i>Jenny Jones (05/09/10) (ongoing)</i>
Contact with the open end of a compressed air line, which can force air through the skin into the blood stream	<b>Y</b>	Death	<b>H</b>	All students should be supervised whilst working with compressed air	✓	Pupils are supervised when working with compressed air	Jenny Jones (Teacher)	<i>Jenny Jones (05/09/10) (ongoing)</i>

Sample 1: Completed risk assessment template for a Technologies Classroom cont'd. **Technologies - No.50 Powered Hand Tools**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Trailing cables and compressed air lines, which could be tripped over	Y	Trip hazard resulting in possible fall, fracture, concussion or contact with dangerous parts of machinery leading to amputation	H	Good Housekeeping	X	Teacher ensures no trip hazards present	Jenny Jones (Teacher)	<i>Jenny Jones (ongoing)</i>
			H	Review permanent trip hazards with a view to eliminate same	✓	No action required	Jenny Jones (Teacher)	
Noise	Y	Hearing damage	H	Noise measurements carried out where necessary by a competent person	✓	No action required	Competent person	
			H	Warning signs are in place beside fixed noisy equipment and are visible	✓	No action required	Jenny Jones (Teacher)	
			H	Hearing protection is worn where necessary	✓	No action required	Jenny Jones (Teacher)	
Unsecured work piece	N	Movement of work piece leading to injury during use	H	Appropriate clamps in place to ensure that work pieces are secured, where applicable	✓	No action required	Jenny Jones (Teacher)	
Ingestion of contaminated material	N	Poisoning or ill health	M	Food and drink are prohibited in working area	✓	No action required	Jenny Jones (Teacher)	
Contact with hazardous materials	Y	Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)	✓	No action required	Jenny Jones (Teacher)	
Inappropriate/unsafe use of powered hand tools	Y	Injury due to incorrect use  Electrocution	H	Pupils are instructed and supervised by the teacher when using tools	X	Teacher ensures pupils are informed about safe use of hand tools Pupils are supervised when using hand tools. All users must comply with the teacher's instructions	Jenny Jones All users of hand tools	<i>Jenny Jones (05/09/10) (ongoing)</i>
			H	Any unauthorised use of powered hand tools is prohibited	✓	No action required	Jenny Jones (Teacher)	
			H	Tools are used in the manner for which they were designed to be used	✓	No action required	Jenny Jones (Teacher)	
			H	Tools are not left unattended when going for breaks and are secured in a set location when not in use	✓	No action required	Jenny Jones (Teacher)	

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

Risk Assessment carried out by: Jenny Jones

Date: 05/09/10

## Sample 1: Completed risk assessment template for a Technologies Classroom cont'd.

## Sample 1 - No. 46 Pupil Considerations

	Yes or No	If yes, what additional actions may be required	Person responsible	Signature and date completed
Are there pupils with disabilities including physical disability, vision impairment, hearing impairment, intellectual disability or mental health condition?	Y	The suitability of the task is risk assessed Ensure pupils understand teacher's instruction Ensure access/egress is not restricted	Jenny Jones (Teacher)	<i>Jenny Jones (05/09/10)</i> <i>(ongoing)</i>
Are there pupils whose first language is not English and who may require extra focus with respect to safety and health?	Y	Ensure pupils understand teacher's instructions  Place signage in appropriate locations as directed by teacher	Jenny Jones (Teacher)  Bob Burke (Caretaker) Jenny Jones (Teacher)	<i>Jenny Jones (05/09/10)</i> <i>(ongoing)</i>  <i>Bob Burke (05/09/10)</i> <i>Jenny Jones (05/09/10)</i>
Are there pupils with challenging behaviour that could increase the potential for injury to occur?	Y	Develop a school policy for handling challenging behaviour and circulate to all employees  Ensure pupils are aware of hazards and risks associated with using hand tools  Provide information and instructions to pupils regarding safe use of hand tools	Tom Tuohy (Principal)  Jenny Jones (Teacher)  Jenny Jones (Teacher)	<i>Tom Tuohy (05/09/10)</i>  <i>Jenny Jones (05/09/10)</i> <i>(ongoing)</i>  <i>Jenny Jones (05/09/10)</i> <i>(ongoing)</i>

Risk Assessment carried out by: *Jenny Jones*Date: *05/09/10*

## Sample 2: Completed risk assessment for the General School Area General School Risk Assessments - No.13 Manual Handling

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls <small>*Risk rating applies to outstanding controls outlined in this column</small>	Person responsible	Signature and date completed
Transporting heavy loads, e.g. caretaker transporting heavy load to stores	Y	Back or upper limb injury  Over-frequent or over prolonged physical effort involving in particular the spine	H	When purchasing stock such as clay, ingredients the guideline weights are taken into account and smaller weight items purchased where possible, e.g. 5kg bag of clay instead of 12.5 kg bag	✓	No action required	Tom Tuohy (Principal)  All relevant staff	
For example ask:  Is the weight too heavy?  Is the load too big?  Is the shape unwieldy or difficult to grasp?			H	An appropriate trolley is used to transfer heavy loads	✓	No action required	Tom Tuohy (Principal)  All relevant staff	
			H	Appropriate instruction is provided to staff on how to lift loads safely on to and off the trolley	✓	No action required	Tom Tuohy (Principal)	
Lifting a heavy load above shoulder height, e.g. lifting cooking utensils from shelves in canteen or Home Economics room	N	Back or upper limb injury	H	Storage of regularly accessed utensils are arranged so that heavier items are stored on middle shelves not on floor or above shoulder height	✓	No action required	All relevant staff	
Injury sustained due to lack of knowledge, instruction or training to complete manual handling tasks appropriately	N	Back or upper limb injury	H	Carry out risk assessment of tasks prior to manual handling and ensure staff receive training from a competent instructor where necessary	✓	No action required	Tom Tuohy (Principal)	

Sample 2: Completed risk assessment for the General School Area cont'd. **General School Risk Assessments - No.13 Manual Handling**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls <small>*Risk rating applies to outstanding controls outlined in this column</small>	Person responsible	Signature and date completed
Poor housekeeping, e.g. cleaner using floor cleaning equipment	Y	Awkward and repetitive bending postures leading to injury	H	The vacuum hose is extended to the appropriate length to eliminate the need for unnecessary awkward bending posture	✓	No action required	All relevant staff	
		Poor suction in the vacuum leading to over frequent physical effort	H	Cleaning equipment is in good working order and repaired or replaced when necessary	✓	No action required	Tom Tuohy (Principal) Contract Cleaning Company	
Carrying loads over distances, e.g. storage of classroom supplies such as Art room materials	Y	Back strain, slipped disc, hernia	H	Re-organise work area to ensure materials are stored close to point of use or source a handling aid	✓	No action required	All staff	
Pushing/pulling heavy or awkward items	Y	Back strain, slipped disc, hernia	H	Appropriate trolley provided for moving items	✓	No action required	Tom Tuohy (Principal)	
			H	Items are made lighter or less bulky where possible	✓	No action required	All staff	
			H	Individuals ask for help when moving heavy items	✓	No action required	All staff	
			H	All potential obstructions are removed	✓	No action required	All staff	
			H	Choose safest route for moving items, particularly where there may be variations in the level of the floor, requiring the load to be manipulated on different levels, e.g. use of ramp	✓	No action required	All staff	

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

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Risk Assessment carried out by: Jenny Jones

Date: 05/09/10

## Sample 2: Completed risk assessment for the General School Area cont'd.

### Sample 2 - No. 46 Pupil Considerations

	Yes or No	If yes, what additional actions may be required	Person responsible	Signature and date completed
Are there pupils with disabilities including physical disability, vision impairment, hearing impairment, intellectual disability or mental health condition?	Y	The suitability of the task is risk assessed Ensure pupils understand teacher's instruction Ensure access/egress is not restricted	Jenny Jones (Teacher)	<i>Jenny Jones (05/09/10)</i> <i>(ongoing)</i>
Are there pupils whose first language is not English and who may require extra focus with respect to safety and health?	Y	Ensure pupils understand teacher's instruction  Place signage in appropriate locations as directed by teacher	Jenny Jones (Teacher)  Bob Burke (Caretaker) Jenny Jones (Teacher)	<i>Jenny Jones (05/09/10)</i>  <i>Bob Burke (05/09/10)</i> <i>Jenny Jones (05/09/10)</i>
Are there pupils with challenging behaviour that could increase the potential for injury to occur?	Y	Develop a school policy for handling challenging behaviour and circulate to all employees	Tom Tuohy (Principal)	<i>Tom Tuohy (05/09/10)</i>

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Risk Assessment carried out by: *Jenny Jones*

Date: *05 / 09 / 10*





### Sample 3: Completed risk assessment for a Technologies Classroom Technologies - No.55 Bench/Pedestal Grinder

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls <small>*Risk rating applies to outstanding controls outlined in this column</small>	Person responsible	Signature and date completed
Contact with moving parts	Y	Laceration of fingers due to contact with moving parts	H	Notice setting out the dangers arising from the use of grinding wheels and the precautions to be observed in relation to them is prominently displayed close to the grinder	X	Teacher ensures signage is placed in correct position in classroom and informs pupils about this	Jenny Jones (Teacher)	<i>Jenny Jones</i> (05/09/10) (ongoing)
			H	Work rests fitted with a gap <3mm between the edge of the work rest and the wheel	✓	No action required	Jenny Jones (Teacher)	
			H	Guard enclosing the grinding wheels and spindles, with an appropriate gap at the front to allow access to the work piece	✓	No action required	Jenny Jones (Teacher)	
			H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine	✓	No action required	Jenny Jones (Teacher)	
			H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency	✓	No action required	Tom Tuohy (Principal) Jenny Jones (Teacher)	
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop	✓	No action required	Tom Tuohy (Principal) Jenny Jones (Teacher)	
Disintegration of wheel	Y	Laceration of fingers, flying objects / debris from disintegrating grinding wheel	M	Maximum speed of the spindle clearly marked on the machine	✓	No action required	Jenny Jones (Teacher)	
			M	Maximum operating speed of a wheel should never be exceeded	✓	No action required	Jenny Jones (Teacher)	
			H	Only persons trained in the fitting of grinding wheels are permitted to do so	✓	No action required	Jenny Jones (Teacher)	

Sample 3: Completed risk assessment for a Technologies Classroom cont'd. **Technologies - No.55 Bench/Pedestal Grinder**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact by persons other than the operator with moving machinery	Y	Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines	✓	No action required	Tom Tuohy (Principal)  Jenny Jones (Teacher)	
Direct contact with moving parts	Y	Cutters, blades abrasive wheels and sanding discs, contact with which can cause injuries	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults	✓	No action required	Jenny Jones (Teacher)	
			H	Tools are used in compliance with manufacturer's instructions	✓	No action required	Jenny Jones (Teacher)	
			H	Dangling jewellery prohibited	✓	No action required	Jenny Jones (Teacher)	
			H	Long hair is tied back	✓	No action required	Jenny Jones (Teacher)	
			M	Operator's manual is available where required	✓	No action required	Jenny Jones (Teacher)	
Ejection of flying debris when grinding	Y	Eye injury	M	Eye screen is constructed, fastened to the fixed flange guard and appropriately adjusted so that the operator shall see the working part of the wheel only through the screen	✓	No action required	Jenny Jones (Teacher)	
			M	Suitable eye or face protection worn	✓	No action required	Jenny Jones (Teacher)	
Sparks from grinder	Y	Source of ignition leading to fire	H	Ensure correct precautions are taken when using grinder including good housekeeping to prevent accumulation of any combustible material nearby	✓	No action required	Jenny Jones (Teacher)	

Sample 3: Completed risk assessment for a Technologies Classroom cont'd. **Technologies - No.55 Bench/Pedestal Grinder**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls <small>*Risk rating applies to outstanding controls outlined in this column</small>	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death	Y	Electric shock/fire/burns	H	Visual check carried out prior to use	✓	No action required	Jenny Jones (Teacher)	
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule	✓	No action required	Jenny Jones (Teacher) Competent maintenance personnel	
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced	✓	No action required	Jenny Jones (Teacher)	
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)	✓	No action required	Jenny Jones (Teacher)	
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating	✓	No action required	Jenny Jones (Teacher)	
			H	Ensure cable and plug are in good condition	✓	No action required	Jenny Jones (Teacher)	
			H	Ensure equipment is disconnected or isolated when not in use	✓	No action required	Jenny Jones (Teacher)	
Unsecured machine / unsecured work piece	N	Movement of machine or unsecured work piece leading to injury during use	H	Machine is securely fixed to the floor or bench and appropriate clamps in place to ensure that work pieces are secured, where applicable	✓	No action required	Jenny Jones (Teacher)	

Sample 3: Completed risk assessment for a Technologies Classroom cont'd. **Technologies - No.55 Bench/Pedestal Grinder**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls <small>*Risk rating applies to outstanding controls outlined in this column</small>	Person responsible	Signature and date completed
Unsupervised use of machines	<b>N</b>	Unsupervised use leading to injury	<b>H</b>	Pupils are instructed by teacher before using any machine	✓	No action required	Jenny Jones (Teacher) All users	
			<b>H</b>	Pupils are supervised by teacher when using any machine	✓	No action required	Jenny Jones (Teacher) All users	
			<b>H</b>	Pupils are prohibited from using certain machinery	✓	No action required	Jenny Jones (Teacher)	
			<b>H</b>	Machinery to be used by teachers only should be clearly identified	✓	No action required	Jenny Jones (Teacher)	
Noise	<b>Y</b>	Hearing damage	<b>H</b>	Noise measurements carried out where necessary by a competent person	✓	No action required	Competent person	
			<b>H</b>	Warning signs are in place beside fixed noisy equipment and are visible	✓	No action required	Jenny Jones (Teacher) Bob Burke (Caretaker)	
			<b>H</b>	Hearing protection is worn where necessary	✓	No action required	All users	
Inadequate signage	<b>N</b>	Inadequate information and warnings leading to unsafe use of machine and injury	<b>M</b>	Warning signs are prominently located and maintained in good condition	<b>X</b>	Signage is visible and placed in appropriate locations as directed by teacher  Teacher ensures pupils are informed about signage and understand this information	(Caretaker) Jenny Jones (Teacher)	<i>Jenny Jones</i> <i>(05/09/10)</i> <i>(ongoing)</i>
Ingestion of contaminated material	<b>N</b>	Poisoning or ill health	<b>M</b>	Food and drink are prohibited in working area	✓	No action required	Jenny Jones (Teacher)	
Contact with hazardous materials	<b>Y</b>	Exposure to hazardous materials	<b>M</b>	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)	✓	No action required	Jenny Jones (Teacher)	

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

Risk Assessment carried out by: Jenny Jones

Date: 05/09/10

### Sample 3: Completed risk assessment for a Technologies Classroom cont'd.

#### Sample 3 - No. 46 Pupil Considerations

	Yes or No	If yes, what additional actions may be required	Person responsible	Signature and date completed
Are there pupils with disabilities including physical disability, vision impairment, hearing impairment, intellectual disability or mental health condition?	N			
Are there pupils whose first language is not English and who may require extra focus regarding safety and health?	Y	Provide information and instructions to pupils regarding safe use of machinery and equipment	Jenny Jones (teacher)	<i>Jenny Jones (05/09/10) (ongoing)</i>
		Place signage in appropriate locations as directed by teacher	Jenny Jones (teacher) Bob Burke (Caretaker)	<i>Jenny Jones (05/09/10) (ongoing)</i> <i>Bob Burke (05/09/10)</i>
Are there pupils with challenging behaviour that could increase potential for injury to occur?	Y	Develop a school policy for handling challenging behaviour and circulate to all employees	Jenny Jones (teacher)	<i>Jenny Jones (05/09/10)</i>
		Ensure 'teacher use only' machines are clearly highlighted and marked out and pupils are made aware of this	Jenny Jones (teacher)	<i>Jenny Jones (05/09/10)</i>
		Provide information and instructions to pupils regarding safe use of machinery and equipment	Jenny Jones (teacher)	<i>Jenny Jones (05/09/10) (ongoing)</i>

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Risk Assessment carried out by: *Jenny Jones*

Date: *05 / 09 / 10*



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No.56 Hazardous Substances (metal work, wood work, technology etc.)	<b>177-178</b>
No.57 Milling Machine	<b>179-182</b>
No.58 Morticer	<b>183-185</b>
No.59 Pedestal Drill (Metal Work)	<b>187-190</b>
No.60 Surface Planing and Thicknessing Machine	<b>191-194</b>
No.61 Portable Router	<b>195-197</b>
No.62 Hand Held Portable Circular Power Saw	<b>199-201</b>
No.63 Bench Mounted Scroll Saw	<b>203-205</b>
No.64 Vacuum Former	<b>207-208</b>
No.65 Wood Lathe	<b>209-211</b>

## **Other Activities**

No.66 School Excursions (day trips, matches)	<b>213-214</b>
No.67 Outdoor Adventure Activity	<b>215-216</b>
No.68 Work Placements	<b>217</b>

## **Blank Risk Assessment Templates**

No. 69 Blank Templates	<b>219-222</b>
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The boxes (1-12) on the following pages show the suggested templates that should be completed for each subject area or work activity.

For ease of use of the Guidelines we have suggested risk assessments that should be completed for each subject or work activity. For example 'Section 1' relates to suggested Risk Assessments applicable to work being undertaken in the Art Room. 'Section 5' relates to the suggested risk assessments applicable to personnel involved in maintenance activities within the school.

## 1. Art

Art room - General Considerations - No.1  
Ceramics - No.2  
Use of Knives and Cutters - No.3  
School Excursions (See 'Other Activities' - No.66)  
Manual Handling (See 'General School Risk Assessments' - No.13)  
Portable Electrical Appliances (See 'General School Risk Assessments' - No.20)  
Slips, Trips and Falls (See 'General School Risk Assessments' - No.12)  
Fire (Specialist Rooms) (See 'General School Risk Assessments' - No.16)  
First-Aid (See 'General School Risk Assessments' - No.19)  
Pupil Consideration Risk Assessment - No. 46

## 2. Canteen

Canteen - General Considerations - No.4  
Working with Chemical Products - No.5  
First-Aid (See 'General School Risk Assessments' - No.19)  
Manual Handling (See 'General School Risk Assessments' - No.13)  
Portable Electrical Appliances (See 'General School Risk Assessments' - No.20)  
Slips, Trips and Falls (See 'General School Risk Assessments' - No.12)

## 3. Cleaning

Cleaning - General Considerations - No.6  
Hazardous Substances - No.7  
Waste Compactor and/or Baler - No.42  
Work at Height - Ladders - No.9  
Toilets and Showers - No.10  
Slips, Trips and Falls (See 'General School Risk Assessments' - No.12)  
First-Aid (See 'General School Risk Assessments' - No.19)

## 4. Computers

Computers - General Considerations - No.11  
Portable Electrical Appliances (See 'General School Risk Assessments' - No.20)  
Fire - General Classrooms and Offices (See 'General School Risk Assessments' - No.17)  
Pupil Consideration Risk Assessment - No. 46

## 5. Maintenance (caretaker, contractors, etc.)

Maintenance - General Considerations' - No.35  
Construction Contractors - No.36  
Tractor Maintenance - No.37  
Boiler House and Fuel Tanks - No.38  
Grass Cutting/Ride-on Mower - No.39  
Pressure Washer - No.40  
Strimmer - No.41  
Waste Compactor and/or Baler - No.42  
Work at Height - Ladders - No.43  
Car Park and External Areas (See 'General School Risk Assessments' - No.23)  
Fire (See 'General School Risk Assessments' - No.16-18)  
First-Aid (See 'General School Risk Assessments' - No.19)  
Powered Hand Tools (See 'Technologies' - No.50)  
Hazardous Substances - No.56  
Legionella (See 'General School Risk Assessments' - No.30)  
Manual Handling (See 'General School Risk Assessments' - No.13)  
Portable Electrical Appliances (See 'General School Risk Assessments' - No.20)  
Lone Workers (e.g. caretakers) (See 'General School Risk Assessments' - No.31)

## 6. Home Economics

Home Economics Room - General Considerations - No.32  
Knives and Cutters - No.33  
Portable Electrical Appliances - No.34  
Fire (Specialist Rooms) (See 'General School Risk Assessments' - No.16)  
Manual Handling (See 'General School Risk Assessments' - No.13)  
Slips, Trips and Falls (See 'General School Risk Assessments' - No.12)  
First-Aid (See 'General School Risk Assessments' - No.19)  
Pupil Consideration Risk Assessment - No. 46

## 7. Physical Education

Exercise Equipment/Gym Equipment - No.44  
Goal posts - No.45  
First-Aid (See 'General School Risk Assessments' - No.19)  
Slips, Trips and Falls (See 'General School Risk Assessments' - No.12)  
Manual Handling (See 'General School Risk Assessments' - No.13)  
School Excursions (See 'Other Activities' - No.66)  
Outdoor Adventure Activity (See 'Other Activities' - No.67)  
Pupil Consideration Risk Assessment - No. 46

## 8. Science

Bunsen Burners - No.47  
Chemicals - No.48  
Glassware - No.49  
Fire (Specialist rooms) (See 'General School Risk Assessments' - No.16)  
First-Aid (See 'General School Risk Assessments' - No.19)  
Manual Handling (See 'General School Risk Assessments' - No.13)  
Portable Electrical Appliances (See 'General School Risk Assessments' - No.20)  
Slips, Trips and Falls (See 'General School Risk Assessments' - No.12)  
Pregnant, Post-Natal and Breastfeeding Women (See 'General School Risk Assessments' - No.25)  
Pupil Consideration Risk Assessment - No.46

## 9. Technologies

Powered Hand Tools - No.50  
Hand Fed Table Band Saw - No.51  
Electric Ovens - No.52  
Metal Working Centre Lathe - No.53  
Woodworking Bench Circular Saw - No.54  
Fire (Specialist Rooms) (See 'General School Risk Assessments' - No.16)  
Bench/Pedestal Grinder - No.55  
Hazardous Substances - metal work, wood work, technology, etc. - No.56  
Milling machine - No.57  
Morticer - No.58  
Pedestal Drill - No.59  
Surface Planing and Thicknessing Machine - No.60  
Portable Router - No.61  
Hand Held Portable Circular Power Saw - No.62  
Bench Mounted Scroll Saw - No.63  
Vacuum Former - No.64  
Wood Lathe - No.65  
Pupil Consideration Risk assessment - No.46

## 10. Transition Year

School Excursions (See 'Other Activities' - No.66)  
Outdoor Adventure Activity (See 'Other Activities' - No.67)  
Work Placements (See 'Other Activities' - No.68)  
Pupil Consideration Risk assessment - No.46

## 11. Principal

Bullying (See 'General School Risk Assessments' - No.21)  
Maintenance (caretakers, contractors, etc.) - (See 'General Considerations' - No.36)  
Fire (See 'General School Risk Assessments' - No.16-18)  
First-Aid (See 'General School Risk Assessments' - No.19)  
Legionella (See 'General School Risk Assessments' - No.30)  
Stress (See 'General School Risk Assessments' - No.22)  
School Excursions (See 'General School Risk Assessments' - No.66)  
Staff Room (See 'General School Risk Assessments' - No.24)  
Work Placements (See 'Other Activities' - No.68)  
Slips, Trips and Falls (See 'General School Risk Assessments' - No.12)

## 12. General Teachers

Slips, Trips and Falls (See 'General School Risk Assessments' - No.12)  
Manual Handling (See 'General School Risk Assessments' - No.13)  
General Access/Egress (See 'General School Risk Assessments' - No.14)  
Fire - (General Classrooms and Offices) (See 'General School Risk Assessments' - No.17)  
Bullying (See 'General School Risk Assessments' - No.21)  
Stress (See 'General School Risk Assessments' - No.22)



**Art - No.1 Art Room - General Considerations** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Fumes from paints and glues		Respiratory irritation and problems	H	Relevant employees are aware of the hazards and precautions that must be taken when using chemical products/materials, and have access to Safety Data Sheet(SDS)				
			H	When choosing chemical cleaners for use in the art room the least hazardous product is purchased				
			H	Personal Protective Equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS)				
			H	Chemical products/materials are labelled and stored safely in accordance with Safety Data Sheet (SDS) requirements				
			H	Pupils/staff do not have access to chemical products/materials				
Damaged electrical fittings and equipment		Electrocution	M	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or replaced				
Accessing high windows		Falls	M	Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level				

**Art - No.1 Art Room - General Considerations cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Solvents and flammable materials		Asphyxiation, Explosion, Fire	<b>H</b>	Solvents and flammable materials are stored in metal cabinets. See 'General School Risk Assessments - No. 16 Fire (Specialist Rooms)'				
Defective portable electrical appliances		Burns Electric shock Electrocution	<b>H</b>	See 'General School Risk Assessments - No. 20 Portable Electrical Appliances'				

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

**Risk Assessment carried out by:** \_\_\_\_\_ **Date:**     /     /

See Portable electrical appliance sheet. [www.stateclaims.ie/RiskManagement/Cleaning\\_staff\\_booklet.pdf](http://www.stateclaims.ie/RiskManagement/Cleaning_staff_booklet.pdf) for information on removing mould.

**Art - No.2 Ceramics** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Hazardous silica in clays		Lung damage	H	Daily cleaning regime in place to minimise clay dust				
			H	Cleaners and caretakers are informed of safe working procedures for cleaning areas that may contain clay dusts				
			H	Dry sweeping of clay dust not advisable				
			H	Where vacuum used it is fitted with a hepa filter				
			H	Safety Data Sheets (SDS) for clays available in Art room				
			M	Protective clothing/coats/aprons cleaned regularly to prevent clay dust build up				
			M	Dust mask/RPE available and worn when necessary				
Use of toxic glazes		Exposure to hazardous glazes, fibres	H	Only non hazardous/non toxic glazes				
			H	Safety Data Sheets (SDS) for glazes available in Art room				
Hot surface of kiln		Burns	M	Kiln interlocked to prevent opening while operational				
Kiln - Fire		Burns	M	Kiln serviced in line with manufacturer's recommendations				



**Art - No.2 Ceramics cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electrical damage to kiln		Electrocution	<b>M</b>	Electrical equipment should be checked before use - See 'General School Risk Assessments - No. 20 Portable Electrical Appliances'				
Pug mill		Crushing injury from pug mill	<b>M</b>	Pug mill guarded so that user cannot put hand into mixing area				
Hot material taken from raku kiln		Burns	<b>H</b>	Appropriate Personal Protective Equipment (PPE) provided for use with raku kiln				
Hazardous ceramic fibres from damaged raku kiln		Exposure to hazardous fibres Lung damage	<b>H</b>	Repairs must be carried out by a competent person				
Gas		Explosion or exposure to fumes	<b>H</b>	Ensure gas is installed and maintained as per suppliers instructions				

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

**Risk Assessment carried out by:** \_\_\_\_\_ **Date:**     /     /

See Portable electrical appliance sheet. [www.stateclaims.ie/RiskManagement/Cleaning\\_staff\\_booklet.pdf](http://www.stateclaims.ie/RiskManagement/Cleaning_staff_booklet.pdf) for information on removing mould.

**Art - No.3 Use of Knives and Cutters** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Sharp knives and cutters		Cuts/lacerations	H	Pupils instructed in safe use of knives and cutters				
			M	Knives kept sharp (blunt knives require additional force in use leading to accidents)				
			H	Knives and cutters checked for damaged blades or handles once per term and disposed of if damaged				
			M	Knives and cutters stored separately to other equipment				
			H	Knives and cutters counted out to pupils and counted back in at end of class				
			H	Knives are washed in sink separately from other items of equipment and never left soaking in sink				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

First-aiders should be trained in accordance with the Health and Safety Authority Guidelines on first-aid at Place of Work May 2008  
available at [http://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Occupational\\_Health/Guidelines\\_on\\_First\\_Aid\\_at\\_Places\\_of\\_Work\\_2008.pdf](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Occupational_Health/Guidelines_on_First_Aid_at_Places_of_Work_2008.pdf)

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**Canteen - No.4 Canteen - General Considerations** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe storage of kitchen items		Toppling goods	H	Utensils, crockery and other items are stored appropriately on shelves and in cupboards to prevent toppling and unsafe access				
Fire		Burns Smoke inhalation	H	Designated employees have received training in the use of fire fighting equipment				
			H	An F type fire extinguisher is accessible where a deep fat fryer is being used				
			H	The kitchen is fitted with an appropriate fire alarm system See 'No. 16 - Fire (Specialist Rooms)'				
Damaged electrical fittings and equipment		Electrocution Cuts	M	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or replaced. Complete 'No.20 - Portable Electrical Appliances'				
Explosion		Scalds	M	Pressurised water boilers examined by a competent person annually				
Heated utensils and appliances  Steam		Burns Scalds	M	Self service water boiler is serviced annually				
			H	Gas hobs or ranges are serviced as per manufacturers instructions				
			M	Microwaves are used as per manufacturers instructions				

**Canteen - No.4 Canteen - General Considerations cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Sharp knives and cutters		Cuts/ lacerations	M	Knives kept sharp (blunt knives require additional force in use leading to accidents)				
			H	Knives and cutters checked for damaged blades or handles once per term and disposed of if damaged				
			M	Knives and cutters stored separately to other equipment				
			H	Knives are washed in sink separately from other items of equipment and never left soaking in sink				

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

Risk Assessment carried out by: \_\_\_\_\_ Date:     /     /

**Canteen - No.5 Working with Chemical Products** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with chemical products, (e.g. cleaning products)		Skin Irritation	H	Relevant employees are aware of the hazards and precautions that must be taken when using chemical products, and have access to Safety Data Sheet (SDS)				
		Splashes (eyes)						
		Allergies						
		Burns						

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**Cleaning - No.6 Cleaning - General Considerations** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Pushing/pulling heavy or awkward items		Back injury Strains	H	A manual handling risk assessment must be carried out on tasks completed by cleaners See 'General School Risk Assessments - No. 13 Manual Handling'				
			H	Storage areas for cleaning supplies, toilet paper etc. are arranged so that items are readily accessible, not requiring excessive stretching or reaching and not liable to fall				
Contact with broken glass		Cuts	H	Broken glassware disposed to a separate waste glass bin and not mixed with general waste. Bin liner should not be used for glassware disposal bins				
Damaged or defective electrical fittings and equipment		Electrocution General injuries	M	Equipment used by cleaners is inspected and tested - See 'General School Risk Assessments - No. 20 Portable Electrical Appliances'				
			H	Cleaner reports any fault in equipment to person in control of workplace				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or insert - See 'General School Risk Assessments - No. 20 Portable Electrical Appliances'				



**Cleaning - No.6 Cleaning - General Considerations cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Washing and vacuuming floors and stairways		Slips, Falls	H	When washing floors 'wet floor' signs are used - See 'General School Risk Assessments - No.12 Slips, Trips, and Falls'				
			H	Stairways are washed outside of heavy usage times and steps are dried immediately where possible				
			L	When using the vacuum cleaner, care should be taken to ensure cable does not pose a trip hazard				
Inadequate welfare provisions		Inadequate toilet, washing and rest facilities	H	Cleaners have access to welfare facilities				
			H	Cleaners have a place to store outdoor clothes and personal belongings while at work				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Cleaning - No.7 Hazardous Substances** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with chemical cleaning products		Skin Irritation Allergies Splashes (eyes) Burns	H   H  H  H	Safety Data Sheet (SDS) have been obtained for all hazardous chemicals and a copy kept on file in a suitable location, accessible by relevant employees  Personal Protective Equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS)  Chemicals are labelled and stored safely in accordance with requirements of Safety Data Sheet (SDS)  Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together				
Contact with biological agents		Needle stick injury Infectious disease Exposure to infectious diseases	H  H  H  H	All biological fluids e.g. blood, are treated as potentially infectious and gloves are worn during clean up  To reduce the possibility of needle stick injury, individuals should not put hands into bins or into areas where the contents cannot be seen  Clinical waste must be disposed of in a clinical waste/sharps bin. All clinical waste must be disposed of by an appropriate waste disposal company  If an employee suffers a needle stick injury bleeding is initially encouraged and medical attention is sought immediately				

**Cleaning - No.7 Hazardous Substances cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with hazardous substances		Dermatitis or allergy	H	Cleaners have been made aware of the potentially hazardous substances that they may inadvertently encounter when cleaning areas such as a science laboratory				
			H	Cleaners have been given clear direction on what areas, equipment or substances they must not touch when cleaning specialist rooms				
			H	Cleaners are made aware of hazard warning symbols on chemicals and care required when cleaning specialist rooms such as the science laboratory or other technical rooms				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Cleaning - No.8 Waste Compactor and Baler** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Moving parts		Crushing/ amputation of limbs	H	See 'Maintenance - No. 42 Waste Compactor and/or Baler'				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**Cleaning - No.9 Work at Height - Ladders** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe use of ladders and step ladders		Falls from height	H	Ladders are only used for short duration work (less than 30 minutes) and where the risk of injury is low				
Unsafe storage of ladders			H	Ladders are only used for light work and not for work that involves carrying heavy or awkward items				
Unsecured ladders			H	Ladders are stored safely and unauthorised use is prohibited				
			H	Ladders are set out on a firm base and leaning at the correct angle 75 degrees (1:4) <sup>1</sup>				
			H	Ladders are tied at the top to a secure structure. If a ladder cannot be tied at the top it is secured at the bottom, or held by a second person				
			H	Ladders are not placed on a drum, box or other unstable base				
			H	Ladders are removed to storage at the end of each working day to ensure that unauthorised access to roof etc. by others, particularly pupils, is prevented				
			H	Footwear is free from mud/grease before climbing a ladder				
			H	3 points of contact are maintained at the working position				

<sup>1</sup> Portable ladders (not stepladders) should always be placed at the correct angle, which is around 75 degrees or roughly one metre out for every four metres up (the 1 in 4 rule).

**Cleaning - No.9 Work at Height - Ladders cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M=Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective ladders		Falls from height	H	The condition of the ladder is checked before each use for cracked or bent stiles or rungs, corrosion, defective or missing fittings or ties. Employees do not use the ladder if it is damaged in any way and report defects immediately to appropriate contact				
			H	Wooden ladders should not be painted  See Schedule 7 of the Work at Height Regulations				
Overreaching		Fall from a height resulting in serious injury or death	H	When using ladders employees do not work on top 3 rungs, or top 2 steps for step-ladders.				
			H	Where possible an alternative method of working is used, e.g. using extendable poles to clean high level areas				
			H	Ladders are properly set up to avoid overreaching				
			H	Mobile towers are used where practicable  See 'Use Ladders Safely - Information Sheet' available at <a href="http://www.hsa.ie/">www.hsa.ie/</a> publications				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Cleaning - No.10 Toilets and Showers** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Loose/broken fittings		Cuts	H	Condition of toilets and hand basins checked by cleaner daily (including stability of bowl and cistern, hand basins)				
Cracked floor tiles		Slips, Trips, Falls	H	Cracked floor tiles are repaired ASAP				
Legionella		Respiratory disease - legionella	H	See 'General School Risk Assessments - No. 30 Legionella'				
Mould growth		Respiratory disease - Mould toxins	H	See 'General School Risk Assessments - No. 28 Mould'				



**Cleaning - No.10 Toilets and Showers cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Improperly maintained hot and cold water system  Scalding water		Burns/scalds	<b>H</b>	Water temperature to basins maintained below scalding. Cleaner reports scalding water problems to caretaker and action taken immediately				
Inadequate ventilation		Inhalation of cleaning products	<b>M</b>	Extraction system is operational or windows can be opened				

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

**Risk Assessment carried out by:** \_\_\_\_\_

**Date:**     /     /

**Computers - No.11 Computers - General Considerations** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Y/N								
Unsuitable layout of workstation		Repetitive strain injury (RSI)	H	Workstations <sup>1</sup> are arranged to avoid awkward movements, reflections, aches and pains				
		Upper limb pain and discomfort	H	Employee's workstations should be assessed in line with HSA requirements for display screen equipment - See the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 5 of Part 2, e.g. areas that should be assessed include display screen, keyboard, work chair, lighting				
		Bad working posture						
		Visual problems						
Inadequate breaks		Eye strain	M	Where Visual Display Unit (VDU) work is intensive or continuous (>1 hour) adequate breaks are taken to rest eyes				
		Eye fatigue						
		Headache	M	Where an employee habitually uses a Visual Display Unit (VDU) as part of his/her normal work appropriate eye and eyesight tests are made available				
Electricity/electrical cables		Trips and falls	H	No trailing cables				
			H	Sockets are not overloaded				
		Shocks	H	See 'General School Risk Assessments - No. 20 Portable Electrical Appliances'				

<sup>1</sup> A VDU workstation includes the keyboard, the VDU screen, printer, work chair, work desk and the immediate VDU work environment, (e.g. lighting, glare, reflections, humidity, and temperature) and software.

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**General School Risk Assessments - No.12 Slips, Trips and Falls** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Spills, e.g. liquid spills, ingredient spills (home-economics room) or chemical spills		Slips, trips and falls	H	Spills dealt with immediately				
			H	Absorbent material used to soak up the spill				
			H	Absorbent materials located near high spill risk areas				
High-risk slip and trip areas		Slips, trips and falls	H	High risk areas for slips, trips, and falls are identified and dealt with				
Inadequate storage of school equipment and personal belongings		Slips, trips and falls	H	School equipment is stored tidily				
			H	School bags stored tidily				
			H	Pupil belongings on hooks, placed in lockers or safely under desks				
			H	Floors and access routes are kept clear				

**General School Risk Assessments - No.12 Slips, Trips and Falls cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
	Y/N							
Inadequately fitted mats or rugs		Slips, trips and falls	H	Mats and rugs are properly designed/fitted				
			H	Heavy mats are used as necessary				
			H	Mats are recessed into flooring where possible				
			H	Weighted edges are used where possible or edges are fixed in place				
Areas prone to constant wetting		Slips, trips and falls	H	All areas prone to constant wetting are identified				
			H	There is adequate local drainage				
Transition areas (Transition areas are areas with a sudden change in the level of grip)		Slips, trips and falls	H	Areas where pedestrians move between surfaces with very different levels of grip are identified, e.g. from wet surface to a dry surface or vice versa				
			H	Precautions are taken to remove excess moisture from footwear				
			H	Mats are properly designed and installed				

**General School Risk Assessments - No.12 Slips, Trips and Falls cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Level changes		Slips, trips and falls	H	Areas are identified where levels change, e.g. slopes, ramps, steps/ stairs, unexpected holes, bumps, drainage channels				
			H	Slip resistant surfaces are ensured				
			H	Proper lighting is provided				
			H	Changes in levels are highlighted				
			H	Drain covers are in place				
			H	The top and bottom of stairways are kept clean and tidy				
Cables and hoses		Slips, trips and falls	H	No trailing cables and hoses				
			H	Electrical outlets sited to avoid trailing cables				
			H	Retractable reels used				
Damaged flooring/ paving		Slips, trips and falls	H	Poorly maintained or damaged floors or paving identified				
			H	Repairs carried out and steps taken to prevent future damage				
Slippery surfaces		Slips, trips and falls	H	Slippery surfaces are identified - as a rule of thumb, high gloss, highly reflective = high risk				
			H	Consideration is given to changing or treating floor surfaces - this might include addition of slip resistant materials				
			H	Particular attention is paid to areas that may become slippery during severe weather				

**General School Risk Assessments - No.12 Slips, Trips and Falls cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
	Y/N							
Cleaning and washing floors		Slips, trips, and falls	H	As far as possible, dry cleaning replaces wet cleaning				
			H	A system is used to keep pedestrians away from wet/ moist floors, e.g. physical barriers				
			H	Cleaning is organised to provide dry paths through areas being cleaned				
			H	Where wet cleaning, detergent is used and water is at the right temperature				
			H	Excess liquid is removed to assist the floor drying process. As far as possible, the floor is cleaned until dry				
Over-used warning signs		Slips, trips and falls	H	Where warning signs are used these are removed when no longer required				
Shoes/ footwear with poor slip resistance		Slips, trips and falls	H	Suitable slip resistant footwear is provided and worn as needed				
Broken, tables, chairs or other furniture items		Falls and related injuries	H	Broken furniture removed from service until repaired or replaced				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**General School Risk Assessments - No.13 Manual Handling** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Transporting heavy loads, e.g. caretaker transporting heavy load to stores  For example ask:  Is the weight too heavy?  Is the load too big?  Is the shape unwieldy or difficult to grasp?		Back or upper limb injury  Over-frequent or over prolonged physical effort involving in particular the spine	H  H  H	When purchasing stock such as clay, ingredients the guideline weights are taken into account and smaller weight items purchased where possible e.g. 5kg bag of clay instead of 12.5 kg bag  An appropriate trolley is used to transfer heavy loads  Appropriate instruction is provided to staff on how to lift loads safely on to and off the trolley				
Lifting a heavy load above shoulder height, e.g. lifting cooking utensils from shelves in canteen or Home Economics room		Back or upper limb injury	H	Storage of regularly accessed utensils are arranged so that heavier items are stored on middle shelves not on floor or above shoulder height				
Injury sustained due to lack of knowledge, instruction or training to complete manual handling tasks appropriately		Back or upper limb injury	H	Carry out risk assessment of tasks prior to manual handling and ensure staff receive training from a competent instructor where necessary				



**General School Risk Assessments - No.13 Manual Handling cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Poor housekeeping, e.g. cleaner using floor cleaning equipment		Awkward and repetitive bending postures leading to injury	H	The vacuum hose is extended to the appropriate length to eliminate the need for unnecessary awkward bending posture				
		Poor suction in the vacuum leading to over frequent physical effort	H	Cleaning equipment is in good working order and repaired or replaced when necessary				
Carrying loads over distances, e.g. storage of classroom supplies such as Art room materials		Back strain, slipped disc, hernia	H	Re-organise work area to ensure materials are stored close to point of use or source a handling aid				
Pushing/pulling heavy or awkward items		Back strain, slipped disc, hernia	H	Appropriate trolley provided for moving items				
			H	Items are made lighter or less bulky where possible				
			H	Individuals ask for help when moving heavy items				
			H	All potential obstructions are removed				
			H	Choose safest route for moving items, particularly where there may be variations in the level of the floor, requiring the load to be manipulated on different levels, e.g. use of ramp				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

### General School Risk Assessments - No.13 Manual Handling cont'd.

There are no longer any absolute weight limits as there are too many other risk factors involved. Figure 1 indicates guideline weights for lifting and lowering for an adult male (fit and healthy) in the best working conditions. For a female, all weights should be reduced by one third. These guideline weights assume up to 30 leisurely operations an hour - where the pace of work isn't forced, there are adequate pauses to rest and the load isn't held for any length of time. If the operation is repeated more often then the weights must be reduced.

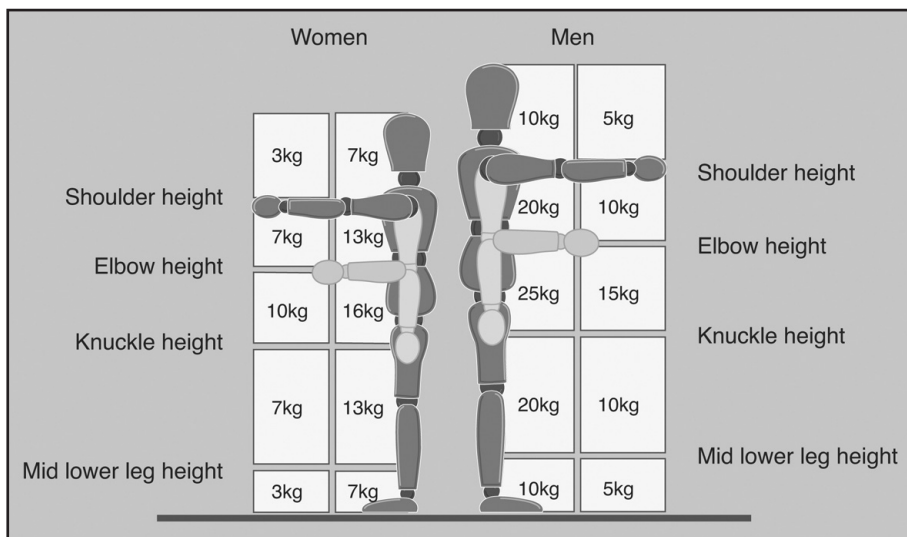


Fig. 1

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

#### Manual Handling Tasks:

The risk assessment above gives examples of manual handling tasks which pose a risk, there may be other manual handling tasks in your workplace that will need to be assessed in order to identify the risk factors, (e.g. handling at unsafe height) and to put appropriate control measures in place to avoid or reduce the manual handling through the use of handling aids or reorganisation of a work area.

#### Risk Factors:

The risk assessment above gives examples of some of the risk factors that needed to be considered when assessing a manual handling task, you will need to refer to HSA guidance on Manual Handling for examples of other risk factors that would need to be considered.

See key manual handling guidance at [www.hsa.ie](http://www.hsa.ie), in particular:

- *Guidance on the Management of Manual Handling in the Workplace - Manual Handling Risk Assessment Case Studies*
- *Guide to the Safety, Health and Welfare at Work (General Application) Regulations: Manual Handling, Chapter 4 of Part 2*



**General School Risk Assessments - No.14 General Access/Egress** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Poor lighting on access/egress routes (inside and outside)		Delayed escape in event of a fire or other emergency	H	Adequate lighting at entrance/exit (inside and out)				
			H	Fire exits clearly marked				
Trip hazards including mats, broken tiles, holes in floor, trailing cables		Trips, slips and falls	H	No trip hazards on entrance/exit routes or on walk ways				
Doors with broken handles or glass		Hand injuries	H	Doors checked and repaired when necessary				
			H	Broken glass removed and disposed of safely				
Doors which require excessive force to open or close		Person being hit by the door	H	Operation of fire doors checked - See 'General School Risk Assessments - No. 17 Fire (general classrooms and offices)'				
		Hand injuries	M	Automatic closure mechanisms set so as not to cause hands to be trapped				
			M	Excessive force not required to open doors taking into account mobility impaired users				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**General School Risk Assessments - No.15 Platform Lifts** (List additional hazards, risks and controls particular to your school using the blank template no.69) (usually provided for disabled persons' use)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Fingers trapped between platform and wall		Amputation	H	Guarding to prevent access				
			H	Pressure plates to stop movement in case of contact.				
			H	Hold to run control for ascent/descent				
Trapped on platform		Distress	L	Management of communications. Fire procedures				
Crushed underneath platform		Crush injury	H	Interlock between platform and access doors at landing				
Fall into lift shaft		Fracture	L	Locking of doors				
All hazards			M	Maintenance Statutory examinations carried out every 6 months				

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

Risk Assessment carried out by: \_\_\_\_\_ Date:     /     /



**General School Risk Assessments - No.16 Fire (Specialist Rooms)** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Improper storage of solvents and flammable materials		Fire causing death or injury	H	Solvents or other highly flammable materials stored in metal cabinets				
		Asphyxiation	H	Ensure Safety Data Sheets (SDS) sheets are available for all chemicals. Ensure users and staff who may become into contact with chemicals are aware of the hazards and precautions that must be taken when using chemical products. All users and relevant personnel must have access to the Safety Data Sheet (SDS)				
		Explosion	H	Chemical products are labelled and stored safely in accordance with Safety Data Sheets (SDS) requirements				
			H	Combustible materials must be stored in appropriate conditions as per manufacturers storage guidelines. Waste materials cleared away after each class and disposed of appropriately.				
Fire		Fire causing death or injury	H	Fire extinguisher(s) in place, suitable for the fire type and serviced annually (at least 1 x 5 kg CO2 extinguisher)				
			H	All teachers know how to raise the alarm and contact the emergency services				



General School Risk Assessments - No.16 Fire (Specialist Rooms) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Fire - Access/Egress		Death or injury	H	All fire doors are marked with 'Fire door, keep closed' safety sign				
			H	All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety)				
Restricted access/egress		Delays in exiting building safely in the event of a fire	H	Fire exit doors checked weekly to ensure they open properly				
			H	Exit routes kept free from obstruction				
			H	School emergency evacuation plan has been developed which covers all areas, processes and identifies those people who may be at special risk e.g. visually impaired or those working in noisy environments. This plan has been brought to the attention of school users on a regular basis				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

General School Risk Assessments - No. 17 Fire (General Classrooms and Offices) (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electrical faults		Electrocution Electric shock Fire	H	Electrical sockets not overloaded				
			H	Equipment checked prior to use for faults				
			H	All electrical faults reported to designated person. Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or insert 'See General School Risk Assessments - No. 20 Portable Electrical Appliances'				
Fire		Fire causing death or injury	H	All teachers know how to raise the alarm and contact the emergency services				
			H	There is an accessible fire extinguisher in classroom or hallway close to classroom				

General School Risk Assessments - No. 17 Fire (General Classrooms and Offices) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Restricted access/egress		Delays in exiting building safely in the event of a fire	H	Fire exit doors (including those located in classroom or office) checked weekly to ensure they open properly				
			H	Exit routes kept free from obstruction				
			H	School emergency evacuation plan has been developed which covers all areas, processes and identifies those people who may be at special risk e.g. visually impaired or those working in noisy environments. This plan has been brought to the attention of school users on a regular basis				
Fire - Access/Egress		Death or injury	H	All fire doors are marked with 'Fire door, keep closed' safety sign				
			H	All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety)				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:        /        /

**General School Risk Assessments - No.18 Fire - Events (plays, musicals, large meetings) (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electrical faults		Electrocution Shock Fire	H	Electrical sockets not overloaded				
			H	Equipment checked prior to use for faults				
			H	All electrical faults reported to designated person. Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or replaced. See 'General School Risk Assessments - No. 20 Portable Electrical Appliances'				
Fire		Burns	H	Fire extinguishers in place and accessible				
			H	Use of candles or other naked flames strictly controlled				
Improper storage of solvents and flammable materials		Fire causing death or injury Asphyxiation Explosion	H	Solvents or other highly flammable materials stored in metal cabinets				
			H	Ensure Safety Data Sheets (SDS) are available for all chemicals. Ensure users of chemicals are aware of the hazards and precautions that must be taken when using chemical products. All users and relevant personnel must have access to the Safety Data Sheet (SDS)				
			H	Combustible materials must be stored in appropriate conditions as per manufacturers storage guidelines				
			H	Chemical products are labelled and stored safety in accordance with Safety Data Sheets (SDS) requirements				
Fire		Fire causing death or injury	H	Fire extinguisher(s) in place, suitable for the fire type & serviced annually (at least 1 x 5 kg CO2 extinguisher)				

General School Risk Assessments - No.18 Fire - Events (plays, musicals, large meetings) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Restricted access/egress		Delays in exiting building in event of fire	H	Exit routes kept free from obstruction				
			M	External lighting on exit routes operational and switched on during event				
		Smoke inhalation	H	Fire assembly point(s) marked clearly				
			H	Emergency lighting operational				
		Burns	H	Final fire exit doors checked to ensure they open freely before event				
			H	Emergency evacuation plan explained to audience before each performance/event				
			H	Person designated to raise the alarm and contact the emergency services				
			H	Persons assisting at event briefed on their role in fire evacuation				
			H	Fire alarm tested at regular intervals				
Restricted access/egress		Delays in exiting building safely in the event of a fire	H	Fire exit doors (including those located in classroom or office) checked weekly to ensure they open properly				
			H	School emergency evacuation plan has been developed which covers all areas, processes and identifies those people who may be at special risk e.g. visually impaired or those working in noisy environments. This plan has been brought to the attention of school users on a regular basis				
Fire - Access/Egress		Death or injury	H	All fire doors are marked with 'Fire door, keep closed' safety sign				
			H	All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety)				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:        /        /

**General School Risk Assessments - No.19 First-Aid** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Inadequate first-aid equipment/kits		Injuries could be serious or life threatening if not dealt with quickly and appropriately	H	First-aid kits are kept well stocked in accordance with the Health and Safety Authority guidelines (See 'Recommended contents of first-aid boxes and kits' P.86)				
			H	Specific responsibility has been given to a designated employee for restocking the kits				
			H	Defibrillators (where present) are maintained in accordance with the manufacturer's instructions				
Inadequate information about trained first-aiders		Injuries could be serious or life threatening if not dealt with quickly and appropriately	H	The appropriate number of occupational first-aiders are available during working hours <sup>1</sup>				
			H	Staff and pupils should be aware of who the occupational first-aider is and how to alert him/her in emergencies. It is good practice to ensure the name (and perhaps photograph for larger workplaces and workplaces with people of many nationalities present) of the occupational first aider is clearly visible on staff or student notice boards in and around the school				
			L	If occupational first-aider is temporarily unavailable an alternate person is designated to take over in the event of an accident				

<sup>1</sup> Occupational first-aiders should be trained in accordance with the Health and Safety Authority Guidelines on first-aid at Place of Work May 2008 available at [http://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Occupational\\_Health/Guidelines\\_on\\_First\\_Aid\\_at\\_Places\\_of\\_Work\\_2008.pdf](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Occupational_Health/Guidelines_on_First_Aid_at_Places_of_Work_2008.pdf)

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

RECOMMENDED CONTENTS OF FIRST-AID BOXES AND KITS (see reverse)

## RECOMMENDED CONTENTS OF FIRST-AID BOXES AND KITS

Materials	First-aid travel kit contents	First-aid box contents		
		1 - 10 Persons	11 - 25 Persons	26 - 50 Persons*1
Adhesive plasters	20	20	20	40
Sterile eye pads (no.16) (bandage attached)	2	2	2	4
Individually wrapped triangular bandages	2	2	6	6
Safety pins	6	6	6	6
Individually wrapped sterile unmedicated wound dressings - medium (no. 8) (10 x 8cms)	1	2	2	4
Individually wrapped sterile unmedicated wound dressings - large (no. 9) (13 x 9cms)	1	2	6	8
Individually wrapped sterile unmedicated wound dressings - extra large (no. 3) (28 x 17.5cms)	1	2	3	4
Individually wrapped disinfectant wipes	10	10	20	40
Paramedic shears	1	1	1	1
Pairs of examination gloves	3	5	10	10
Sterile water where there is no clear running water*2	2x20mls	1x500ml	2x500mls	2x500mls
Pocket face mask	1	1	1	1
Water based burns dressing - small (10x10cms)*3	1	1	1	1
Water based burns dressing - large*3	1	1	1	1
Crepe bandage (7cm )	1	1	2	3

**Notes:**

**\*1: Where more than 50 persons are employed, pro rata provision should be made.**

**\*2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross-infection. The container should be CE marked.**

**\*3: Where mains tap water is not readily available for cooling burnt area.**

**General School Risk Assessments - No.20 Portable Electrical Appliances** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective portable electrical equipment		Electrocution	H	Defective electrical equipment shall be clearly identified, labelled as out of use, and stored separately to prevent accidental use				
Exposed wiring/live parts		Fire	H	Visual checks carried out as follows:				
Failure in earth		Burns from hot surfaces	H	<b>Tools/appliance</b> <ul style="list-style-type: none"> <li>On/off switch is working correctly</li> <li>No signs of damage to casing</li> <li>No loose parts or missing screws</li> <li>Live parts are properly guarded so as not to be inadvertently accessible</li> </ul>				
			H	<b>Cables</b> <ul style="list-style-type: none"> <li>Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible</li> </ul>				
			H	<b>Plug</b> <ul style="list-style-type: none"> <li>Securely anchored, no sign of cracked casing, overheating, loose or bent pins</li> </ul>				
			H	<b>Socket outlet</b> <ul style="list-style-type: none"> <li>No cracks or damage or sign of overheating</li> </ul> <p>Report defects to person in control of the workplace to ensure all items are repaired or replaced.</p>				
Electrical equipment subject to heavy wear and tear		Electrocution	H	Portable electrical equipment is tested periodically by a competent person and records of the test kept				



General School Risk Assessments - No.20 Portable Electrical Appliances cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electrical equipment becoming live		Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)				
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**General School Risk Assessments - No.21 Bullying** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed								
Bullying		Effects on physical health, (e.g. raised blood pressure)	H	The school is committed to ensuring that the place of work is free from bullying and that all employees have the right to be treated with dignity and respect at work												
			H	There is a written policy on the prevention of workplace bullying and all employees are aware of the policy and have access to this information												
		Effects on mental health, (e.g. stress, anxiety, depression)	H	All new employees, permanent or temporary receive a copy of the policy												
			H	Consultation with employees or their representatives, including the safety officer, safety representative and the safety committee, as appropriate, has taken place as regards the risk of bullying at work and preventive measures												
		Isolation	H	Employees are aware of their responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying												
				Allegations of workplace bullying are investigated fairly and thoroughly without reprisals for the complainant												
		Allegations of bullying are treated with fairness, sensitivity and respecting the need for confidentiality for parties concerned														
		Bullying at work by others such as parents or contractors, will not be tolerated and action will be taken to support the employee														
		A complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedure														

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

Risk Assessment carried out by: \_\_\_\_\_

Date:        /        /



**General School Risk Assessments - No.22 Stress** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Stress		Increased absences	M	The HSA Work Positive tool <sup>1</sup> or similar is used to assist with risk assessment requirements where workplace stress is concerned				
		Increased conflicts	M	The school has a policy on dignity in the workplace which is communicated to all employees and displayed in the employees room				
		Increased anger levels for those effected	H	Employee's serious health and safety concerns about their work environment are addressed				
		Isolation	H	Demands in the employee body are achievable and within the role of the job holder				
		Low morale	M	Systems are in place to enable and encourage employees to report unacceptable behaviour, i.e. in accordance with the Dignity Policy				
		Effects on physical health, (e.g. raised blood pressure, tension headaches)	L	There is employee input into decision-making and career progression				
			L	Board of Management/VEC actions are consistent and fair				
			M	The school provides employees with timely information to enable them to understand the reasons for proposed changes				
		Effects on mental health, (e.g. anxiety, depression, insomnia)	M	If necessary, employees are given training to support any changes in their jobs				
			L	The school monitors employee's sickness absence and identifies reasons for absence				
			L	Employees can/should be able to approach the Principal or Deputy Principal to access appropriate support				

<sup>1</sup> Work Positive is an audit tool comprising a user-friendly pack which can be used to identify sources of stress in organisations. Work Positive is one of a number of tools available to help in this process. Additional information is available at [http://www.hsa.ie/eng/Workplace\\_Health/Workplace\\_Stress](http://www.hsa.ie/eng/Workplace_Health/Workplace_Stress)

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**General School Risk Assessments - No.23 Car Park and External Areas** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Poor lighting		Slips, trips, falls	H	External lighting is adequate and is switched on when evening events are planned such as concerts, parent/teacher meetings, hall used by clubs or societies				
Holes/damaged surfaces		Slips, trips, falls	H	Car park surface and other external areas are checked on a weekly basis for broken glass, hazardous conditions and pot holes				
Contact with broken glass		Cuts	M	Broken glass should be removed. Replacement glass should be installed in buildings at the earliest opportunity				
Slippery walkways due to Ice		Slips, trips, falls	M	Grit or salt available for walkways which are prone to ice				
			M	Caretaker applies salt or grit in icy weather				
Person being struck by vehicle		Injury due to person being struck by vehicle	H	Traffic management system should be in place				
			H	Pedestrian routes/parking areas are clearly marked and appropriate signs in place. Controls in place around appropriate times for visiting vehicles deliveries and collections				
			M	Assembly points for emergency evacuations are clearly marked and are not located in an area likely to be required by the emergency services				
Poorly identified steps and stairways		Slips, trips, falls	H	Steps and stairways are adequately lit and clearly marked/highlighted				

General School Risk Assessments - No.23 Car Park and External Areas cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Lack of handrails on steps		Slips, trips, falls	H	All steps have handrail on one side where necessary				
Unguarded edges		Falls	H	Where necessary all drops or platforms have fencing/guarding to prevent falls				
Unfenced ditches or streams		Drowning	H	Access to rivers, streams or ditches running on or adjacent to school property are adequately fenced off				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**General School Risk Assessments - No.24 Staff Room** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Damaged flooring  Wet floors and spillages		Slips, trips, falls	<b>H</b>	See 'General School Risk Assessments - No. 12 Slips, Trips, and Falls'				
Accessing high windows		Falls from height	<b>M</b>	Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level				
Defective portable electrical equipment		Electrocution	<b>L</b>	Portable electrical appliances visually inspected before use.				
		Burns Cuts	<b>H</b>	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use.  Report defects to person in control of the workplace to ensure all items are repaired or replaced. See 'General School Risk Assessments - No. 20 Portable Electrical Appliances'				
Fire		Smoke inhalation, burns	<b>M</b>	See 'General School Risk Assessments - No.17 Fire (General Classrooms and Offices)'				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /





**General School Risk Assessments - No.25 Pregnant, Post-Natal and Breastfeeding Women** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with chemical agents		Harm to the unborn child or breastfed babies	<b>H</b>	Pregnant, post-natal, or breastfeeding women are not exposed to chemical substances labelled: R40, R45, R61, R63 and R64, particularly where exposure levels are above a level which might cause harm				
Contact with biological agents		Infection	<b>H</b>	If there is a risk of exposure to a highly infectious agent, pregnant, post-natal or breastfeeding women must avoid exposure				
Long periods standing, movement or postures which are abrupt or severe or give rise to excessive fatigue		Varicose veins  Fatigue (mental and physical)	<b>M</b>	Pregnant, post-natal or breastfeeding women should have provision to sit whilst completing work activities				
Pushing/pulling/carrying heavy or awkward items		Manual handling induced injury	<b>H</b>	Pregnant, post-natal and breastfeeding women are not required to lift, push or pull awkward or heavy items. See 'General School Risk Assessments - No. 13 Manual Handling'				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



General School Risk Assessments - No.26 Noise (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
High Noise Levels		Hearing damage	M	Noise measurements carried out where necessary by a competent person				
			M	Warning signs are in place beside fixed noisy equipment and are visible				
			M	Hearing protection is worn where necessary, e.g. when operating tractors, strimmers, lawnmowers and whilst operating back up generators				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**General School Risk Assessments - No.27 Radon** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Identified High Radon Level		Lung cancer and other health risks  (Long term exposure)	H	Radon measurements are taken by an accredited radon measurement company (for further information consult the Radiological Protection Institute of Ireland (RPII) www.rpii.ie)				
			H	The Radiological Protection Institution of Ireland - RPII have been informed of any high radon levels following results of measurements taken and any advice has been followed				
			H	Where high radon levels were found, an engineered system was installed e.g. a sump or an air vent was introduced				
			H	If an engineered system is fitted to reduce levels, procedures are in place to ensure the system remains mechanically operational and is kept switched on				

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

**Reference**

Department of Education and Science Circular M/46/01: Radon Mitigation for Schools.

Note: Although the national reference level for radon in the workplace is 400Bq/m<sup>3</sup> in the survey carried out by the RPII on radon levels in Irish Primary and Post-primary schools, in order to provide additional protection to children while in school, the RPII advised that remedial work should be undertaken to reduce exposure to radon where classrooms were found to have radon concentrations above 200 Bq/m<sup>3</sup>

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**General School Risk Assessments - No.28 Mould** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Mould		Lung irritation, sensitisation, adverse health affects	M	Procedure for identification and assessment of mould growth in place				
			M	All relevant staff are aware of this procedure				
			M	Regular formal inspections, e.g. bi-annual, undertaken to identify moulds or potential causes of mould, e.g. leaks?				
			M	Preventative maintenance procedures in place, e.g:  <ul style="list-style-type: none"> <li>• Check for leaking pipes</li> <li>• Check for condensation build up</li> <li>• Ensure humidity is less than 60%. Humidity can be reduced by repairing leaks in increasing ventilation</li> <li>• Ensure dryers vent externally</li> <li>• Check extraction ventilation are working correctly, e.g. in kitchens</li> <li>• Damp proof courses checked</li> <li>• Check gutters are cleared and in good condition</li> </ul>				



**General School Risk Assessments - No.28 Mould cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Mould		Lung irritation, sensitisation, adverse health affects	M	Generate a log book for regular examination and maintenance of plumbing system(s); gutters and ventilation systems. Subsequent action would involve auditing of logbooks that maintenance/ checks were occurring				
			M	Remediation plan/procedure in place to deal with identified mould problem, e.g.  <ul style="list-style-type: none"> <li>• Source of moisture been identified and removed prior to remediation</li> <li>• Appropriate PPE and RPE available for persons carrying out cleaning and remediation work</li> <li>• Staff carrying out cleaning are trained and aware of relevant precautions/ controls required for mould growth greater than 3m<sup>2</sup></li> <li>• Professional expertise sought if the area covered by mould is greater than 3m<sup>2</sup></li> </ul>				
			M	System in place to deal with incidents of water damage, e.g. flooding, to prevent mould growth				
			M	Records are kept of all remediation work/ monitoring carried out				

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

Reference guide; State Claims Agency; Guidelines for Cleaning Staff on Managing Mould Growth in State Buildings. [www.stateclaims.ie](http://www.stateclaims.ie)  
 State Claims Agency; Guidelines for Maintenance Staff on Managing Mould Growth in State Buildings. [www.stateclaims.ie](http://www.stateclaims.ie)  
 Department of Education and Science Circular 008/2006 Health and Safety Matters – Management of Mould

Risk Assessment carried out by: \_\_\_\_\_

Date:        /        /

**General School Risk Assessments - No.29 Asbestos** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Exposure to asbestos fibres		Asbestos related lung disease	H	Asbestos survey carried out in accordance with Technical Guidance Document HSG 264 by a competent person				
			H	Copy of the asbestos survey and asbestos register kept in the school				
			H	Management actions recommended in the survey report implemented				
			H	Contractors have access to the survey or are made aware of the presence of asbestos prior to commencing work				
			H	Caretakers and employees have access to the survey and are made aware of the presence of asbestos in the school				

**General School Risk Assessments - No.29 Asbestos cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Exposure to asbestos fibres		Asbestos related lung disease	H	Suitable information provided to employees on the precautions to take in working in an area where there may be asbestos				
			H	Reporting arrangements in place if suspect materials are identified or existing asbestos materials are damaged				
			H	Re-inspection of asbestos being managed in-situ undertaken on a regular basis, e.g. annually				

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

Reference Documents:

Safety, Health and Welfare at Work (Exposure of Asbestos) Regulations 2006 (S.I. No. 386 of 2006) - for the most up to-date legislation please log onto our web site [www.hsa.ie](http://www.hsa.ie)  
 Department of Education and Science Circular 49/99 Asbestos Survey  
 HSG 264 Asbestos: The Survey Guide - HSE (UK) (previously MDHS 100 - Surveying, sampling and assessment of asbestos-containing materials)  
 State Claims Agency - Accommodation officers Information booklet - Asbestos: The Asbestos Abatement Programme and the Asbestos Management Policy

Risk Assessment carried out by: \_\_\_\_\_

Date:        /        /

**General School Risk Assessments - No.30 Legionella** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Legionella bacteria		Pontiac fever  Legionnaires disease (potentially fatal form of pneumonia)	H	Competent person with relevant skills, knowledge and experience identified to conduct site specific risk assessment				
			H	Sources of possible risk of Legionella identified from work activities and water systems at the workplace. To consider: <ul style="list-style-type: none"> <li>• Potential for Legionella growth</li> <li>• Potential for aerosol generation</li> <li>• Presence of susceptible persons</li> <li>• Adequacy of existing site management records and arrangements</li> <li>• Efficacy of existing preventative and control measures</li> <li>• Systems at greatest risk assessed, e.g. Cooling towers, hot and cold water systems, evaporative controllers</li> </ul>				

**General School Risk Assessments - No.30 Legionella cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Legionella bacteria			H	Procedure(s) in place to prevent and control risk from Legionella (Legionella control plan) - see further information below				
			H	Competent 'Responsible person' identified to oversee the Legionella control plan				
			H	Records kept and reviewed to ensure Legionella control plan is effective				

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

Further information on control measures for Legionella risks: The cold water tank is fitted with a cover and insect screen(s) and located in a cool place and protected from extremes of temperature. Piping insulated and kept away from heat sources. Cold water storage holds enough for a days use only and has no build up of scale or sludge. Hot water distribution pipes insulated. Biocide treatments can be used for cooling towers. Hot water should be stored above 60°C and distributed at above 50°C. Cold water should be kept below 20°C. Water storage tanks are cleaned and disinfected every 6 months. Shower heads cleaned and disinfected quarterly. There are arrangements in place for little used outlets to either: Flush showers/taps/emergency showers and all other sources arising through on at least a weekly basis (with records kept of this) or carry out a safe purge of stagnant water before use.

**Risk Assessment carried out by:** \_\_\_\_\_

**Date:**     /     /

For further information and guidance on Legionella - refer to the 'National Guidelines for the Control of Legionellosis in Ireland, 2009 - published by the Health Protection Surveillance Centre web site; <http://www.hpsc.ie/hpsc/A-Z/Respiratory/Legionellosis/Publications>

**General School Risk Assessments - No.31 Lone Workers (e.g. caretakers)** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M=Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Working alone or in isolation		In determining risks, ask the following questions:	H	A suitable means of communication is established with the lone worker, e.g. caretaker has mobile phone				
		Does the workplace present a special risk to the lone worker?						
		Is there a safe way in and a way out for one person?						
		Can any temporary access equipment that is necessary, such as portable ladders or trestles, be safely handled by one person?	H	A 'reporting in' procedure is in place, e.g. a designated person is alerted regarding lone workers working time and expected return time. Telephone contact is made on their return				
		Can all the plant, substances and goods involved in the work be safely handled by one person?						
		Are women especially at risk if they work alone?						
		Are young employees especially at risk if they work alone?						
			H	Appropriate instruction and training in proper procedure is provided where necessary				

General School Risk Assessments - No.31 Lone Workers (e.g. caretakers) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Accidents or emergencies		Sudden illness	H	Foreseeable events have been identified and lone workers are capable of responding correctly to emergencies				
		Accidents relating to work activities	H	Emergency procedures established and lone workers briefed				
			H	Lone workers have access to adequate first-aid facilities				
			H	Personal protection equipment (PPE) is provided to lone workers where required				
Responding to an activated burglar alarm at the school outside school hours		Physical violence from intruders	H	Arrangements for providing help or back up are in place				
			H	A 'reporting in' procedure is in place, e.g. a designated person is alerted regarding lone worker's working time and expected return time. Telephone contact is made on their return				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Home Economics - No.32 Home Economics Room - General Considerations** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Obstructed access/ egress  Damaged flooring		Slips, trips and falls	H	Walkways and fire exit routes kept free from obstruction. See 'General School Risk Assessments - No.12 Slips, Trips, and Falls'				
			H	Pupil belongings, project materials, teaching materials etc. stored safely				
			H	Damaged flooring likely to cause trip hazard repaired or replaced				
Accessing high windows		Injury due to over reaching  Falls	M	Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level				
Use of sewing machine		Puncture wounds	L	Pupils instructed on safe use of sewing machine and correct storage of needles				
Inadequate first-aid provisions		Delayed treatment of injuries	M	Appropriately stocked first-aid kit in Home Economics room under teacher supervision				
			M	Details of trained first-aider available to all employees and pupils. See 'General School Risk Assessment - No.19 First-Aid'				
Exposure to hazardous cleaning chemicals		Dermatitis/ allergy	H	Only non hazardous cleaning chemicals used				
			H	Personal protective equipment (PPE) provided and used where necessary				
			H	Room is appropriately ventilated				



**Home Economics - No.32 Home Economics Room - General Considerations cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Gas		Fire Explosion	H	Teachers aware of location of main gas shut off point				
			H	Gas shut off when room not in use				
			H	Gas leak detection system in place and serviced as required				
Fire		Burns Smoke inhalation Death	H	Fire blanket located close to potential sources of fire, e.g. toaster				
			H	Fire detection system is in place				
			H	Washer and dryer not left on overnight				
			H	Lint removed from dryer regularly				
			H	All teachers aware how to raise the alarm and contact the emergency services				
			H	Teachers and pupils are informed about evacuation procedures from home economics room and participate in fire drills				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

# Home Economics - No.33 Knives and Cutters (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Sharp knives and cutters		Cuts/ lacerations	H	Pupils instructed in safe use of knives and cutters				
			M	Knives kept sharp (blunt knives require additional force in use leading to accidents)				
			H	Knives and cutters checked for damaged blades or handles once per term				
			M	Knives and cutters stored separately to other equipment				
			H	Knives and cutters counted out to pupils and counted back in at end of class				
			H	Knives are washed in sink separately from other items of equipment and never left soaking in sink				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**Home Economics - No.34 Portable Electrical Appliances** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Damaged electrical fittings and equipment		Electrocution  Cuts	<b>M</b>	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use.  Report defects to person in control of the workplace to ensure all items are repaired or replaced. Complete 'No.20 - Portable Electrical Appliances'				
Incorrect use of, unsafe use of or defective portable electrical appliances		Electric shock	<b>H</b>	Sewing machines checked by a competent person on a regular basis, as appropriate				
		Fire						
		Puncture wounds	<b>H</b>	Sockets are not overloaded and cables are kept clear of sink areas				
		Entanglement	<b>H</b>	Service records are maintained				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**Maintenance (caretakers, contractors, etc.) - No. 35 Maintenance - General Considerations** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe system of work		Cuts/lacerations Eye injuries Slips, trips, falls Amputation, fatalities'	<b>M</b>	Caretaker has received basic safety training including relevant information as set out in the safety statement, risk assessment and applicable information regarding safe working procedures				
Inadequate personal protective equipment (PPE)		Exposure to hazardous substances Cuts/lacerations Eye injury	<b>M</b>	Caretaker has been provided with appropriate personal protective equipment (PPE) and clothing where necessary and has been instructed on how to use PPE correctly				
Inadequate information for caretakers/contractors		Injuries resulting from inadequate information about safety procedures, etc.	<b>H</b>	Caretakers/contractors liaise with the Principal or designated person when arriving at the school prior to carrying out maintenance work				

**Maintenance (caretakers, contractors, etc.) - No. 35 Maintenance - General Considerations cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Fire		Burns Asphyxiation Explosion	L	The caretaker is trained in the use of fire extinguishers				
			H	The caretaker is aware of all external gas, water and electricity cut off points				
Poor housekeeping		Slips, trips, falls	M	Workshop or storage areas used by the caretaker are adequately lit, free from trip hazards with items stored in such a way as not to cause injury				
Working with electricity		Electrocution	H	Caretaker does not carry out repairs on electrical circuits unless competent to do so				

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with chemical product, (e.g. pesticides, herbicides, cleaning products)		Skin Irritation	H	Safety Data Sheet (SDS) have been obtained for all hazardous chemicals and a copy kept on file in a suitable location, accessible by relevant employees				
		Allergies	H	When choosing herbicides, pesticides and chemical cleaners the least hazardous chemical is purchased				
		Splashes (eyes)	H	Personal protective equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS)				
		Burns	H	Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together				
			H	Spraying of herbicides is carried out in calm weather conditions when employees or pupils are not in the spray area				
			H	Safety Data Sheets (SDS) readily available for all hazardous chemicals				
			H	All hazardous chemicals labelled correctly - labels understood, intact and legible?				
			H	New Classification and labelling regime (CLP) understood by teachers and pupils				
			H	Information on hazard label corresponds to information on Safety Data Sheets (SDS)				



**Maintenance (caretakers, contractors, etc.) - No. 35 Maintenance - General Considerations cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Direct contact with Biological Agent		Needle stick injury	H	All biological fluids are treated as potentially infectious and gloves are worn during clean up of any biological agents encountered by cleaners/caretakers/contractors				
		Infectious disease						
		Exposure to infectious diseases	H	To reduce the possibility of needle stick injury, cleaners/caretakers/contractors should not put hands into bins or into areas where the contents cannot be seen				
			H	Clinical waste must be disposed of in a clinical waste/sharps bin. All clinical waste must be disposed of by an appropriate waste disposal company				
			H	If an employee suffers a needle stick injury bleeding is initially encouraged and medical attention is sought immediately				
Unauthorized access to laboratory		Uncontrolled exposure to hazardous properties of laboratory chemicals	H	Unauthorised access to the laboratory is controlled e.g. locked when not in use				
Poor storage arrangements for laboratory chemicals		Uncontrolled access and exposure to hazardous properties of laboratory chemicals	H	Chemicals are stored in separate and well ventilated room - access controlled				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No. 36 Construction Contractors** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Inadequate preparation before construction work commences		Injuries resulting from inadequate preparation	H	The BOM/VEC are aware of their responsibilities under the Safety, Health and Welfare at Work (Construction) Regulations 2006. Where required the BOM/VEC will appoint a Project Supervisor Design Process (PSDP) before design work commences and a Project Supervisor Construction Stage (PSCS) in writing before any construction activities take place				
			H	The Principal, or designated contact on behalf of the BOM/VEC, ensures consultation with the PSDP/PSCS before work commences and during the project. Appropriate information is kept on file at the school as necessary e.g. relevant forms and safety file				
Unsecure sites/ construction activities in close proximity to school		Serious injury or death	H	Suitably constructed fencing must be used to secure sites				
			H	Suitable barriers and appropriate signage must be in place where required				
			H	Suitable and safe routes must be provided to ensure that the safety of all those at the school and members of the public are not put at risk from the construction work activity. Dedicated pedestrian routes must be clearly identified and used. Consideration must also be given to persons with disabilities				
			H	Traffic control plans must be prepared and in place where required				
			H	Plant should be secured when left unattended to prevent unauthorised use, especially when parked up at the end of the working day				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**Maintenance - No.37 Tractor Maintenance** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
General tractor maintenance		Injury due to inadequate maintenance	H	The tractor is maintained and serviced as per the manufacturer's instructions and a record of the service is kept by the Principal				
			H	A pre-start check list must be completed by the driver once per day before use				
			H	The driver must conduct an inspection of the tractor and ancillary machinery, to ensure that all lights, horn, brakes, mirrors, warning devices and control devices are in place and are working correctly. The driver must check the machine for fuel and check tyres and wheels are in a satisfactory condition				
General tractor maintenance		Injury to person using tractor due to incorrect or insufficient repair work being completed	H	Repair work is only carried out by a competent mechanic				
Collision with other vehicles		Injury due to collision with stationary objects or moving vehicles	H	Tractor driven by trained and experienced employees only. New drivers must attend Driver Awareness Training course delivered by a recognised training company				
Noise		Hearing damage	M	The tractor cab provided is well maintained and doors kept closed while the tractor is in use				
			M	Hearing protection is worn when driving the tractor				
Entanglement		Loss of limbs or death due to entanglement in moving parts	H	Ensure all guarding is in place. The tractor is stopped and power cut and key removed from ignition when clearing blockages of any type				
Collision		Severe injuries on foot of collision or overturning of tractor	H	When in operation the door of the cab is closed and if present a seat belt worn				

**Maintenance - No.37 Tractor Maintenance cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Loss of control of tractor due to interference with control mechanisms		Injuries from collision arising from lack of control of vehicle	H	The floor of the cab is kept clean and free from materials so that the pedals can be easily accessed and function properly				
Collision with vehicles or pedestrians		Severe injuries on foot of collision or overturning of tractor	H	An exclusion zone should be in operation in any area in which a tractor is operational				
			H	Adequate supervision must be provided to ensure pedestrians/pupils are not sharing the same area				
Faulty/defective equipment			H	Any faults found are reported to the Principal immediately				
Collision with other vehicles		Collision with other vehicles	H	The tractor is driven slowly and with great care at all times				
Falls from height		Severe injuries arising from use of unsuitable elevated work platform	H	The tractors or its frontend loader is never used as an elevated work platform (for raising persons to a height)				
Passengers riding on tractor/sweeper		Loss of limbs or death due to entanglement in moving parts	H	Employees are forbidden from carrying any passengers or being passengers on the tractor				
Collision with or entrapment by vehicle		Risk of brake failing and vehicle moving and either trapping or rolling over an individual.	H	When parking the tractor the keys must be removed, the brake applied, the wheel turned into a wall or stationary object and the vehicle left on a flat surface. All front end loaders or transport boxes must be lowered to rest on the ground				
Collision with other vehicles		Injury due to collision	H	A second person standing in a safe position with a good overall view must direct the driver if the drivers view is unsighted, particularly during reversing operations				

**Maintenance - No.37 Tractor Maintenance cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Collision with or entrapment by vehicle		Risk of brake failing and vehicle moving and either trapping or rolling over an individual	H	The tractor is not left running or with the forks or bucket raised whilst unattended				
Reduced vision when driving		Injury due to collision	H	When driving around blind corners the driver slows to an appropriate speed to allow for sudden stopping and sounds the horn. Where vision is restricted at corners mirrors should be strategically placed to aid visibility				
Lack of attention or focus when driving		Collision with other vehicles	H	A mobile phone must not be used while driving				
Electrocution		Death or serious electrical shock which may result in serious injury	H	The tractor is not driven under high voltage power lines unless the bucket/forks are lowered				
Entanglement in PTO Shaft		Death or Loss of limbs as a result of entanglement in PTO	H	When attaching any machinery using a power take off (PTO) shaft the driver ensures all guards are in place. The shaft is not to be used without complete guards or with damaged guards				
			H	The PTO chain must be anchored to prevent rotation of the PTO guard				
			H	The U guard and O guards are in good condition				
			H	The PTO is turned off before exiting the vehicle cab whenever possible				

**Maintenance - No.37 Tractor Maintenance cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Entanglement in PTO Shaft		Death or Loss of limbs as a result of entanglement in PTO	H	Before starting a PTO the driver makes sure that there is nobody in close proximity to the shaft				
			H	Persons never step or lean over a running shaft even if guarded				
			H	The shaft is turned off when clearing blockages in any machinery				
Contact with diesel during refuelling		Dermatitis	H	Gloves are worn when refuelling				
Whole body vibration		Ill health due to WBF - whole body vibration	H	Tractor used for time periods as specified by the manufacturer to ensure whole body vibration is minimised				
Flying debris or objects		Cuts/ amputations/ lacerations from debris ejected from blades	H	When grass cutting, the ground ahead must be checked for objects that could be caught in blades or ejected from blades				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:        /        /

**Maintenance - No.38 Boiler house and fuel tanks** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Flammable gas or oil		Asphyxiation Fire	L	Gas detectors are in place with automatic shut off (gas boiler only)				
			H	Gas detectors are serviced annually				
		Explosion	L	The fire detection system in the boiler house is linked to main alarm system and serviced annually				
			H	If the boiler contains a pressure vessel it should be examined by a competent person once a year				
		Burns	H	The boiler is serviced annually by a competent person and service records are maintained at the school				
			H	Smoking in or near the boiler room is prohibited				
			H	A hot work permit is operated for all work in the vicinity of the boiler room, oil tank or gas tank				
			H	If a smell of gas is detected the gas contractor is notified				
Flammable gas or oil  Access by unauthorised persons		Burns Asphyxiation Fire	M	Oil fired boiler has an automatic extinguisher hanging on a rigid bar over the burner				
			M	Extinguisher serviced annually				
		Trip, fall Explosion	H	Safe access is provided				
			L	Unsafe access to boiler room is prevented				
			M	Unauthorised persons are not permitted in the vicinity of the boiler room				



**Maintenance - No.38 Boiler house and fuel tanks cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Accessibility to fuel storage tank		Slips, trips, falls	L	If oil tank is filled from the top the opening is safely accessible (e.g. person delivering oil does not have to balance on a wall to reach)				
		Fire Explosion	H	Oil or gas tank is provided with an adequate barrier to prevent it being struck by a vehicle and is adequately locked and secured against vandalism or tampering				
Unsafe storage of materials adjacent to boiler		Fire Trip, fall Explosion	H	Combustible materials such as furniture or cardboard are not stored in boiler room or in close proximity to fuel storage tanks				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No.39 Grass Cutting/Ride-on Mower** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe system of work		Eye/body injury Cuts/lacerations Burns	H	Personal protective equipment (PPE) and clothing provided and worn as necessary				
		High noise level/ hearing damage	H	Mower is only started when it is safe to do so - no bystanders in the vicinity				
		Crush injuries	H	No passengers are allowed on the ride on mower				
		Overturning of ride-on mower	H	The ride on mower is not driven up or down excessively steep slopes				
			H	Only to be used in accordance with user manual/manufacture's instructions				
Flying debris		Eye/body injury	H	Area checked for stones, glass, metal and debris before starting				
Hot engine parts		Burns	H	Engine refilled before starting work while the engine is cool. If refuelling is required before the job is completed, wait for the engine to cool				

**Maintenance - No.39 Grass Cutting/Ride-on Mower cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Rotating machinery		Cuts/amputation	H	Shields, guards, interlocks and other safety devices are in place and working properly				
			H	Engine shut off before cleaning out clogged chute or any other obstructions				
Vibration		Hand arm vibration or whole body vibration	L	The ride on or push mower is used for time periods as specified by manufacturer's instructions				
Defective equipment		Injuries due to defective equipment	H	The equipment is inspected and serviced by a competent person				
			H	Defects are reported immediately to the Principal and/or designated person responsible for safety and health and the equipment is taken out of use until repaired				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No.40 Pressure Washer** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective equipment		Wounds Burns Electrocution Defective equipment leading to injury	H H H H	The washer is visually checked before each use Defective equipment is taken out of use immediately and repaired by a competent person Residual Circuit Device (RCD's) in use if electrical washer The pressure washer is serviced annually and records of the service kept on file				
Strong spray from a pressure washer Steam		Cuts or injuries Burns Flying projectile Infection from biological agents	H M M M M	The pressure washer lance is never pointed at others When hosing the area is cordoned off so that pedestrians do not stray into area The lowest pressure suitable for the job is used to prevent the unnecessary production of aerosols Objects are never moved or pushed with spray from the washer The jet is not directed at fragile surfaces				
Unsafe system of work completing drain cleaning and other general work using pressure washer		Infection from biological agents	H H H	Appropriate personal protective equipment (PPE) is provided and worn Washing facilities are available and are used if the operator is soiled during drain cleaning Caretaker is aware that injury from a pressure washer jet might first appear minor at first and that treatment should not be delayed				

**Maintenance - No.40 Pressure Washer cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Working at height		Fall from height	H	The pressure washer is not used while working on a ladder  See 'Maintenance Risk Assessment No. 43 - Work at Height - Ladders'				
Unsafe use and storage		Slips, trips and falls	H	The hose is coiled neatly when in use and in storage				
Diesel fumes (enclosed space)		Asphyxiation	H	A diesel powered washer is not used in an enclosed space				
Electricity		Electrocution	H	The pressure washer is not used on electrical equipment, distribution boards and fuse boxes				
Confined space entry		Asphyxiation	H	Employees do not enter into manholes (specialist rescue equipment and oxygen depletion monitors are required)				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No.41 Strimmer** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Rotating equipment		Flying debris causing eye/body injury	H	Personal protective equipment (PPE) and clothing available and used as per manufacturers instruction				
		Fire causing burns	H	People kept away from operating areas				
		Hand arm vibration						
		Cuts	H	Area checked for stones, glass, metal and debris before starting				
		Defective equipment leading to injury						
		Eye/body injury	H	The equipment is inspected before use and serviced by a competent person				
Falls								
Entanglement	M	Engine refilled before starting work while the engine is cool. If refuelling is required before the job is completed, wait for the engine to cool						

**Maintenance - No.41 Strimmer cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Rotating equipment		Falls	H	Shields, guards, and other safety devices are in place and working properly				
		Cuts	H	Good balance and secure footing maintained when operating				
		Eye/body injury		Strimmer used in accordance with manufacturer's instructions				
		Entanglement		Engine shut off before cleaning out clogged or stuck cutter				
Noise		Hearing loss	H	Appropriate ear protection to be worn as necessary				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No.42 Waste Compactor and/or Baler** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Moving parts/ manual handling of waste		Crushing/ amputation of limbs  Back injury	H	The equipment is interlocked, i.e. it will not operate when cover is open				
			H	The equipment is isolated before blockages are removed				
			M	Safe system of work in place for clearing blockages				
			H	The compactor is isolated/locked off when not in use				
			H	Pupils do not have access to the compactor				
			M	Operating instructions are posted on baler				
			M	Authorised personnel only use the baler				
			H	Small volumes of waste are put in compactor at any one time to prevent manual handling injury				
			H	Care is taken when removing the bale to prevent it falling on the operator				
			H	A trolley is provided for moving bales out of the machine. See 'General School Risk Assessments - No. 13 Manual Handling'				



**Maintenance - No.42 Waste Compactor and/or Baler cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electrocution Entanglement		Death/ serious injury, amputation of limbs	<b>H</b>	The emergency shut off button is tested regularly				
Vermin		Exposure to Weil's Disease	<b>L</b>	There is a vermin control programme in place				
Baler tape		Cuts from baler tape	<b>H</b>	Care is taken not to run baler tape through hands to prevent minor cuts				
Manual handling		Back or upper limb injury	<b>H</b>	See 'General School Risk Assessments - No. 13 Manual Handling'				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No.43 Work at Height - Ladders** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective ladders		Fall from a height resulting in serious injury or death	H	The condition of the ladder is checked before each use for cracked or bent stiles or rungs, corrosion, defective or missing fittings or ties. Employees do not use the ladder if it is damaged in any way and report defects immediately to appropriate contact				
			H	Wooden ladders should not be painted (See Work at Height Regulations, Schedule 7)				
Overreaching		Fall from a height resulting in serious injury or death	H	When using ladders, employees do not work on top 3 rungs, or top 2 steps for step ladders				
			H	Where possible, an alternative method of working is used, e.g. using extendable poles to clean high level areas				
			H	Ladders are properly set up to avoid overreaching				
			H	Mobile towers are used where practicable (See 'Use Ladders Safely – Information Sheet' available at <a href="http://www.hsa.ie">www.hsa.ie</a> )				

**Maintenance - No.43 Work at Height - Ladders cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe use of ladders/step ladders,  Unsafe storage of ladders,  Unsecured ladders		Fall from a height resulting in serious injury or death	H	Ladders are only used for short duration work (less than 30 minutes) and where the risk of injury is low				
			H	Ladders are only used for light work and not for work that involves carrying heavy or awkward items				
			H	Ladders are stored safely and unauthorised use is prohibited				
			H	Ladders are set out on a firm base and leaning at the correct angle 75 degrees (1:4) <sup>1</sup>				
			H	Ladders are tied at the top to a secure structure. If a ladder cannot be tied at the top it is secured at the bottom, or held by a second person				
			H	Ladders are not placed on a drum, box or other unstable base				
			H	Ladders are removed to storage at the end of each working day to ensure that unauthorised access to roof etc. by others, particularly pupils, is prevented				
			H	Ladders are only used for light work and not for work that involves carrying heavy or awkward tools or equipment				
			H	Footwear is free from mud/grease before climbing a ladder				
			H	3 points of contact are maintained at the working position				

<sup>1</sup> Portable ladders (not stepladders) should always be placed at the correct angle, which is around 75 degrees or roughly one metre out for every four metres up (the 1 in 4 rule).

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

Risk Assessment carried out by: \_\_\_\_\_

Date:        /        /

**P.E. - No.44 Exercise Equipment/Gym Equipment** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Damaged electrical fittings and equipment		Overheating/ fire	H	Electrical gym equipment is visually checked before use. See 'General School Risk Assessments - Portable Electrical Appliances - No.20'				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or replaced. See 'Portable Electrical Appliances - No.20'				
Trailing cables		Slips, trips, falls	H	There are no trailing cables that are a trip hazard				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**P.E. - No.45 Goal Posts** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Goalpost		Injury or fatality from misuse/collapse	H	All goal posts in use conform to appropriate Standard (refer to Annex A of Irish Standard (I.S.) 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage for details)				
			M	Copies of test certificates showing conformity are available				
			H	Replacement parts are purchased from original manufacturer/supplier				
			H	All goal posts contain a "warning label" and written instructions for assembly, installation, use, storage and maintenance				
			M	All those responsible for maintenance, storage etc of goal posts are aware of relevant instructions				
			H	A system for inspection of goal posts is in place that includes routine visual inspections, operational inspections and annual maintenance inspections in accordance with requirements of I.S. 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage				
			H	A maintenance schedule is established and implemented				

**P.E. - No.45 Goal Posts cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Goalpost		Injury or fatality from misuse/collapse of goal post	H	Portable goal posts are anchored correctly when in use				
			H	Access/use is prevented where goal posts are deemed to be "unsafe" as result of inspection/maintenance e.g. not anchored correctly				
			M	All goal posts are used for intended use only, e.g. indoor goal posts not used outdoor				
			H	All personnel involved in assembling/dismantling goal posts wears appropriate Personal Protective Equipment (PPE), where necessary				
			H	All pupils being made aware of the dangers of incorrect/misuse of goal posts e.g. swinging over bars etc.				
			H	When not in use goal posts and all associated parts e.g. nets, anchors etc. are stored correctly				
			H	Records required by I.S. 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage including maintenance records, inspections certs etc. are kept on site				

Reference guide: I.S. 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage

Reference Technical Standard: I.S. 356:2007 Playing Field Equipment Goals - Functional and Safety Requirements - Test Methods for Portable and Fixed Goals

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

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Pupil Considerations - No.46** (List additional hazards, risks and controls particular to your school using the blank template no.69)

	Yes or No	If yes, what additional actions may be required	Person responsible	Signature and date completed
Are there pupils with disabilities including physical disability, vision impairment, hearing impairment, intellectual disability or mental health condition?				
Are there pupils whose first language is not English and who may require extra focus with respect to safety and health?				
Are there pupils with challenging behavior that could increase the potential for injury to occur?				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /





**Science - No.47 Bunsen Burners** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Gas		Explosions	H	A gas shut-off/isolation valve is provided for each classroom				
			H	Gas shut-off at end of each class from one central point				
Gas		Explosions Gas leaks	H	Gas supply isolated during holidays				
Gas		Burns Explosions	H	Gas installation including gas detector or other automatic shut-off mechanism checked annually by a competent person				
			H	Lit Bunsen burners located away from gas taps				
Blocked burner head (leading to irregular shaped flame)		Burns Explosions Leaks from faulty tubing	H	Rubber tubing and burner checked regularly (at least once per term), damaged tubing discarded and blocked jets cleaned				
Fire		Burns Smoke inhalation Explosion	H	A fire blanket and foam fire extinguisher in the lab				

**Science - No.47 Bunsen Burners cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Bunsen burner		Burns	H	Bunsen burners placed and used away from the edge of the desk				
			H	Lighter or matches used to light Bunsen - never paper				
			H	Pupils instructed on safe use of Bunsen burner				
			H	Teacher and caretaker know where to isolate Bunsen burner and hot metal				
Fire		Hair catching fire	H	Long hair tied back near lit Bunsen, no dangling jewellery or scarves				
		Burns						
No gas supervisory device		Explosion	H	IS820 Standard pertaining to Non Domestic Gas Installations, stipulates each room where gas appliances are used for instruction, gas flow supervisory systems must be installed				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Science - No.48 Chemicals** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unauthorised access to laboratory		Uncontrolled exposure to hazardous properties of laboratory chemicals	H	Unauthorised access to the laboratory is controlled e.g. locked when not in use				
Limited or poor information on hazardous chemicals in use		Inadvertent exposure to teachers/pupils environment due to unknown hazardous properties of laboratory chemicals  Inadvertent/incorrect use of incorrect chemicals	M	Up-to-date chemical inventory readily available				
			M	Safety Data Sheets (SDS) readily available for all hazardous chemicals				
			M	All hazardous chemicals labelled correctly - labels understood, intact and legible?				
			M	New Classification and labelling regime (CLP) understood by teachers and pupils				
			M	Information on hazard label corresponds to information on Safety Data Sheets (SDS)				
Limited or poor information on labels		Inadvertent use of incorrect chemicals	H	Containers with non-hazardous substances e.g. water clearly labelled to avoid confusion				
Use of hazardous chemicals		Exposure to toxic or very hazardous substances	H	Elimination/substitution considered e.g. toxic/carcinogenic substances				
Poor storage arrangements for laboratory chemicals		Uncontrolled access and exposure to hazardous properties of laboratory chemicals	H	Chemicals are stored in separate and well ventilated room - access controlled				
Incorrect storage of chemicals		Chemical reaction or exposure to chemicals	H	Chemicals are not stored on benches or within fume cabinets				

**Science - No.48 Chemicals cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Chemical spills or reactions of chemicals in storage		Chemicals being inadvertently knocked off shelves  Chemical with specific storage requirements not being adhered to resulting in an incident	H	Established conventions used, e.g. incompatible chemicals are segregated and stored in compatible hazard classes; Chemicals stored below eye level; Secondary containment is provided for liquid chemicals and anti-roll lips on shelves etc.				
Fire		Fire	H	Fire, smoke and heat detectors fitted in store rooms - appropriate fire extinguishers available				
Risk of fire		Fire	H	Quantities kept to a minimum especially flammable liquids				
Out of date chemicals in use		Chemicals being used outside manufacturers specifications	M	Inspection undertaken at regular intervals, for the purposes of disposal of out-of-date chemicals				
Broken glassware		Lacerations/ burns/ chemical exposure	H	All glassware and storage vessels examined for star cracks				
Inappropriate disposal or storage		Lacerations/ needle stick injuries and environmental damage	H	Specific storage containers provided for chemical waste [    ]  Recyclable solvents [    ]  Sharps [    ] (Tick where appropriate)				
Contact with chemicals		Exposure to chemicals	H	Cleaner made aware of hazard warning symbol on chemicals and care required when cleaning the laboratory and/or science area				
Inadequate administrative controls		Uncontrolled exposure to hazardous properties of laboratory chemicals to pupils and cleaning staff	H	General laboratory rules are understood and followed by pupils				

**Science - No.48 Chemicals cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Lack of knowledge of risks in relation to laboratory experiments		Personal injury to persons working in the laboratory	H	Particular risks identified for an experiment to be communicated to pupils				
		Incorrect use of chemicals leading to chemical exposure	H	Relevant sections of Safety Data Sheets (SDS) conveyed to pupils				
Cluttered bench tops and dirty laboratory environment		Contact with chemicals	H	Bench tops clean, organized and environs maintained to eliminate harmful exposures or unsafe conditions				
Incorrect disposal of chemicals		Cuts/ abrasions and environmental contamination	H	Correct disposal procedures in place for chemical waste and glass waste				
Poor personal protective equipment (PPE) controls		Contamination by chemicals	H	Appropriate personal protective equipment (PPE) available e.g. face shields, goggles, lab coats and appropriate hand protection				
Lack of PPE		Contamination by chemicals	H	Appropriate personal protective equipment (PPE) available, e.g. face shield, goggles, lab coats, appropriate hand protection etc.				
Inadequate maintenance of fume cupboard		Exposure to chemicals/fumes	H	Fume cupboard fit for purpose and use supervised				
			H	Fume cupboard inspected regularly, tested and maintained with test label affixed - records stored appropriately and easily retrievable				
			H	Regular checks are made to ensure the average face velocity on these units is adequate (0.5 m/s or higher)				
Poor engineering controls		Uncontrolled exposure to hazardous properties of laboratory chemicals	H	SDS consulted for correct engineering controls				

**Science - No.48 Chemicals cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Poor hygiene controls		Inadvertent exposure of teachers/students to hazardous properties of laboratory chemicals	H	General laboratory rules are understood and followed by pupils e.g no eating, drinking or taste anything in the laboratory or any food brought into the laboratory				
Chemical ingestion		Chemical ingestion resulting in illness or chemical poisoning	H	Safety bulbs must be used when pipetting to avoid inadvertent ingestion				
Ingestion / absorption of chemicals		Illness or chemical poisoning	H	Adequate handwash facilities and eye wash station available, unobstructed and maintained				
Lack of other essential safety items in laboratory		Reduced ability to manage emergencies incidents/ spillages	H	Safety items to be available in the laboratory, e.g. <ul style="list-style-type: none"> <li>• Safety screen</li> <li>• Fire extinguishers (CO2/Dry powder)</li> <li>• Fire blankets</li> <li>• Fire buckets with sand</li> <li>• Chemical spill clean up kit - absorbing agent</li> <li>• First aid kit</li> <li>• Warning notices</li> <li>• Contact notice for emergency services, National Poisons Centre etc.</li> </ul>				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Science - No.49 Glassware** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Cuts, laceration to pupil or teacher		Injury	H	Only lab grade glassware used for experiments				
Glassware breaking when trying to release seized stoppers and stopcocks, forcing glassware into bungs		Injury Cuts	H	Only teacher to insert or remove glass from bungs, cut glass or release seized stoppers as per Safety In School Science directions <a href="http://chemistry.slss.ie/downloads/ph_sd_safetyscience.pdf">http://chemistry.slss.ie/downloads/ph_sd_safetyscience.pdf</a>				
Broken glassware disposed of in general waste		Injury Cuts	H	Broken glassware disposed to a separate bin marked 'Broken glassware'. No bin liner in bin				



**Science - No.49 Glassware cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Cuts, laceration to pupil or teacher		Injury Cuts	H	Glassware checked for cracks, chips, weaknesses before use. Broken or chipped glassware taken out of service and disposed of immediately				
Exposure to chemicals from contaminated glassware		Exposure to hazardous chemicals	H	Glassware cleaned thoroughly after each use				
			H	Gloves worn when cleaning glassware				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.50 Powered Hand Tools** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M=Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective powered hand tools		Electrocution/ electric shock  Fire	H	Defective powered hand tools shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or replaced				
			H	Powered hand tools are visually inspected before use and electrically tested by a competent person as necessary				
			H	Visual checks are carried out as follows:  <b>Tools/appliance</b> <ul style="list-style-type: none"> <li>• On/off switch is working correctly</li> <li>• No signs of damage to casing</li> <li>• No loose parts or missing screws</li> <li>• Live parts are properly guarded so as not to be inadvertently accessible</li> <li>• Ensure equipment is disconnected when not in use</li> </ul> <b>Cables</b> <ul style="list-style-type: none"> <li>• Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible</li> </ul> <b>Plug</b> <ul style="list-style-type: none"> <li>• Securely anchored, no sign of cracked casing, overheating, loose or bent pins</li> </ul> <b>Socket outlet</b> <ul style="list-style-type: none"> <li>• No cracks or damage or sign of overheating</li> </ul>				
Using electricity in damp areas		Electrocution/ electric shock	H	No powered hand tools or electrical equipment of greater voltage than 110 volts are used in external locations				
Electrical equipment becoming live		Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)				
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				

## Technologies - No.50 Powered Hand Tools cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Direct contact with moving parts		Cutters, blades, abrasive wheels and sanding discs, contact with which can cause injuries	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturer's instruction				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
Ejection of fragments		Flying objects or fragments causing injury	H	Eye protection is worn and guarding is used where required				
Unsupervised use of tools		Unsupervised use leading to injury	H	Pupils are prohibited from using certain tools				
			H	Pupils are supervised by teacher when using any tool				
			H	Pupils are instructed by teacher before using any tool				
			H	Tools to be used by teachers only should be clearly identified				
Contact with the open end of a compressed air line, which can force air through the skin into the blood stream		Death	H	All students should be supervised whilst working with compressed air				

**Technologies - No.50 Powered Hand Tools cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Trailing cables and compressed air lines, which could be tripped over		Trip hazard resulting in possible fall, fracture, concussion or contact with dangerous parts of machinery leading to amputation	H	Good Housekeeping				
			H	Review permanent trip hazards with a view to eliminate same				
Noise		Hearing damage	H	Noise measurements carried out where necessary by a competent person				
			H	Warning signs are in place beside fixed noisy equipment and are visible				
			H	Hearing protection is worn where necessary				
Unsecured work piece		Movement of work piece leading to injury during use	H	Appropriate clamps in place to ensure that work pieces are secured, where applicable				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				
Inappropriate/unsafe use of powered hand tools		Injury due to incorrect use  Electrocution	H	Pupils are instructed and supervised by the teacher when using tools				
			H	Any unauthorised use of powered hand tools is prohibited				
			H	Tools are used in the manner for which they were designed to be used				
			H	Tools are not left unattended when going for breaks and are secured in a set location when not in use				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**Technologies - No.51 Hand Fed Table Band Saw** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with blade		Amputation	H	The top blade guard should be adjusted to the lowest position possible to ensure the blade is guarded to the maximum possible extent				
			H	The remainder of the blade should be enclosed with a guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism				
			H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
			H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency				
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Kick back		Injuries resulting from kick back i.e. laceration	H	Saw blade should be good condition and has full set of teeth				
Contact with drive mechanism		Contact with transmission belts, pulleys or motor	H	Ensure fixed guard is in place on transmission and motor				

## Technologies - No.51 Hand Fed Table Band Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Direct contact with moving parts - general hazards		Injuries due to contact with moving parts e.g. laceration, amputation, bruising, fracture and burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
Contact by persons other than the operator with moving machinery		Entanglement, lacerations, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				
			H	All fixed tools are secured properly				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				

**Technologies - No.51 Hand Fed Table Band Saw cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				
Unsecured machine / unsecured work piece		Movement of machine/ workpiece leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps/jigs in place to ensure that work pieces are secured, where applicable				
Noise		Hearing damage	M	See 'General School Risk Assessments - No. 26 Noise'				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition				
Flying fragments		Eye/facial injury	H	Appropriate eye protection is worn				



## Technologies - No.51 Hand Fed Table Band Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Dust		Dust inhalation	H	Machine is fitted to a suitable dust extraction device system when in use, e.g. local extraction unit or central extraction unit				
		Respiratory problems	H	Exposure to all wood dusts (hard and soft woods) is strictly controlled i.e. dust levels are kept well below the relevant occupational exposure limit values (OELVs) <sup>[1]</sup>				
		Eye irritation		Respiratory protective equipment (RPE) is used during change of filter bag e.g. CE marked disposable filtering face piece respirators FFP1 or FFP2				
			H	Appropriate personal protective equipment (PPE) is available, e.g. overalls, eye protection etc.				
			H	Housekeeping is maintained to a high standard to ensure control of any residual dust				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

<sup>1</sup> See 2010 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 (S.I. No. 619 of 2001)

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.52 Electric Ovens** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe use of ovens or direct contact with hot surfaces		Fire and burns	H	Material should never be stored on top of an oven or in a way that might block exhaust outlets				
		Fire						
		Contact with hot surface	M	Control of material placed in oven				
		Burns	M	Personal protective equipment (PPE) is used as necessary				
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Ensure oven controls function correctly prior to use				
			H	Ovens are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced. See 'General School Risk Assessments - No.20 Portable Electrical Appliances'				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds). Applicable to plug & sockets arrangements				
			H	Ensure cable and plug are in good condition				
			H	Ensure ovens are turned off or disconnected when not in use				

**Technologies - No.52 Electric Ovens cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with oven fan blades		Entanglement, pinching and or amputation of fingers	<b>H</b>	When fitted, fan blades are adequately guarded				
Ingestion of contaminated material		Poisoning or ill health	<b>M</b>	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	<b>M</b>	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.53 Metal Working Centre Lathe (manually operated)** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts, spindles chucks and work pieces		Cuts	H	Drive mechanism is guarded. Fixed guard in place (removable only with the use of a tool)				
		Amputations						
		Entanglement	H	Hollow spindle is covered/guarded				
			H	Rear Spindle cover guard fitted				
			H	Chuck guard fitted				
			H	Splash guard fitted				
			H	Rear guard fitted				
			H	Lead /Feed screws shall be guarded unless safe by position				
Contact by persons other than the operator with moving machinery		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Contact with lathe		Cuts/ lacerations	H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
		Amputations						
		Entanglement	H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency				
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				

## Technologies - No.53 Metal Working Centre Lathe (manually operated) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts		Injuries due to contact with moving parts ie lacerations, amputations, bruising, fracture, burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
			H	Files and abrasive tape should not be used				
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Contact with metal working fluid		Absorption of fluids through skin or irritation etc.	H	Control use of cutting fluids				
Contact with swarf		Cuts/ lacerations	H	Precautions taken to remove swarf including the use of implements (dustpan and brush) to avoid handling swarf				
Use of turning tools		Entanglement and lacerations or amputation of fingers.	H	Appropriate turning tools used, which are maintained in a good condition				
Ejected material		Flying objects leading to injury, eye injury	H	Work piece is securely fixed in place and chuck wrench removed				
			H	Spring loaded chuck keys should be used				
Flying debris		Being struck by flying debris leading to injury	M	Safe guards in place and wear eye protection				

**Technologies - No.53 Metal Working Centre Lathe (manually operated) cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds). Applicable to plug & sockets arrangements				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				
Unsecured machine		Movement of machine leading to injury during use	H	Machine securely fixed to the floor or bench				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				
			H	Refer to machinery operator's manual				

## Technologies - No.53 Metal Working Centre Lathe (manually operated) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	<b>M</b>	Warning signs are prominently located and maintained in good condition				
Ingestion of contaminated material		Poisoning or ill health	<b>M</b>	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	<b>M</b>	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.54 Woodworking Bench Circular Saw** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts		Entanglement and lacerations or amputation of fingers.	H	Extension tables are used when cutting large sheet materials				
			H	Rip fence in place which is adjustable parallel to the saw blade				
			H	Bottom guard fixed (removable only with the use of a tool)				
			H	Crown guard extends from the top of the riving knife to a point above and as close as practicable to the work piece				
			H	The crown guard extends down each side of the saw blade and the adjustment ensures that the roots of the teeth are covered at all times				
			H	Push sticks used				
			H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions and operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
Contact with moving saw blade		Lacerations and amputation of fingers	H	Bottom guard must be fixed				



## Technologies - No.54 Woodworking Bench Circular Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with power transimission		Laceration and amputation of fingers	H	Power transmission appropriately guarded. Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism				
Contact by persons other than the operator with moving machinery		Entanglement, laceration, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Contact with blade		Cuts/ lacerations	H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
		Amputations	H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency				
		Entanglement		The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				
				In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Material ejected by blade		Ejected material leading to injury	H	Riving knife securely fixed and adjusted so that it does not exceed 8 mm from the blade at bench level. Distance must be between 3-8 mm. Ensure equipment is used in line with manufacturers instructions				

**Technologies - No.54 Woodworking Bench Circular Saw cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Kickback		Injury sustained from kickback such as fractures, bruising and laceration	H	Saw blade is sharp and in good condition to prevent kick back				
Cleaning of blade and removal of gum/ resin		Severe cuts or amputations	H	Ensure cleaning of blades is carried out using appropriate Personal Protective Equipment (PPE) and following best practice guidelines provided by manufacturers				
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or locked out when not in use				

## Technologies - No.54 Woodworking Bench Circular Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				
Unsecured machine / unsecured work piece		Movement of machine or unsecured work piece leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps/jigs in place to ensure that work pieces are secured, where applicable				
Noise		Hearing damage	H	See 'General School Risk Assessments - No. 26 Noise'				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition				
Flying debris		Being struck by flying debris leading to injury	M	Appropriate eye protection is worn				

**Technologies - No.54 Woodworking Bench Circular Saw cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Dust		Dust inhalation	H	Machine is fitted to a suitable dust extraction device system when in use, e.g. local extraction unit or central extraction unit				
		Respiratory problems	H	Exposure to all wood dusts (hard and soft woods) is strictly controlled i.e. dust levels are kept well below the relevant occupational exposure limit values (OELVs) <sup>1</sup>				
		Eye irritation	H	Respiratory protective equipment (RPE) is used during change of filter bag e.g. CE marked disposable filtering face piece respirators FFP1 or FFP2				
			H	Appropriate personal protective equipment (PPE) is available, e.g. overalls, eye protection, gloves etc				
			H	Housekeeping is maintained to a high standard to ensure control of any residual dust				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

<sup>1</sup> See 2010 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 (S.I. No. 619 of 2001)

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

Risk Assessment carried out by: \_\_\_\_\_

Date:        /        /



**Technologies - No.55 Bench/Pedestal Grinder** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts		Laceration of fingers due to contact with moving parts	H	Notice setting out the dangers arising from the use of grinding wheels and the precautions to be observed in relation to them is prominently displayed close to the grinder				
			H	Work rests fitted with a gap <3mm between the edge of the work rest and the wheel				
			H	Guard enclosing the grinding wheels and spindles, with an appropriate gap at the front to allow access to the work piece				
			H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
			H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency				
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				
Disintegration of wheel		Laceration of fingers, flying objects / debris from disintegrating grinding wheel	M	Maximum speed of the spindle clearly marked on the machine				
			M	Maximum operating speed of a wheel should never be exceeded				
			H	Only persons trained in the fitting of grinding wheels are permitted to do so				

## Technologies - No.55 Bench/Pedestal Grinder cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact by persons other than the operator with moving machinery		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Direct contact with moving parts		Cutters, blades abrasive wheels and sanding discs, contact with which can cause injuries	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
			M	Operators manual is available where required				
Ejection of flying debris when grinding		Eye injury	M	Eye screen is constructed, fastened to the fixed flange guard and appropriately adjusted so that the operator shall see the working part of the wheel only through the screen				
			M	Suitable eye or face protection worn				
Sparks from grinder		Source of ignition leading to fire	H	Ensure correct precautions are taken when using grinder including good housekeeping to prevent accumulation of any combustible material nearby				

**Technologies - No.55 Bench/Pedestal Grinder cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death		Electric shock/fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure cable and plug are in good condition				
			H	Ensure equipment is disconnected or isolated when not in use				
Unsecured machine / unsecured work piece		Movement of machine or unsecured work piece leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps in place to ensure that work pieces are secured, where applicable				



**Technologies - No.55 Bench/Pedestal Grinder cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are instructed by teacher before using any machine				
			H	Pupils are supervised by teacher when using any machine				
			H	Machinery to be used by teachers only should be clearly identified				
Noise		Hearing damage	H	Noise measurements carried out where necessary by a competent person				
			H	Warning signs are in place beside fixed noisy equipment and are visible				
			H	Hearing protection is worn where necessary				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.56 Hazardous Substances (metal work, wood work, technology etc.)** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsafe use of varnishes, glues, oils, solvents, degreasing agents, resins		Exposure (skin, lungs, eyes) to irritating or potentially hazardous chemicals	M	Safety Data Sheets (SDS) readily available for all hazardous chemicals				
			H	Where possible the least hazardous substance is purchased				
			H	All users are aware of the hazards and precautions that must be taken when using chemical products				
			H	All hazardous chemicals are labelled correctly - labels understood, intact, legible				
			H	Containers with non-hazardous substances, e.g. water, clearly labelled to avoid confusion				
Unsafe storage of varnishes, glues, oils, solvents, degreasing agents, resins		Unsupervised access	H	Hazardous substances are stored securely, in well ventilated rooms where access is controlled - pupils do not have access				
		Fire	H	Incompatible substances are not stored together (See relevant Safety Data Sheet (SDS))				
			H	Quantities kept to a minimum especially flammable liquids				
Inadequate personal protective equipment (PPE)		Exposure causing irritation  Splashes	H	Appropriate personal protective equipment (PPE) is available and used as directed on the Safety Data Sheet (SDS)				

**Technologies - No.56 Hazardous Substances (metal work, wood work, technology etc.) con't. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Incorrect disposal of hazardous substances		Environmental contamination	<b>H</b>	Correct disposal procedures are in place for chemical waste				
		Chemicals being used outside manufacturers' specifications	<b>M</b>	Inspection undertaken at regular intervals, for the purposes of disposal of out-of-date chemicals				
Ingestion of contaminated material		Poisoning or ill health	<b>M</b>	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	<b>M</b>	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.57 Milling Machine** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with rotating parts i.e. rotating tools or drive mechanism		Cuts	H	Appropriate adjustable guard in place for cutters				
		Amputation	H	Only remove swarf when machine is not operating				
		Entanglement	H	Drive mechanism appropriately guarded. Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism				
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
			H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
			H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency				
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				
Contact by persons other than the operator with moving machinery		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines to ensure a space of at least 500mm between machine table at extreme ends of its travel and any fixed object				

## Technologies - No.57 Milling Machine cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsecured machine or work-piece		Cuts/ lacerations	H	Appropriate clamps are used to ensure that the work-piece is secured				
Metal-working fluids		Irritation to skin/eyes/throat	L	Minimise mist formation and splashing				
		Occupational dermatitis	L	Clean contaminated clothing				
			L	Hygiene controls in place				
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				

**Technologies - No.57 Milling Machine cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition				
Flying fragments		Eye/facial injury	H	Appropriate eye protection is worn				
			H	Adequate precautions when removing swarf				

## Technologies - No.57 Milling Machine cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
			H	Eye protection is worn				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.58 Morticer (Hollow chisel)** (List additional hazards, risks and controls particular to your school using the blank template no.69) Note: Chain morticer not suitable for schools

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts  Operating without guards		Entanglement  Severe hand injury  Cuts  Lacerations	H    H   H   H   H	Drive mechanism appropriately guarded. Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism  The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine  Machine fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency, where applicable  The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop  In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Contact by persons other than the operator with moving machinery		Entanglement, pinching and laceration	H	Safe operational areas should be marked out clearly around machines				
Direct contact with moving parts		Injuries causing laceration, entanglement, bruising or fractures	H  H  M  H  H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults  Tools are used in compliance with manufacturers instructions  Operators manual is available where required  Dangling jewellery prohibited  Long hair is tied back				



## Technologies - No.58 Morticer (Hollow chisel) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds). Applicable to plug & sockets arrangements				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

**Technologies - No.58 Morticer (Hollow chisel) cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

[illegible]

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

**Risk Assessment carried out by:** \_\_\_\_\_

Date:     /     /



**Technologies - No.59 Pedestal Drill (Metal Work)** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with drive mechanism		Entanglement  Severe hand injury	H	Drive mechanism appropriately guarded. Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Contact with spindle and drill bit		Entanglement  Severe hand injury	H	The spindle and drill bit is guarded. (An adjustable spindle/twist drill guard so that the spindle and twist drill (to the bit) are guarded to the greatest extent possible)				
			H	Chuck appropriately guarded				
			H	Ensure drill bit is clamped and chuck key is removed				
			H	Spindle guard in place before the drill is operated				
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				

## Technologies - No.59 Pedestal Drill (Metal Work) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with pedestal drill		Entanglement  Severe hand injury	H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine.				
			H	Where applicable machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency. A foot operated emergency stop would be appropriate on a pedestal drill				
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				
			H	Foot operated emergency stop is operational				
			H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

**Technologies - No.59 Pedestal Drill (Metal Work) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death		Electric shock/fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have recieved attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds). Applicable to plug & sockets arrangements				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				
Unsecured machine / unsecured work piece		Movement of machine leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps in place to ensure that work pieces are secured, where applicable				

## Technologies - No.59 Pedestal Drill (Metal Work) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	<b>M</b>	Warning signs are prominently located and maintained in good condition				
Flying fragments		Eye/facial injury	<b>H</b>	Appropriate eye protection is worn				
			<b>H</b>	Pay particular attention to spring loaded chuck key				
Contact with swarf or metal working fluids		Eye irritation	<b>H</b>	See No.56 Hazardous Substances				
		Skin irritation	<b>H</b>	Suitable implements should be used to remove swarf (dustpan and brush). No swarf to be removed whilst machine is in motion				
Ingestion of contaminated material		Poisoning or ill health	<b>M</b>	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	<b>M</b>	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.60 Surface Planing and Thicknessing Machine** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with cutters		Cuts/lacerations	H	Adjustable bridge guard (lockable in any position without the use of a tool), height adjustable and sized appropriate to the cutter				
		Amputations	H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
		Entanglement		Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency				
				The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				
				In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				



## Technologies - No.60 Surface Planing and Thicknessing Machine cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with drive system		Severe cuts or amputation of fingers	H	Bottom guard securely fitted. Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Rotating parts		Eye injury Entanglement Severe hand injury	H	Ensure settings of cutting edges are correct. Ensure demensions and settings of bridge guard are adequate. Edges of tool should not protrude over block by more than 1.1mm				
Unsecured machine and kick back of work piece		Movement of machine leading to injury during use	H	Machine securely fixed to the floor				
		Kick-back of work piece	H	Anti-kickback device should be fitted				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

**Technologies - No.60 Surface Planing and Thicknessing Machine cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death		Electric shock/fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is locked off when not in use				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition				
Noise		Hearing damage	H	See 'General School Risk Assessments - No. 26 Noise'				

## Technologies - No.60 Surface Planing and Thicknessing Machine cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Flying fragments		Eye/facial injury	H	Appropriate eye protection is worn				
Dust		Dust inhalation	H	Machine is fitted to a suitable dust extraction device system when in use, e.g. local extraction unit or central extraction unit				
		Respiratory problems	H	Exposure to all wood dusts (hard and soft woods) is strictly controlled i.e. dust levels are kept well below the relevant occupational exposure limit values (OELVs) <sup>1</sup>				
		Eye irritation	H	Respiratory protective equipment (RPE) is used during change of filter bag e.g. CE marked disposable filtering face piece respirators FFP1 or FFP2				
			H	Appropriate personal protective equipment (PPE) is available, e.g. overalls, eye protection, gloves etc				
			H	Housekeeping is maintained to a high standard to ensure control of any residual dust				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

<sup>1</sup> See 2010 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 (S.I. No. 619 of 2001)

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.61 Portable Router** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective powered hand tools		Electrocution/ electric shock  Fire	H	Defective powered hand tools shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or replaced				
			H	Powered hand tools are visually inspected before use and electrically tested by a competent person as necessary				
			H	Visual checks are carried out as follows:  <b>Tools/appliance</b> <ul style="list-style-type: none"><li>• On/off switch is working correctly</li><li>• No signs of damage to casing</li><li>• No loose parts or missing screws</li><li>• Live parts are properly guarded so as not to be inadvertently accessible</li><li>• Ensure equipment is disconnected when not in use</li></ul> <b>Cables</b> <ul style="list-style-type: none"><li>• Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible</li></ul> <b>Plug</b> <ul style="list-style-type: none"><li>• Securely anchored, no sign of cracked casing, overheating, loose or bent pins</li></ul> <b>Socket outlet</b> <ul style="list-style-type: none"><li>• No cracks or damage or sign of overheating</li></ul>				
Using electricity in damp areas		Electrocution/ electric shock	H	No powered hand tools or electrical equipment of greater voltage than 110 volts are used in external locations				
Electrical Equipment becoming live		Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)				
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				

## Technologies - No.61 Portable Router cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with rotating parts		Entanglement Lacerations	H	The router is unplugged when mounting bits or making major adjustments				
			H	Work piece is securely clamped so that it will remain stationary during the routing operation				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
Entanglement		Injury due to entanglement	H	Machine not lifted from the work piece until the motor has stopped				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

**Technologies - No.61 Portable Router cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsecured work piece		Movement of work piece leading to injury during use	H	Appropriate clamps in place to ensure that work pieces are secured, where applicable				
Noise		Hearing damage	H	Noise measurements carried out where necessary by a competent person				
			H	Warning signs are in place beside fixed noisy equipment and are visible				
			H	Hearing protection is worn where necessary				
Flying fragments		Eye/facial injury	H	Appropriate eye protection is worn				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

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**Technologies - No.62 Hand Held Portable Circular Power Saw** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Defective powered hand tools		Electrocution/ electric shock  Fire	H	Defective powered hand tools shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or replaced				
			H	Powered hand tools are visually inspected before use and electrically tested by a competent person as necessary				
			H	Visual checks are carried out as follows:  <b>Tools/appliance</b> <ul style="list-style-type: none"><li>• On/off switch is working correctly</li><li>• No signs of damage to casing</li><li>• No loose parts or missing screws</li><li>• Live parts are properly guarded so as not to be inadvertently accessible</li><li>• Ensure equipment is disconnected when not in use</li></ul> <b>Cables</b> <ul style="list-style-type: none"><li>• Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible</li></ul> <b>Plug</b> <ul style="list-style-type: none"><li>• Securely anchored, no sign of cracked casing, overheating, loose or bent pins</li></ul> <b>Socket outlet</b> <ul style="list-style-type: none"><li>• No cracks or damage or sign of overheating</li></ul>				
Using electricity in damp areas		Electrocution/ electric shock	H	No powered hand tools or electrical equipment of greater voltage than 110 volts are used in external locations				
Electrical Equipment becoming live		Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)				
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				
Contact with saw blade		Entanglement and lacerations or amputation of fingers	H	Automatic guard covering the blade				



## Technologies - No.62 Hand Held Portable Circular Power Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturers instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

**Technologies - No.62 Hand Held Portable Circular Power Saw cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Noise		Hearing damage	H	Noise measurements carried out where necessary by a competent person				
			H	Warning signs are in place beside fixed noisy equipment and are visible				
			H	Hearing protection is worn where necessary				
Flying fragments		Eye/facial injury	H	Appropriate eye protection is worn				
			H	Keep non-user away from saw				
Dust		Dust inhalation Respiratory problems Eye irritation	H	Exposure to all wood dusts (hard and soft woods) is strictly controlled i.e. dust levels are kept well below the relevant occupational exposure limit values (OELVs) <sup>1</sup>				
			H	Respiratory protective equipment (RPE) is used during change of filter bag e.g. CE marked disposable filtering face piece respirators FFP1 or FFP2				
			H	Appropriate personal protective equipment (PPE) is available, e.g. overalls, eye protection, gloves etc				
			H	Housekeeping is maintained to a high standard to ensure control of any residual dust				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

<sup>1</sup> See 2010 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 (S.I. No. 619 of 2001)

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**Technologies - No.63 Bench Mounted Scroll Saw** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Reciprocating sharp blade		Severe hand injury	H	Blade appropriately guarded				
			H	Guard should be adjustable for the size of the work piece while ensuring minimum amount of blade exposed during cutting				
			H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
Contact with drive system/ mechanism		Severe hand injury Cuts/ lacerations Amputations Entanglement	H	Drive mechanism adequately guarded with a fixed guard in place				
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			H	Tools are used in compliance with manufacturer's instructions				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
			H	Eye protection is worn				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
			H	Safe operational areas should be marked out clearly around machines				

## Technologies - No.63 Bench Mounted Scroll Saw cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

**Technologies - No.63 Bench Mounted Scroll Saw cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsecured machine / unsecured work piece		Movement of machine leading to injury during use	H	Machine securely fixed to the floor or bench and appropriate clamps in place to ensure that work pieces are secured, where applicable				
Noise		Hearing damage	H	Noise measurements carried out where necessary by a competent person				
			H	Warning signs are in place beside fixed noisy equipment and are visible				
			H	Hearing protection is worn where necessary				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located				
Flying fragments		Eye/facial injury	H	Appropriate eye protection is worn				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

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**Technologies - No.64 Vacuum Former** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unprotected heat sources		Burns	H	The heating system is shielded or guarded (in accordance with manufacturer's guidance) to prevent accidental contact with hot surfaces				
Overheating of equipment		Fire	H	Timer with audible warning device to prevent overheating				
Direct contact with moving parts		Injuries causing laceration, amputation, bruising, fracture or burns	H	Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults				
			M	Operators manual is available where required				
			H	Dangling jewellery prohibited				
			H	Long hair is tied back				
Electric shock, electrocution, burns, death		Electric shock/fire/ burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds). Applicable to plug & sockets arrangements				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				



**Technologies - No.64 Vacuum Former cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	M	Warning signs are prominently located and maintained in good condition				
Ingestion of contaminated material		Poisoning or ill health	M	Food and drink are prohibited in working area				
Contact with hazardous materials		Exposure to hazardous materials	M	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Technologies - No.65 Wood Lathe** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Contact with moving parts		Injury of persons using the machine which is defective or incorrectly installed	H	Drive mechanism appropriately guarded. Guard removable only with the use of a tool or alternatively be fitted with an interlocking guard mechanism				
			H	Headstock mandrel protected as required				
			H	The stop control has priority over the start control				
		General injuries	H	In the event of power supply interruption, automatic restart is prevented after restoration of the power supply				
		Cuts/ lacerations	H	Appropriate turning tools used, which are maintained sharp and in good condition				
		Amputations	H	The stop control is more prominent than the start control to facilitate ease and speed of access when it is necessary to turn off the machine				
		Entanglement	H	Machine is fitted with an emergency stop control (usually red domed mushroom type head on yellow housing) in an appropriate location, which is easily accessible in an emergency				
			H	The flap type emergency stop control (flap-stop is a normal start and stop contact, which is equipped with a yellow flap and red mushroom-type push buttons, covering both the start and stop contacts) is not acceptable where there is a need for an emergency stop				
Contact by persons other than the operator with moving machine		Entanglement, pinching, amputation of body parts	H	Safe operational areas should be marked out clearly around machines				
			H	Work piece is securely fixed in place and any chuck wrench removed				
Ejected material, flying debris and or ejected work pieces		Injury, eye injury	H	Appropriate eye protection is worn				
			H					

## Technologies - No.65 Wood Lathe cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Electric shock, electrocution, burns, death		Electric shock/ fire/burns	H	Visual check carried out prior to use				
			H	Machines are serviced by a competent person and service records kept as part of the maintenance schedule				
			H	Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in log book. Ensure any previous faults have received attention. Report defects to person in control of workplace to ensure all items are repaired or replaced				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds). Applicable to plug & sockets arrangements				
			H	Ensure cables are free from damage, do not have any non-standard joints or show any signs of overheating				
			H	Ensure equipment is disconnected or isolated when not in use				
Unsupervised use of machines		Unsupervised use leading to injury	H	Pupils are prohibited from using certain machinery				
			H	Pupils are supervised by teacher when using any machine				
			H	Pupils are instructed by teacher before using any machine				
			H	Machinery to be used by teachers only should be clearly identified				

**Technologies - No.65 Wood Lathe cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed	
Unsecured machine		Movement of machine leading to injury during use	<b>H</b>	Machine securely fixed to the floor or bench and work piece appropriately secured					
Inadequate signage		Inadequate information and warnings leading to unsafe use of machine and injury	<b>M</b>	Warning signs are prominently located and maintained in good condition					
Ingestion of contaminated material		Poisoning or ill health	<b>M</b>	Food and drink are prohibited in working area					
Contact with hazardous materials		Exposure to hazardous materials	<b>M</b>	Personal hygiene is promoted (washing of hands, use of barrier creams etc.)					

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

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**Other Activities - No.66 School Excursions (day trips, matches) (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Inadequate preparation for school excursions		Accidents/ incidents, dangerous occurrences and fatalities due to inadequate preparation  Pupil separated from group	H	Adequate number of supervisory adults present				
			H	Head count carried out before departure and before return journey by trip supervisor				
			H	Supervisor(s) has a fully charged mobile phone				
			H	Pupils made aware of action to take if separated from group				
			H	Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need arises				
			H	Information on particular medical conditions has been received and recorded and recorded by person organising the outdoor adventure activity				
			H	Safety instructions provided to pupils including information on correct clothing and equipment required				
			H	Principal and/or designated person responsible for safety and health is aware of the location of the group and duration of visit				
			H	Safety briefing for adults assisting in supervision				

**Other Activities - No.66 School Excursions (day trips, matches) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Road Collision Unsafe Road Travel Arrangements		Serious injury/death	H	Safety belts must be worn where pupils are being transported by road. Safety belts must not be shared				
Defective road vehicles		Serious injury/death	H	All modes of transportation used must be used in compliance with the Road Traffic Act				
			H	Visual inspection of the school owned bus by the driver or operator is appropriate to ensure operation of lights, indicators, windscreen wipers etc. prior to setting out on the journey				
Poor weather conditions		Hypothermia	H	Weather conditions assessed on the day and considered suitable for trip				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Other Activities - No.67 Outdoor Adventure Activity** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Inadequate preparation for outdoor adventure activities		Accidents/ incidents, dangerous occurrences and fatalities due to inadequate preparation	H	Permission for participation in activity received from parent/guardian				
			H	Information on particular medical conditions has been received and recorded and recorded by person organising the outdoor adventure activity				
			H	Safety instructions provided to pupils including information on correct clothing and equipment required				
		Pupil separated from group	H	Appropriately stocked first-aid kit and trained first-aider available				
			H	When adventure/outdoor activities are provided by a company it is good practice that the group leader has obtained assurances in writing from the provider that:  Risks have been assessed and that the provider's employees are competent to instruct and lead participants of the group's age range on the activity  The equipment is appropriate and that its safe condition is checked before each use  There are emergency procedures (including arrangements for alerting the group leader)				
			H	Adequate number of supervisory adults present				
			H	Principal and/or designated person responsible for safety and health is aware of the location of the group and duration of visit				
			H	Safety briefing for adults assisting in supervision				
			H	Head count carried out before departure and before return journey				
			H	Supervisor(s) has a fully charged mobile phone				
			H	Pupils made aware of action to take if separated from group				
			H	Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need arises				



**Other Activities - No.67 Outdoor Adventure Activity cont'd.** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Road collision Unsafe road travel arrangements		Serious injury/death	H	Safety belts must be worn where pupils are being transported by road. Safety belts must not be shared				
Poor weather conditions		Hypothermia	H	Weather conditions assessed on the day and considered suitable for activity				
Defective equipment		General injuries	H	Visual inspection of school owned equipment such as canoes, helmets, buoyancy aids, ropes before each use				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Other Activities - No.68 Work Placements** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Insufficient knowledge and experience		General injuries due to inadequate information and instruction	H	The school contacts each employer to ensure suitable arrangements are in place before pupil takes up work placement e.g. safety induction, supervision arrangements and insurance arrangements				
			H	A pupil on work placement has access to the employer's safety statement and in particular to the risk assessments relating to his/her job				
			H	Pupils working on construction sites have completed the safe pass programme as per construction regulation requirements				
Inadequate personal protective equipment (PPE)		Being struck by falling objects  Cuts/ lacerations  Burns  Noise exposure  Exposure to dust/fumes	H	Pupils on work placement ensure that personal protective equipment (PPE) is used correctly and comply with any instructions and training provided				

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

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**Blank Template - No.69** (List additional hazards, risks and controls particular to your school using this blank template)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Blank Template - No.69** (List additional hazards, risks and controls particular to your school using this blank template)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Blank Template - No.69** (List additional hazards, risks and controls particular to your school using this blank template)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

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**Blank Template - No.69** (List additional hazards, risks and controls particular to your school using this blank template)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed

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

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

# Tool 5: Accident or Incident Record Form

Sample Accident or Incident Record Form

## INJURED PARTY DETAILS:

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Address (Home/Company): \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Sex: Male/Female \_\_\_\_\_

Status (Please tick appropriate box)

☐

Pupil

☐

Teacher/staff member

☐

Visitor

☐

Contractor

Other (please specify): \_\_\_\_\_

Date of Accident/Incident: \_\_\_\_\_

Date Accident/Incident reported to school management: \_\_\_\_\_

Where appropriate, more than one box in each section may be ticked.

### TYPE OF ACCIDENT

Tick

Injured/damaged by a person  
Struck by/contact with  
Caught in/under  
Slip/trip/fall  
Sharps  
Road Traffic Accident/Crash  
Exposure to substances/environments  
Manual handling  
Property damage

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

### MAIN AGENT WHICH CAUSED ACCIDENT:

_____
_____
_____
_____

### TYPE OF INJURY

Tick

Fatality  
Bruise  
Concussion  
Internal injury  
Abrasion, graze  
Fracture  
Sprain  
Torn ligaments  
Burns  
Scalds  
Frostbite  
Injury not ascertained  
Trauma  
Occupational disease  
Other (Please specify)

<input type="checkbox"/>
<input type="checkbox"/>
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<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

### PART OF BODY INJURED

Tick

Head (except eyes)  
Eyes  
Face  
Neck, back, spine  
Chest, abdomen  
Shoulder  
Upper arm  
Elbow  
Lower arm, wrist  
Hand  
Finger (one or more)  
Hip joint, thigh, kneecap  
Knee joint  
Lower leg  
Ankle  
Foot  
Toe (one or more)  
Multiple injuries  
Trauma, shock  
Other (Please specify)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
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<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>



## Tool 5: Accident or Incident Record Form cont'd.

### Consequences

☐ Fatal

☐ Non-fatal

### Result

☐ Sick Leave

☐ Excused

☐ Light Duty

☐ Medicine

### Anticipated absence

☐ 1-4 days°

☐ 4-7 days

☐ 8-14 days

☐ More than 14 days

☐ NONE, i.e. no anticipated absence on resulting from the accident or incident.

Has the accident been reported to the Health and Safety Authority? (See note below)

☐ Yes ☐ No ☐ Not applicable

Community and Comprehensive Schools should report all incidents to the State Claims Agency.

☐ Yes ☐ No ☐ Not applicable

Have you informed your insurance company?

☐ Yes ☐ No ☐ Not applicable

### DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- the work/activity being carried out when the accident occurred;
- the equipment in use (if any).

Detail how the accident occurred.

Attach:

(A) Injured party's report.

(B) Witness list (level of detail required will vary depending on the severity of the accident).

(C) Witness statements (level of detail required will vary depending on the severity of the accident).

(D) Sketch or photograph of the scene, equipment etc. where appropriate.

Investigating staff member: \_\_\_\_\_

Name (Use capital letters): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IR1) or online at [www.hsa.ie](http://www.hsa.ie) Further information can be found in Part 1 of the Guidelines in the FAQ's on Accident Investigating and Reporting.

Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto [www.dataprotection.ie](http://www.dataprotection.ie)

# Tool 6: Training

## What is training needs analysis?

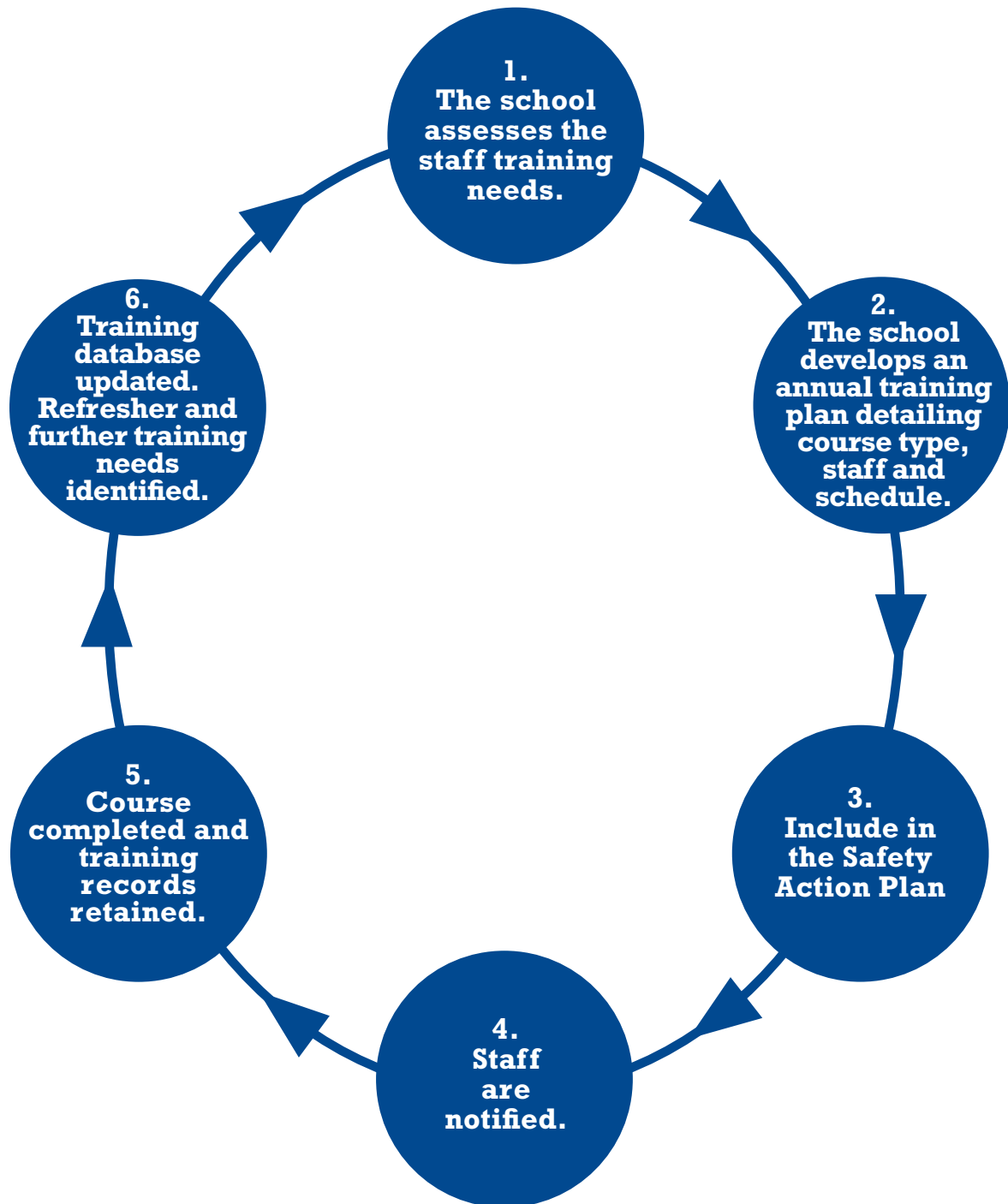
Training needs analysis is the identification of safety and health training needs for the school. A training needs analysis should be carried out regularly and especially when staff members leave, in order to identify and address any gaps in the provision of an effective safety and health management system in the school. Risk assessments will also be a very good indicator of staff training needs.

Under Section 10 of the Safety, Health and Welfare at Work Act 2005, training should be given in the following circumstances:

- on recruitment;
- in the event of a transfer of a staff member to another department or a change of task assigned to a staff member, e.g. if a teacher who is a first-aider goes on maternity leave then she will need to be replaced and that assigned teacher will need the relevant first-aid training;
- the introduction of new systems of work, new work equipment or changes in existing work equipment or systems of work;
- the introduction of new technology by the employer.

Refresher training is a short term course aimed at recall and reinforcement of previously acquired knowledge and skills. It has to be carried out for certain courses after a defined period of time has lapsed from the initial training, e.g. refresher first-aid training should be taken every 2 years.

## Tool 6(A) Sample procedure for planning for safety and health training



## Tool 6 (B) Training chart

The following chart outlines some safety and health training applicable to staff working in a school environment. This chart is not exhaustive but gives a sample of training which may be obtained to fulfill competency requirements. Training requirements are determined following a risk assessment.

Training	Applicable legislation/ standard	Details	To be received by	Refresher training required
Health and Safety Training for Staff	Safety, Health and Welfare at Work Act 2005	All staff should be provided with an overview of the safety and health management system (SMS). This will ensure that all staff are familiar with the school's safety statement and risk assessments	All staff	Annually in conjunction with Induction Training. It is recommended that all staff receive refresher training annually or where the need arises
Induction Training	Safety, Health and Welfare at Work Act 2005	All new staff should receive induction training on safety and health matters on appointment to the school	All staff including principals, heads of department, part-time staff, full-time staff, contractors etc should receive Safety and Health induction on commencement of work in the school. This induction training will outline safety procedures e.g. emergency evacuation policy	Induction training should commence on employment or appointment to the school as soon as possible to ensure staff are familiar with emergency evacuation policy, first-aiders etc.
Manual Handling	Safety, Health and Welfare at Work, (General Application) Regulations 2007	Should be specific to the tasks a staff member will be involved in and aims to ensure that the staff member understands the reasons for doing the job with least risk, can recognise the risks, and decide the best way to go about performing a manual handling task. The training should include instruction and practical training	Staff who may potentially be involved in manual handling of loads - priority to be given to those who spend a significant amount of time involved in this task, e.g. caretaker	Not more than every three years and when there is any major change in the work a member of staff is involved in or in the equipment used

## Tool 6 (B) Training chart cont'd.

Training	Applicable legislation/standard	Details	To be received by			Refresher training required
Manual Handling Instructor	Safety, Health and Welfare at Work (General Application) Regulations 2007	See 'Guidance on the New Manual Handling Training System' at <a href="http://www.hsa.ie/publications">www.hsa.ie/publications</a>	A school may decide to have a member of staff trained as a Manual Handling Instructor. This is purely at the discretion of the school and should only be undertaken where deemed appropriate			Instructors must undergo refresher training at intervals of not more than every five years
First-Aid	Safety, Health and Welfare at Work (General Application) Regulations 2007	Occupational First-Aid training should be provided by an approved organisation (See First-Aid Guidelines at <a href="http://www.hsa.ie/publications">www.hsa.ie/publications</a> )	The Regulations place requirements on employers in respect of their own employees while they are at work and employees in this context include persons undergoing training for employment or receiving work experience on the employer's premises. Account will also need to be taken of non employees on the employer's premises (e.g. pupils in schools and other places of public assembly). Where first aid provision is made for both employees and visitors, care should be taken that the level of first aid provision available to employees is not less than the standard required by the Regulations and these guidelines." For further information; please refer to the Application section of the Health and Safety Authority Guidelines on First Aid at Places of Work 2008			Re-certification required every 2 years
			Type of workplace	Maximum number of employees present at any one time	Number of Occupational First Aiders required	
			School	Up to 99	1 if Safety Statement Risk Assessment shows its necessary	
				100-399	1 Person	
				400 -699	2 People	
				More than 700	1 extra person for every 300 employees or part thereof.	

## Tool 6 (B) Training chart cont'd.

Training	Applicable legislation/standard	Details	To be received by	Refresher training required
Safety Representative	Safety, Health and Welfare at Work Act 2005	Should be completed upon appointment and provide an overview of the role of a safety representative and current safety and health legislation and management. (See 'Guidelines on Safety Representatives and Safety Consultation' available at <a href="http://www.hsa.ie/publications">www.hsa.ie/publications</a> )	Nominated safety representative	Annually
Fire Safety Training	BSI 9999:2008	Fire safety training should be continuous, commencing with induction training on the first day of appointment of new staff and continuing in the form of regular refresher training	All staff	At least once a year
Fire Marshall Training	BSI 9999:2008	Staff with particular responsibilities in respect of fire safety should receive detailed instructions in their own duties and the necessary refresher training	Nominated staff	At least once, preferably twice a year



Tool 6 (C) Safety and health training record

Training course: \_\_\_\_\_

Date of course: \_\_\_\_\_

Course provider: \_\_\_\_\_

Name of attendees	Signature of attendees

Append course material





# Tool 7: Communications

## Tool 7(A) Sample safety statement record of receipt

The Board of Management/VEC is obliged, under the Safety, Health and Welfare at Work Act 2005 to provide a safe and healthy school environment for staff, pupils and visitors to the school. In this regard, the Board of Management/VEC in co-operation with the school community has drawn up a safety statement, which is a written statement specifying how safety and health is managed in this school. The safety statement will be reviewed and updated annually or more frequently if necessary.

Staff are reminded of their responsibilities under the Safety, Health and Welfare at Work Act 2005 which include:

- complying with safety and health legislation, (both) in the 2005 Act and and other relevant legislation;
- taking reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work;
- co-operating with his or her employer or any other person as necessary to assist that person in complying with safety and health legislation as appropriate;
- taking account of the training and instructions given by the Board of Management/VEC, correctly using any article or substance and protective clothing and equipment provided for use at work or for his/her protection;
- reporting a breach of safety and health legislation or any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person, which comes to his/her attention.

Each staff member is requested to sign the form below and return it to \_\_\_\_\_

by \_\_\_\_\_

I have read and understood the safety statement for \_\_\_\_\_ school, dated \_\_\_\_\_

Signed (Block Capitals): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Tool 7(B) Methods of Communicating Safety and Health Information

## Meetings

Board of Management/VEC

Staff

Parents' Council/Association

Parent-Teacher

In-School Management

Year Heads

Subject Departments

School Development and Planning Steering Committee/Task Groups

Pastoral Care/Care Team

Special Needs/Learning Support

School Advisory Group (Staff)

## Information dissemination (oral)

Safety and health briefings

School assemblies

Public address system

Lectures

Classes

## Information dissemination (written)

Safety statement

Notices

Memoranda

Newsletters (internal & external)

Correspondence

Reports

Subject plans

School plan

Policies

Teacher/induction handbooks

Pupil journals

Website

Email

# Tool 8: Monitoring

The Board of Management/VEC, working with the safety committee, should establish monitoring structures and procedures to monitor the school's safety and health performance. This is to ensure that planned actions contained within the school's safety and health plan have actually taken place, or where they have not, that they are scheduled to be addressed.

Monitoring can be achieved in a number of ways, e.g. conducting formal inspections and checks of all school areas at pre-defined time frames to establish any faults or defects, inspections and checks of equipment, extraction units, fire installations etc. and reviewing of accidents, near misses and dangerous occurrences that may have occurred to monitor corrective actions taken.

**\*See Part 1 of the Guidelines, Step 4: Measuring performance**

## Tool 8(A) Sample inspection template

Item inspected	Pass	Fail	Comment/safety action required	Responsibility	Date closed

Signed \_\_\_\_\_ Date:    /    /

## Tool 8 (B) Sample inspection check sheet

Classroom/Workshop:	Control in place		Comment/Safety action required	Responsibility	Date closed
Assessed by:					
	Y	N			
<b>Housekeeping</b>					
Floor free from trip/slip hazards?					
Emergency exits/routes & passageways clear?					
Items stored appropriately?					
Raw materials adequately stored?					
All tools stored safely and securely?					
All waste cleared?					
<b>Fire safety</b>					
Fire equipment pins and seals in place?					
All fire equipment gauges reading correctly (i.e. in green)?					
Equipment mounted, serviced, accessible and undamaged?					
Emergency exits indicated, illuminated & easily opened?					
<b>Technical rooms</b>					
Local extraction ventilation working correctly?					
Machine guards & covers in place?					
Any visible machine faults or defects?					
All hand tools free from damage?					
All chemicals stored safely and securely when not in use?					
Personal protective equipment (PPE) in a good working condition?					
Personal protective equipment (PPE) used where required?					
<b>Electrical safety</b>					
All sockets, switches, plugs & cables free from damage?					
Any sockets overloaded?					
Switch/fuse boards locked?					
<b>Working environment &amp; welfare</b>					
All furniture & fittings in good repair?					
All light fittings working functioning?					
First-aid kit accessible and appropriately stocked?					
Relevant safety signs & markings in place?					

If response is 'no' state what action is required and who is responsible.

Signed					
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Health and Safety Authority  
Workplace Contact Unit Locall: 1890 289 389  
[www.hsa.ie/education](http://www.hsa.ie/education) email: [wcu@hsa.ie](mailto:wcu@hsa.ie)



State Claims Agency  
Tel: 01-664 0900  
[www.stateclaims.ie](http://www.stateclaims.ie) email: [info@stateclaims.ie](mailto:info@stateclaims.ie)



Department of Education and Skills  
Tel: 01-889 6400  
[www.education.ie](http://www.education.ie) email: [info@education.gov.ie](mailto:info@education.gov.ie)



School Development Planning Initiative  
[www.sdpi.ie](http://www.sdpi.ie)

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