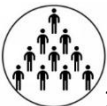


27th January 2026

Safety Statement

Including Risk Assessment

Safety Statement Including Risk Assessments

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Section 1 – Health and Safety Policy

We will read, sign and date the health and safety policy in this section. We will make sure the relevant parts of this safety statement, including risk assessments, are brought to the attention of employees.



1.0 Health and Safety Policy

Key Actions

As an employer, the Convent Primary School have the ultimate responsibility for the workplace and a direct influence on health and safety in Our business. The health and safety policy below outlines our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

Health and Safety Policy

The Convent Primary are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. we are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:

- Work activities are managed so as to ensure the safety, health and welfare of our employees
- The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of our employees are employed when required.

This policy was ratified by the Board of Management on 27th January 2026

Signed John Lucas Chairperson, Board of Management

Signed S. O'Connell Principal/Secretary, Board of Management



1.1 – Business / Company Information

Key Actions

Input relevant details relating to the business / company name, address and any relevant contact details.

Business / Company Information	
Business / Company Name	Convent Primary School
Business / Company Address	Bathview, Mallow, Co Cork, P51D958
CRO Number	4612837G
Managing Director / Owner	Board of Management
Phone Number	02242211
Email	info@conventps.ie
Website	www.conventprimaryschoolmallow.ie
Other Contact / Social Media	Instagram and Facebook

Section 2 – Safety Arrangements

This Section Provides A Summary of Key Requirements That Will Be Considered When Carrying Out Work:

- Roles and Responsibilities
- Competence and Training Requirements
- Consultation and Participation
- The Safety Representative
- Contractors' Responsibilities
- Visitors
- Accident Reporting and Investigation
- Emergency Procedures, Including First Aid and Fire
- Welfare Facilities and Workplace Requirements
- Personal Protective Equipment
- Pregnancy at Work
- Young Persons
- Work-Related Stress and Dignity at Work



2.0 – Roles and Responsibilities

Key Actions

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

Employer's Responsibilities Include:

- Manage and conduct work activities so as to ensure the safety and health of employees and others affected
- Prevent improper conduct likely to put an employee's safety and health at risk
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Provide appropriate information, instruction, training and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans and designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

Employee's Responsibilities Include:

- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others
- Co-operate with your employer in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
- Attend any training as required by your employer
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.



2.0.1 – Persons Responsible for Performing Tasks

Key Actions

I / We, as the employer, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:

- We shall identify responsible persons (where required) who will take responsibility for various tasks, e.g. induction, inspections and training
- We shall brief them on these tasks and their responsibilities
- We shall record the names of such nominated persons
- We shall record details in **Form 1.5 – Responsible Persons Task Register** in **Appendix 1**.

We will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.



2.1 – Competence and Training Requirements

Key Actions

Competence of employers, managers and employees is critical to the effective safe management and operation of business activities.

Competence is determined by knowledge, training and experience and, as an employer We will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, Our employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

- Fire warden training
- First-aid training
- Manual handling training
- Training on the use of firefighting equipment
- Induction training
- Machine-specific training.

We shall record details of training in relation to specific tasks, such as those listed below, in **Form 1.3 Training Register** in **Appendix 1**.



2.1.1 – Induction Training

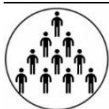
Key Actions

Induction training is very important in communicating specific health and safety information to employees, contractors and other relevant persons when they first arrive at Our workplace.

Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place
- Workplace rules
- Roles and responsibilities
- Emergency procedures and first-aid arrangements.

When inductions have been completed, then We shall complete **Form 1.1 Induction Register** in **Appendix 1**. Typical topics which are discussed at induction are also covered in **Form 1.2 Typical Induction Topics** in **Appendix 1**.



2.2 – CONSULTATION AND PARTICIPATION

Key Actions

We recognise that employee participation in health and safety is an integral part of Our safety management system. I am / we are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.

Top Tips

We will consult with all relevant employees:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced
- When new substances or materials are introduced.

Furthermore, should any of Our employees raise any matters relating to their health and safety that are connected in any way to our work activities, We will consider such matters and will endeavour to take any action that We consider necessary or appropriate to deal with the matters raised.



2.3 – The Safety Representative

Key Actions

Our employees may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to me / us on safety, health and welfare matters at the place of work.

We shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

We will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

The functions of Our safety representative include:

- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him / her and the employer that is based on the nature and extent of the hazards in the place of work
- Being given access to information that relates to the safety, health and welfare of employees
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation
- Being given the opportunity to receive appropriate health and safety training to help him / her perform the function of a safety representative
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.

Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

Our safety representative is:

Sheila O.Connor, Principal and John Stack, BOM



2.4 – Contractors' Responsibilities

Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.

Key Actions

All contractors involved in a work activity on Our premises must comply with Our policy for safety, health and welfare.

Contractors carrying out work must:

- Be competent to carry out the work
- Have adequate resources to carry out the work
- Provide copies of their own:
 - Safety statement
 - Insurance
- Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at Our workplace.

Further Information

To ensure compliance with the legislation We will provide contractors with the relevant sections of Our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in Our workplace.

Form 1.5 – Responsible Persons Task Register in Appendix 1 can be used to identify employees who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.



2.5 – Visitors

Definition: A visitor is a person other than an employee or contractor.

Key Actions

Visitors may not be aware of the potential hazards associated with Our place of work. To minimize the risk of injury to visitors, We will:

- Practice good housekeeping, including:
 - Keeping walkways clear
 - Cleaning up spills immediately
- Restrict access to hazardous areas
- Prevent visitors from using equipment or machinery
- Ensure appropriate safety signs and notices are displayed
- Ensure safe walkways and access routes are maintained
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

- Conduct themselves in a safe manner at all times
- Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.



2.6 – Accident Reporting and Investigation

Key Actions

If an accident or incident occurs in Our place of work or in the course of Our work activities which has affected employees or a third party, We will:

- Ensure that all accidents and dangerous occurrences are recorded.
- Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and **Form of Notice of Accident (IR1)** sent within 5 working days.
- Ensure that other accidents are reported to the Health & Safety Authority on Form **IR1** within 10 working days where:
 - Employees are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days)
 - Members of the public injured due to a work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility
- Ensure that dangerous occurrences are reported to the Health & Safety Authority on the **Form of Notice of Dangerous Occurrence (IR3)** within 10 working days

Further Information

The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.

A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years.

Any report to the Health & Safety Authority can be made online at **www.hsa.ie**, or by completing the relevant **Form (IR1 or IR3)** and posting it to:

Workplace Contact Unit,
Health & Safety Authority,
Metropolitan Building,
James Joyce Street,
Dublin 1.



2.7 – Emergency Procedures

Key Actions

We will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:

- Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.
 - Fire
 - Explosion
 - Accidents/injuries
 - Robbery
 - Chemical spills
- Ensuring that employees are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace
- Ensuring that emergency procedures are included in the workplace induction training
- Designating where employees are needed to implement our emergency plans and procedures
- Providing the equipment and training needed
- Completing **Form 2.1 Emergency Contact Information** in **Appendix 2**.

Fire and Evacuation

We will ensure appropriate plans and procedures are in place for dealing with fire, and that employees are trained, including:

- Location of firefighting equipment and means to raise the alarm
- Location of assembly point(s)
- Evacuation drills and fire warden(s)
- Location of emergency shut-off points where relevant (e.g. gas) shut off.

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees and visitors must follow the procedures below for evacuation:

- Go immediately to the nearest exit
- Do not wait to find out what is happening
- Do not stop to collect personal items
- Go at once to their assembly point and wait for further instruction
- Do not re-enter the building/premises until authorised to do so by the emergency services.

First Aid

After assessment of the workplace and the type of hazards that exist, We will ensure adequate provision of first-aid equipment and facilities, including:

- At least one adequately stocked and accessible first-aid kit will be provided
- We will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees
- We will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)
- Contact details and directions to the nearest doctor or hospital will be available /displayed
- We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).

EMERGENCY CHECKLIST (NON-EXHAUSTIVE)		YES	NO	N/A
	Have you and your employees identified the types of emergency situations that your business could be exposed to (e.g. fire, explosion, chemical spill etc.)?	✓		
	Are employees aware of the plans and procedures?	✓		
	Have employees been appointed and trained in specific tasks, e.g. first aid, fire warden?	✓		
	Are evacuation plans and emergency contact information on display?	✓		
	Are exits well marked, kept clear at all times and emergency lighting/signage in place?	✓		
	Have you held an evacuation drill in the last six months and kept a record of this?	✓		
	Do you and your staff regularly check and maintain the emergency equipment in place (e.g. smoke detectors, fire extinguishers, gas/carbon monoxide detectors, sprinkler systems, emergency lighting)?	✓		

Violence / Robbery

Where there is a risk of robbery or violence in the workplace, We will ensure that We have completed a risk assessment for violence / aggression / theft and that adequate plans and procedures are put in place. We will train staff on how to deal with the threat of robbery / violence, for example:

- Keep calm and make no sudden movements
- Do what the offender asks
- Memorise as many details about the offender as possible, e.g. height, clothing, features
- Note the direction and method of escape, e.g. car, motorbike, on foot
- Notify the Gardaí as soon as it is safe to do so
- Provide first aid to victims
- Lock outside doors until emergency services arrive.

Further Information:

- A 'Fire Safety Checklist' is available in the 'Learn More' section of BeSMART.ie which can be used to develop a specific fire safety management policy for the workplace
- 'Guidelines on First Aid at Places of Work' is available in the 'Learn More' section of BeSMART.ie
- A copy of the procedures for specific emergencies in the workplace could be included in this section of the safety statement, or reference made to where they can be found.



2.8 – Welfare Facilities and Workplace Requirements

Key Actions

Where required, We will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by Our employees and visitors, including but not limited to:

- Toilet facilities
- Canteen and food preparation areas
- Changing areas
- Adequate ventilation, temperature and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean
- Fire detection and fire-fighting equipment
- Emergency routes and exits
- Pedestrian and traffic management systems.

Welfare Facilities	Detail as Necessary
Toilet facilities (separate male and female if required)	Unisex toilets for adults and pupils
Washbasins and washing facilities (hot and cold water and soap)	Available in all toilets
Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat	In place
Potable drinking water	In place
Facilities to take shelter from the elements	In place
Facilities to dry clothing and suitable changing areas for nature of the work	N/A



2.9 – Personal Protective Equipment

Key Actions

Appropriate personal protective equipment (PPE), as identified in Our risk assessments, is provided and must be worn by Our employees. Where required, typical PPE could include:

- Eye protection
- Hearing protection
- Gloves
- Safety footwear
- High-visibility clothing
- Respiratory protection, e.g. mask.

We will ensure that:

- Adequate and suitable PPE is provided
- The suitability of the PPE for the job is assessed
- PPE is maintained, used and replaced as recommended by the manufacturer's instructions
- Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate / reduce the risk
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in Our risk assessments will be used
- We will record details of the supply and training in the use of PPE as required using **Form 1.4 PPE Register** in **Appendix 1**.

We expect our employees to:

- Use PPE correctly
- Report any defects or damage to PPE immediately
- Participate in any training or instruction provided on PPE
- Inform me / us of any medical conditions they have that might be affected by the use of the PPE provided to them.

Further Information

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 3 of Part 2: Personal Protective Equipment.



2.10 – Pregnancy at Work

Key Actions

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, We will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, We will carry out the following;

- Make sure that a specific risk assessment for that employee is undertaken*, taking account of any medical advice that the employee has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities
- If a risk cannot be eliminated or reduced to an acceptable level, then:
 - Adjust the working conditions or hours of work or both; or
 - If this is not possible, provide alternative work; or
 - If this is not possible, grant the employee health and safety leave
- I / we will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed.

Further Information

***A Pregnancy Risk Assessment Template form is available in the Learn More section of BeSMART.ie**

Form 2.5 Responsible Persons Register in **Appendix 2** can be used to identify the person responsible for carrying out pregnancy at work risk assessments.

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.



2.11 – Young Persons

Key Actions

We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. We will undertake the following:

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:
 - Their lack of experience, maturity or awareness of risk
 - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
 - The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons
- **Form 1.5 Responsible Persons Register in Appendix 1** can be used to identify the person responsible for carrying out young persons at work risk assessments.

Further Information

The Health & Safety Authority has produced a guidance document 'Protection of Children and Young Persons' which is available in the 'Learn More' section of BeSMART.ie.



2.12 – Work-Related Stress and Dignity at Work

Key Actions

As an employer We will, so as far as is reasonably practicable, ensure that:

- No employee's workload is so great that he or she will have to consistently work overtime
- No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'
- No employee has to work in an environment which is unsafe and in which there are risks of accidents
- Employees are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- That a 'Dignity at Work Policy' is in place that outlines procedures with regard to addressing bullying and harassment at work.

Further Information

The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.

Appendices

Appendix 1 – Forms and Records Appendix 2 -

Emergency Information

Appendix 3 – Accident Reporting and Investigation Appendix 4 –

Safety Data Sheets

Appendix 1 – Forms and Records

Induction Register			
No.	Name	Date Inducted	Signature

Typical Induction Topics				
Purpose	To familiarise employees with the health and safety rules and procedures before they start work.			
No.	Recommended Topics to Be Discussed	Yes	No	N/A
1.	The qualifications and experience of workers to be inducted have been checked (where required)	✓		
2.	Employees have been briefed on equipment in the workplace	✓		
3.	PPE is available and worn as required: <ul style="list-style-type: none"> • Safety glasses • Safety footwear • High-visibility clothing • Ear protection ☐ Other..... 			✓
4.	Emergency procedures and location of: <ul style="list-style-type: none"> • Assembly point and evacuation route • Closest medical facility • Contact details of emergency services • Provisions for emergency communications 	✓		
5.	<ul style="list-style-type: none"> • The location of the first-aid facilities/kits • Names of the first aiders and where to obtain treatment 	✓		
6.	Location of firefighting equipment, e.g. fire extinguishers and hose reels		✓	
7.	Names and contact details of the Health and Safety representative(s)	✓		
8.	Location of welfare facilities (including toilets and drinking water)	✓		
9.	Accident reporting procedures	✓		
10.	Question and answer session			✓
Note: Ensure Training Is Provided in A Form, Manner and Language That Is Reasonably Likely To Be Understood By The Employee				
Person Responsible for Carrying Out Induction Training: Sheila O'Connor, Principal				

Personal Protective Equipment Register

[illegible]

Responsible Persons Task Register			
No.	Tasks (Non-Exhaustive)	Responsible Person (Where Required)	Signature
1.	Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all	Sheila O'Connor	
2.	Person responsible for managing and co-ordinating work activities		
3.	Ensuring records are maintained		
4.	Ensuring forms and registers are collected and filled out as required		
5.	Ensuring safety data sheets are available and appropriate control measures are in place		
6.	Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence		
7.	Ensuring risk assessments are carried out and updated as necessary		
8.	Ensuring the upkeep and maintenance of welfare facilities		
9.	Ensuring the upkeep of the first-aid box and ordering of first-aid supplies		
10.	Co-ordinating and managing training requirements		
11.	Ensuring the upkeep and maintenance of the premises and co-ordination of contractors' activities		
12.	Ensuring young persons risk assessments are carried out when necessary		
13.	Ensuring pregnancy-at-work risk assessments are carried out when necessary		
14.	Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc.		

Appendix 2 – Emergency Information

Form 2.1 – Emergency Contact Information

Emergency Contact Information				
Business/Company Name	Convent Primary School			
Address	Bathview, Mallow, Co Cork, P51D958			
Premises Co-Ordinates		N		W
Contact Details				
Name	Role		Phone Number	
Sheila O'Connor	Principal		02242211	
Jennifer O'Farrell	Deputy Principal		02242211	
Emergency Services Contact Details				
Service	Address		Phone Number	
Doctor Marion O'donovan	Bowling Green		02242413	
Fire/Gardaí/Ambulance	Mallow		999 or 112	
Utility And Service Providers				
Electricity (ESB Networks)	1850 372 999 (24hr)			
Gas Networks Ireland	1850 20 50 50 (24hr)			
Irish Water	1890 278 278			
Health & Safety Authority	1890 289 389			
Assembly Area	Bathview Yard And Main Yard			
Emergency Co-Ordinator(S)	Name Sheila O'connor		Phone 02242211	

Appendix 3 – Accident/Incident Investigation Form

Form 3.1 – Internal Accident/Incident Investigation Form

Internal Accident/Incident Investigation Form				
Part A – Details of Injured Person				
Name			Phone	
ADDRESS			Email	
			PPS Number	
			Date of Birth	
			Age	
			Position	
Employment Type			Full Time	Part Time Other
Occupation	Employee	Contractor	Member of The Public	Other
Outcome	Injury	Near Miss	Fatality	Other
Part B – Details Of Injury And Treatment				
Type of Injury (E.G. Burn, Cut, Sprain)				
Cause of Injury (E.G. Fall, Machine)				
Part of Body Injured				
Agent (E.G. Poor Light)				
First Aid	Yes	No	First Aider	
Treated by Doctor?	Doctor's Name		Address	
Hospitalised?	Hospital Name		Address	
Treatment Received?				
Part C – Details of Accident or Incident				
Date		Time		
Location				
Description Of Accident/Incident				
Other Information Available?	Witness	CCTV	Photo/Video	Other

Part D – Witness Details (Who Witnessed the Accident/Incident?)					
Name				Phone	
Address			Email		
			PPS Number		
			Date of Birth		
			Age		
			Position		
Safe Pass Number and Expiry Date				CSCS Details	
Witness Statement Taken?				Yes	No
Part E – Key Findings of Investigation					
List					
Part F – Actions to Prevent Reoccurrence					
Action			By Whom		Date
Part G - Items Attached					
Sketches		Certification of Plant Etc.		Photographs/Video	
Risk Assessments		Training Records			
Yes	No	Yes	No	Yes	No
Detail Other Items/Useful Information					
Part H – Other Information					
Accident Investigated By				Position	
Phone				Email	
Signed				Date	

Appendix 4 - Safety Data Sheets/Reports for Hazardous Substances

Insert Safety Data Sheets or Reports For Hazardous Substances Sample Safety

Data Sheet Information Brief

The safety data sheet (SDS) is provided to inform you of the hazards of the chemical you are using and the measures you need to take to protect your health and that of your employees. It consists of 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. You must have an SDS for each hazardous chemical you receive from a supplier. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to take into account when completing the risk assessment for the chemicals you use.

Section 1 contains contact details of the person/company responsible for supplying the chemical as well as the emergency telephone number to contact in case of an emergency.

Section 2 gives details on the hazards of the chemical. This will help you assess the risk and what harm it can do to your health, the health of your employees and the environment.

Section 3 If the chemical you are using is a preparation (mixture), this section will give you information on the hazards of each of the individual substances in the preparation.

Section 4 details the first-aid measures you need to take in case of an accident while using the chemical.

Section 5 gives specific information on fighting a fire caused by the chemical.

Section 6 details what actions need to be taken if there is an accidental release of the chemical, such as what protective equipment to wear and how to clean up the spill.

Section 7 contains details on how to handle and store the chemical safely. The information in this section should be used to help you put in place safe procedures for working with chemicals.

Section 8 gives you details of the steps you need to take to reduce exposure and of the personal protective equipment you need to wear when working with the chemical to protect yourself.

Sections 9, 11 and 12 provide detailed information on the physical/chemical, toxicological and ecological properties of the chemical.

Section 10 contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.

Section 13 explains how the chemical should be disposed of correctly.

Section 14 contains information relating to the transportation of the chemical.

Section 15 contains the details of the classification of the chemical as given on the label.

Section 16 gives any other information relevant to the chemical, e.g. training advice.

Part B – Risk Assessment And Action List

Risk Assessment

Risk assessments will be carried out in consultation with employees, having reviewed the workplace and work practices, both identifying the hazards that exist and assessing the risks arising from the hazards.

- Where additional controls are required to avoid or reduce the risk, they will be identified on the risk assessment action list and will be implemented by the responsible person
- Every reasonable effort will be made to give priority to the implementation of controls for those hazards of most concern
- Where the necessary competence to carry out particular risk assessments is not available in-house, additional expertise will be obtained
- When a process, task or activity significantly changes or a new one is introduced:
 - The existing risk assessment will be reviewed and amended as required; or
 - A new risk assessment will be carried out
 - This will be done in consultation with employees.

Action List

Following the completion of the risk assessment, an action list was generated. This is a list of controls identified during the risk assessment process that are required to be implemented in order to reduce the risk of accident/ill-health in my/our workplace. You should:

- Assign a responsible person to complete each task?
- Assign a realistic goal date and the resources required to carry out each action
- Follow up to ensure satisfactory completion.

You can complete this action list by printing and filling it out by hand or you can return to the 'manage action list' and complete it online.

Part B1 – Risk Assessments

Completed Risk Assessments

1. Electricity
2. Fire
3. Slips, Trips and Falls
4. Manual Handling
5. Workplace Transport
6. Display Screen Equipment
7. Maintenance
8. Employees New to the Job
9. Indoor Air Quality
10. Managing Asbestos in Buildings
11. Pregnant, Post-Natal and Breastfeeding Employees
12. Work-Related Stress
13. Administration of Medicine in Schools
14. Behaviours of Concern
15. Cleaning
16. Coffee Machine / Cafe Boiler
17. Cooking
18. Dishwasher / Glass Washer
19. Gas Appliances
20. Heating Systems
21. Hot Objects
22. Knives and Sharp Objects
23. Ladder (Straight /Extension)
24. Lawn Mower
25. Litter Picking
26. Lone Working
27. Manual Handling of People
28. Microwave
29. Mould Growth Inside Buildings
30. Office Equipment
31. Oven / Hob
32. Radon
33. School Car Park
34. School Events
35. School Trips and Off-Site Activities
36. School Visitors
37. Stepladders (A-Frame)
38. Strimmer / Brushcutter
39. Vermin
40. Water Boiler (Unpressurised)
41. Work-Related Violence and Aggression

Hazard: Electricity	
Current Controls	Action
All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician	Yes
Electrical installations are checked regularly by a competent qualified electrician <i>Refer to the 'Guidance-Note on Periodic Inspection and Testing of Electrical Installations' in 'Learn More' for more information</i>	Yes
Testing, certifying and repairs are carried out in accordance with appropriate NSAI standards	Yes
Enclosures / covers are in place to prevent contact with live electrical equipment / parts	Yes
Damaged extension leads are repaired or removed from use	Yes
Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations	Yes
Work on live electrical equipment is avoided where reasonably practicable <i>Work on live electrical equipment might be necessary to check the presence of electricity. In such cases it should only be carried out by a competent, qualified electrician or technician</i>	Yes
Fire extinguishers that are suitable for fighting electrical fires are provided	Yes
All circuits supplying socket outlets are protected by an RCD <i>Residual Current Devices save lives. They are or should be in almost every workplace in Ireland. An RCD protects you against serious electric shock if there is an electrical fault in your workplace</i>	Yes
Operation of the RCD is tested regularly in accordance with the manufacturer's instructions <i>A special test button is provided to trip out the RCD. Be aware this will cause a loss of power to electrical equipment</i>	Yes
Electrical equipment and fittings are suitable for the work environment	Yes
Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested	Yes
Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person	Yes
Electrical cable reels are uncoiled during prolonged use and when using high-power items <i>Heat can build up in coiled-up cables causing them to melt which can lead to fires or electrocutions. Electrical cable reels should only be connected to small electrical loads when coiled up; when using higher powered items make sure the cable is uncoiled</i>	Yes
Additional Controls or Information	

Hazard: Fire	
Current Controls	Actioned
<p>Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily</p> <p><i>Sources of ignition; e.g. naked flames, sparks from welding or grinding, overloaded / damaged electrical cables or sockets. Flammable materials; e.g. petrol, paper, flammable gases. If oxygen is used check the equipment is not leaking</i></p>	Yes
<p>Fire alarm, manual call points and smoke / heat detectors are in place where necessary, kept in good working order and checked regularly</p> <p><i>You may need an automatic detection system linked to an automatic warning system (with back up battery supply) and manual call points on escape routes & at final exits. Servicing, maintenance & repair must be done by a competent person. Keep records</i></p>	Yes
<p>Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area</p> <p><i>Escape routes must be adequate for the various types of people likely to use them. The number and types of persons likely to be present must be known. Emergency exit doors must always be available for use i.e. not locked when the building is occupied</i></p>	Yes
<p>Emergency lights are installed on escape routes where necessary, at and outside exits and near call points / fire fighting equipment and are tested regularly</p> <p><i>Emergency lights must have a back-up power source. They may be lit all the time or only light in the event of a power outage. Full standby lighting must be provided in swimming pools and high risk areas such as commercial kitchens</i></p>	Yes
<p>Fire extinguishers are accessible, kept in good working order and inspected regularly</p> <p><i>Firefighting equipment is for use in the early stages of a fire without exposing anyone to danger. It should be checked weekly and serviced annually by a competent person and records must be kept. Refer to the fire safety checklist in Learn More</i></p>	Yes
<p>Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers</p>	Yes
<p>Emergency evacuation procedures are in place</p> <p><i>Emergency procedures must take account, where necessary, of persons who have reduced mobility and / or understanding and may require help</i></p>	Yes
<p>Fire drills are held regularly</p>	Yes
<p>Appropriate signs are in place</p>	Yes
Additional Controls or Information	

Hazard: Slips, Trips and Falls	
Current Controls	Actioned
Stairs and steps are clearly visible, handrails are suitable, and distractions are avoided <i>Adequate lighting, visually clear step edges and handrails, handrails that permit a power grip, no distractions such as posters on walls, mobile phones not used</i>	No (See action list)
Problem stairs and steps are identified and extra precautions are in place <i>Examples of extra precautions include slip-resistant step edges and highlighting surprise or irregular steps</i>	Yes
Pedestrian routes are slip resistant, kept clear and clean and are properly maintained <i>Repair damaged flooring, keep outside pathways free of moss, leaves etc. Have procedures in place for dealing with ice and snow e.g. gritting or salting</i>	Yes
Slippery surfaces have been identified and have been replaced, treated or improved <i>e.g. floor deep cleaned, spills controlled, floor mats used, slip-resistant footwear used or floor may need to be treated with an abrasive technique, acid etched, coated, or other method and new slip-resistance checked</i>	No (See action list)
Floors around entrances are slip resistant when wet <i>Wet footprints inside an entrance show that water is entering the building and if the flooring is not slip-resistant there is a risk of persons slipping</i>	Yes
Floors are wet cleaned when the workplace is closed or quiet and wet areas are cordoned off until dry <i>Remove wet floor signs when floors are dry</i>	Yes
Suitable slip resistant footwear is provided and worn where necessary <i>Choose footwear with a tread pattern and sole that will grip what is underfoot e.g. liquids, loose solids, ice. Consult with employees and trial the footwear in your workplace. 'Watch your Step—Choosing Slip-resistant Footwear' Info Sheet is in Learn More</i>	No (See action list)
Adequate lighting is provided and is appropriate for the work being carried out <i>Identify and consider where there is movement from high to low light work areas e.g. moving from inside to outside a building</i>	Yes
Spills are cleaned up immediately and absorbent materials and warning signs are available <i>Use absorbent material to soak up spills. Have these materials near areas where spills are likely</i>	Yes
Trailing cables and leads are re-routed, removed or secured and other good-housekeeping practices are in place to avoid trip hazards	Yes
Additional Controls or Information	

Hazard: Manual Handling	
Current Controls	Actioned
<p>Each manual handling task is assessed and measures put in place where needed to avoid or reduce the risks</p> <p><i>Risk Factors: Load is too heavy / large / awkward or carried with arms outstretched. Load is lifted above shoulder height, lowered to floor level or carried too far. Moving the load involves bending /twisting of body or is done more than 30 times per hour</i></p>	Yes
<p>Task is organised to allow the use of mechanical aids to avoid or reduce the need for manual handling</p> <p><i>Maintain the equipment in good working order and make sure staff are trained in its correct use. Lifting equipment such as hoists and lifts must be examined every 6 or 12 months by a competent person. Keep records</i></p>	Yes
<p>Task is organised so that handling is carried out between waist and shoulder height</p> <p><i>Where possible heavy loads should be stored at waist height and lighter loads stored at a higher level</i></p>	Yes
<p>Heavy or large or unwieldy loads are broken down into more manageable weights or sizes or suitable mechanical aids / team lifts are used</p> <p><i>Load weight should be reduced where possible for safe handling e.g. source a 10kg bag of material instead of 20kg. A two people or team lift may be appropriate but mechanical handling aids, e.g. trolleys, should be used where possible for loads above 25kg</i></p>	Yes
<p>Work is planned to prevent handling over long distances or frequent repetitions</p> <p><i>Where repetitive tasks cannot be eliminated, it is good practice to rotate staff. Efforts could be made to reduce carry distances by changing the layout of a work area or by using simple handling aids to reduce the long carrying distances</i></p>	Yes
<p>Bending, twisting and unstable postures are avoided</p> <p><i>Organise the workplace: good housekeeping, clear routes, adequate space and suitable equipment can allow the safe handling / movement of loads and prevent twisting postures. Storing materials at waist height can reduce bending and unstable postures</i></p>	Yes
<p>Employees receive relevant manual handling training where necessary</p> <p><i>The control measures to be put in place may still require employees to carry out some manual handling. Employees need instruction on how to assess and lift loads safely and instruction is recommended to be delivered by a trained manual handling instructor</i></p>	Yes
Additional Controls or Information	
Staff were trained in manual handling by accredited trainer in January 2025	

Hazard: Workplace Transport	
Current Controls	Actioned
Entry to the workplace is directed and controlled <i>Traffic can be directed using signs and ground markings, and can be controlled using barriers or gates</i>	Yes
All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked and signposted	Yes
All routes are kept free of obstructions and any permanent obstructions are marked and protected as necessary	Yes
People and vehicles are kept apart <i>Separate vehicle and pedestrian entrances, footpaths and / or marked walkways can be used</i>	Yes
Vehicle reversing is eliminated, where possible <i>A one way system can be used. See 'Workplace Transport Safety - Reversing Vehicles' in 'Learn More' for more information</i>	Yes
All work areas are well lit	Yes
Loading and unloading is carried out in a designated area away from overhead obstructions <i>Contact with overhead electricity lines can kill. Don't allow high reach vehicles to load or unload near them</i>	Yes
High visibility vests / jackets are provided and worn by people who work near vehicles	Yes
Visitors are accompanied and a safe area is provided for visiting drivers during loading and unloading	Yes
Speed limits and speed ramps / rumble strips etc. are used to control speed, as needed	Yes
A person is appointed to supervise vehicle activities on site	No (See action list)
Vehicles are maintained in good condition by a competent person as per the manufacturer's instructions	Not Applicable

<i>Manufacturer's and operator's manuals supplied with every vehicle should always be kept and consulted for information on use, servicing and maintenance of the vehicle. Vehicle servicing will help prevent breakdowns and keep it in a safe working condition</i>	
All works vehicles have working amber beacons / hazard lights and reversing alarms	Not Applicable
Dangerous parts of vehicles are guarded <i>An unguarded power take off (PTO) is very dangerous as clothing or limbs can get caught in it as it turns</i>	Not Applicable
Raised vehicle bodies are securely propped using a prop designed to carry the vehicle weight	Not Applicable
Vehicles are suitable for the work and the load, are not overloaded and all loads are secured	Not Applicable
Forklift and tailboard goods lift are serviced regularly in accordance with the manufacturer's instructions and are examined every 6 or 12 months <i>6 monthly (people) and 12 monthly (goods) examination must be done by a competent person. Components may need to be cleaned before servicing or examination and any defects found must be fixed promptly</i>	Not Applicable
A defect reporting system is in place and defects are dealt with promptly	Yes
Drivers check vehicles daily before use and report any problems <i>Driver Walk-Around Check Sheets, e.g. Forklift Operator Pre-Checks, etc are available in 'Learn More'</i>	Not Applicable
Keys are not left in unattended vehicles	Not Applicable
Working at height on vehicles is avoided where possible and proper access equipment is provided and maintained where required	Not Applicable
Stop blocks or chocks are used when tipping materials	Not Applicable
Drivers are carefully selected and are supervised by a nominated person	Not Applicable
All drivers are instructed, trained and authorised to drive workplace vehicles	Not Applicable

Driver's handbook is provided	Not Applicable
Driver operates vehicle at appropriate speed	Yes
Seatbelts, where provided, are worn at all times	Yes
Forklift truck drivers are trained	Not Applicable
Additional Controls or Information	
Some of the above items do not apply to our school setting. The answer no is selected in these instances	

Hazard: Display Screen Equipment	
Current Controls	Actioned
<p>An assessment of individual workstations is carried out</p> <p><i>A trained assessor should conduct an assessment of the employee's workstation on site or by video link if working from home. Assessment should look at workstation, chair, screen, lighting etc. See practical guidance on DSE/Working from Home in Learn More</i></p>	Yes
<p>Work tasks are varied to ensure that employees are not working at their computers for long periods of time</p> <p><i>Plan work activities so that people do not spend long periods of time doing computer work. Try to ensure that other work activities are used to break up computer time, including attendance at meetings, phone calls or paperwork</i></p>	Yes
<p>Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards</p> <p><i>Give instruction to employees on how to maintain a good computer workstation set up e.g. advise employees to change posture frequently and show them how to adjust their seating</i></p>	No (See action list)
<p>Employees who use computers are made aware of their right to eye tests</p> <p><i>The employer should make employees aware that they are entitled to an eye and eyesight test and the employee should consult with their employer to arrange an appointment</i></p>	No (See action list)
Additional Controls or Information	

Hazard: Maintenance	
Current Controls	Actioned
<p>PSDP / PSCS is appointed in writing (where required) for construction, alternation, repair and renovation work etc</p> <p><i>Appointments are required in writing if any of the following is met. There is more than 1 contractor, or work takes more than 30 days, or if there is a specific risk. For more information see "Guide for clients involved in Construction Projects"</i></p>	Yes
<p>Only competent employees carry out maintenance work</p> <p><i>Maintenance employees must have adequate training, knowledge and experience for the maintenance tasks. It should not be assumed that all specially skilled maintenance employees have full knowledge of all your machinery and equipment</i></p>	Yes
<p>Maintenance employees are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate</p> <p><i>Maintenance which involves welding, work at height or a confined space requires special precautions. Make sure you complete the Work at Height risk assessment as needed. See Code of Practice 'Working in a Confined Space' in Learn More for more information</i></p>	Yes
<p>Where maintenance work may involve disturbing asbestos, all possible types and locations of asbestos are identified by a competent person and suitable control measures put in place before work commences</p> <p><i>Most asbestos-containing materials were installed in buildings between the 1960s and the mid 1980s with asbestos cement in use until 2000. See 'Safety with Asbestos' Information sheet in Learn More for more information</i></p>	Yes
<p>Maintenance employees are aware of all external gas, water and electricity cut off points</p> <p><i>Isolation of electricity, compressed air, gas, water etc. is crucial to safe maintenance work. Suitable labels should be placed at isolation points</i></p>	Yes
<p>Machines are isolated from electric, hydraulic and pneumatic power supplies before maintenance work starts</p> <p><i>Isolation may be by removing the plug from the socket but more steps may be required to prevent accidental / unintended start-up of a machine e.g. isolator locked in the off position and tested. Emergency stop must not be relied on as a means of isolation</i></p>	Yes
<p>Guards are only removed to the extent that work requires and are replaced as soon as maintenance is complete</p> <p><i>Machinery must not to be returned to use until all guards are in place</i></p>	Yes
<p>Work areas are cordoned off to exclude unauthorised access where necessary</p>	Yes

Workshop or storage areas used by maintenance employees are adequately lit, free from trip hazards and items are stored properly	Yes
Hazardous areas are locked when not in use	Yes
Appropriate PPE is worn by maintenance employees and they have received training in its use	Yes
External maintenance workers report to a designated person	Yes
Tools used for maintenance are in good working order and properly guarded where necessary <i>Badly maintained tools are a potential source of accidents, for example frayed power cords, missing safety guards, dull or chipped blades</i>	Yes
Additional Controls or Information	

Hazard: Employees New to the Job	
Current Controls	Actioned
<p>Risk assessments in the workplace consider vulnerable workers, including those new to a job</p> <p><i>For more information on vulnerable workers see "Vulnerable Workers Information Sheet" available from Learn More</i></p>	No (See action list)
<p>Induction training is provided before starting work and records are kept</p> <p><i>Training should cover employee roles and responsibilities and company policies and procedures, including emergency plans, name and contact details of the safety representative, and location of welfare facilities</i></p>	No (See action list)
<p>Information, instruction and training is provided on the hazards present in the workplace and the controls in place to protect worker health and safety</p> <p><i>Information, instruction and training must be provided in a language and manner that the employee understands. Consider simple language, visual aids e.g. photos of hazards or a walk around of the workplace to point out and explain hazards / controls</i></p>	Yes
<p>Adequate supervision is provided</p> <p><i>Employers, managers and supervisors should support and encourage those new to a job to raise health and safety concerns</i></p>	Yes
<p>Employees and safety representatives are consulted on health and safety matters in the workplace including how best to protect those new to a job</p> <p><i>Employers have a legal duty to consult with employees on health and safety to help prevent accidents and ill-health. For more information see https://www.hsa.ie/eng/enterprise_and_employee_supports/safety_representatives/</i></p>	Yes
<p>Issues affecting those new to the job are brought up and addressed with employees</p> <p><i>A safety committee includes employees from different departments in the organization who are responsible for identifying potential workplace hazards, developing strategies to mitigate or eliminate them, and promoting a safety culture in the workplace</i></p>	Yes
<p>The system for reporting accidents, incidents and near-misses is communicated to those new to a job</p> <p><i>Employers must report all fatal accidents at work to the HSA. Workplace accidents where an employee is unable to carry out their normal work duties for three or more consecutive days, excluding the day of the accident must also be reported</i></p>	Yes
Additional Controls or Information	

Hazard: Indoor Air Quality	
Current Controls	Actioned
<p>Indoor air quality is assessed by a suitably qualified person and specific pollutants are identified and controlled</p> <p><i>Expertise required depends on the ventilation method and type of work activities. Assessment may include measuring carbon dioxide, and if below 1000 ppm, it's likely that the room is suitably ventilated</i></p>	Yes
<p>Suitable ventilation is provided</p> <p><i>Air Conditioning is not a ventilation method, it recirculates room air. If opening windows / doors, temperatures should not drop below minimum working temperatures. For more information, see 'Code of Practice for Indoor Air Quality' in Learn more</i></p>	Yes
<p>Ventilation systems are maintained, cleaned and repaired according to the manufacturers specifications</p> <p><i>Ensure vents are not blocked or obstructed. 'Code of Practice for Indoor Air Quality' is also available at https://www.hsa.ie/eng/publications_and_forms/publications/codes_of_practice/code_of_practice_for_indoor_air_quality.html</i></p>	Yes
<p>Sources of air pollution (contaminants) are managed</p> <p><i>Consider pollution sources when selecting a ventilation method. Outside pollution may enter the workplace. Outdoor air quality near you can be found at www.airquality.ie</i></p>	Yes
<p>The number of people is appropriate to the room size</p> <p><i>In an office, 4.65 square meters should be available per person (including desk and chair space). In other areas, 11.3 cubic meters should be available per person</i></p>	Yes
Additional Controls or Information	

Hazard: Managing Asbestos in Buildings	
Current Controls	Actioned
Buildings are surveyed by a competent person and a written register of the condition and locations of ACMs is available <i>For further information on surveys and competent persons see https://www.hsa.ie/eng/your_industry/chemicals/legislation_enforcement/asbestos/asbestos_introduction/asbestos_surveys/</i>	Yes
Asbestos surveys or registers are available to employees, contractors and other relevant people <i>Employees and building contractors are aware of the presence, location and condition of ACMs on the premises. See the 'Asbestos Safety for Tradespeople' eLearning course available from www.hsalearning.ie</i>	Yes
Inspection procedure by competent person is in place for checking condition of ACMs and recorded in the Asbestos Management Plan <i>ACMs do not necessarily need to be removed. ACMs already present do not pose a risk to health if they are not damaged, disturbed or releasing fibres but their condition must be regularly checked</i>	Yes
The asbestos management plan includes procedures to be followed in the event of an emergency <i>Get the advice of a competent asbestos surveyor, analyst or contractor to determine the safest way to proceed and precautions to take</i>	Yes
Before demolition, refurbishment maintenance or construction the RDAS is checked <i>PSDP, PSCS and contractors are made aware of the RDAS, including the presence, location and condition of ACMs on the premises</i>	Yes
If additional ACMs are suspected or identified work is stopped immediately <i>Get the advice of a competent asbestos surveyor, analyst or contractor to determine the safest way to proceed and precautions to take</i>	Yes
Construction, maintenance or repair work is stopped immediately if any ACMs are disturbed <i>ACMs must not be disturbed or removed. Get the advice of a competent asbestos surveyor, analyst or contractor to determine the safest way to proceed and precautions to take. It may also be notifiable to the HSA as a Dangerous Occurrence</i>	Yes
Only trained asbestos contractors should work with or remove ACMs <i>Prior to starting work, a notification and plan of work must be sent to the HSA .See HSA asbestos webpages for further information</i>	Yes
After work with or removal, a site clearance certificate must be obtained before returning to the building or removal area to normal use, and records are kept <i>This is required for all ACM work. A competent person must complete the required visual check and air monitoring and this certificate must be available on site</i>	Yes
Additional Controls or Information	

Hazard: Pregnant, Post-Natal and Breastfeeding Employees	
Current Controls	Actione
<p>Employees are briefed to notify their employer when they are pregnant, post-natal or breastfeeding</p> <p><i>For more information, see ' Guidance on Pregnancy at Work' available from learn more 'Publications' https://www.besmart.ie/learn-more/other-business</i></p>	Yes
<p>A risk assessment is carried out for each pregnant, post-natal and breastfeeding employee</p> <p><i>'Pregnancy Risk Assessment Template Fillable Form' is available in Learn more or https://www.hsa.ie/eng/workplace_health/sensitive_risk_groups/pregnancy_risk_assessment_template.pdf</i></p>	Yes
Additional Controls or Information	

Hazard: Work-Related Stress	
Current Controls	Actioned
<p>Policies and procedures for managing work-related stress are in place, brought to the attention of employees and are followed</p> <p><i>Psychosocial hazards can trigger work-related stress, harming health and safety. The hazards include excessive job demands, poor manager or peer support, workplace conflict, lack of role clarity, and poorly managed organisational change</i></p>	Yes
<p>Dignity and respect policies are in place, brought to the attention of employees are followed and records are kept</p> <p><i>Supervisors and managers have an important role in setting the tone and developing the culture in the organisation and promoting respect for the dignity of each employee within the team, department and overall organisation</i></p>	Yes
<p>Employees and safety representatives, if appointed, are consulted on work-related stress and how best to manage it in a systematic, recorded way</p>	Yes
<p>Employees receive awareness training on how to manage work-related stress and the policies in place to reduce their harm</p> <p><i>See www.hslearning.ie for further information</i></p>	Yes
<p>Employees are encouraged to notify their employer or manager and seek support for work-related stress</p> <p><i>Work-related stress can occur from poor consultation on changes, unclear expectations, or lack of direction. Employees should notify managers and seek support. See "Work-related Stress: Guide for Employers" in Learn More</i></p>	Yes
<p>A system and process for employees to raise concerns is in place and communicated with staff</p>	Yes
<p>Work activities, including during periods of workplace change, are coordinated and planned in consultation with employees, and workloads are monitored</p> <p><i>Poorly planned or communicated workplace changes can cause stress. This is not the same as unpopular changes in the workplace. Employees should report concerns and seek support to manage work-related stress</i></p>	Yes
<p>Employees have a reasonable level of control over the way work is done</p> <p><i>Low job control (for example, lack of autonomy, inflexible tasks) contributes to work-related stress. Employers can help by involving staff in decisions, offering flexibility, and providing clear role expectations. Early support prevents long-term harm</i></p>	Yes
<p>Each employee's roles, duties and responsibilities are clearly communicated</p> <p><i>Unclear job roles cause stress by creating confusion over responsibilities. Employers can prevent this by providing detailed role descriptions, setting clear objectives, and maintaining open communication to address uncertainties promptly</i></p>	Yes

Adequate support and supervision is available for employees <i>Lack of manager support increases stress through poor guidance and isolation. Employers can help by training managers appropriately, encouraging open dialogue, and implementing peer support systems to foster engagement</i>	Yes
Resources in the workplace sufficiently match the demands and requirements of the workforce in that place of work <i>Excessive workloads and unrealistic deadlines create stress. Employers can help by monitoring demands, setting priorities, providing resources, and encouraging breaks. Open communication about workload capacity prevents stress</i>	Yes
Measures in place to reduce the risk of work-related stress consider the work activities and environment <i>Complete the 'Night and Shift Work' and 'Lone Working' risk assessments, if appropriate</i>	Yes
Employee supports are available and provided <i>Employee Assistance Programmes are a mitigating measure, but by itself is, not enough to make for a control</i>	Yes
WorkPositive CI psychosocial risk management tool has been used <i>It provides feedback on workplace stress, employee psychological wellbeing and critical incident exposure in the workplace. It supports organisations to develop an action plan to reduce the risk from these stressors</i>	Yes
Additional Controls or Information	
Scheme is available for all employees free of charge by the DES	

Hazard: Administration of Medicine in Schools	
Current Controls	Actioned
A school policy on administration, storage of medicines and medical devices is in place <i>Go to www.Tusla.ie to find out more information</i>	Yes
Staff are trained on the safe administration and storage of each medication and training records are kept <i>Specific training is provided on each individual student's requirements including the condition, symptoms, medication, required dosage and the frequency and manner of administration</i>	Yes
Written consent to administer medication is obtained from the parent or guardian <i>This should include detailed instructions from the parent / guardian on the safe administration of the medication, emergency contact information and Patient Information Leaflet</i>	Yes
A system to cross-check medication before administration is in place	Yes
Medication is stored securely and only accessible to authorised people <i>Refer to Patient Information leaflet for storage instructions</i>	Yes
Sharps are disposed of appropriately and emergency procedures are in place <i>Dispose of needles in a sharps bin, do not overfill. Ensure bin is collected by a certified disposal provider. For further information refer to the 'HSE / HPSC Guidelines for the Emergency Management of Injuries' in Learn More</i>	Yes
Individual student's medication is clearly labelled	Yes
A written record of dates, times and types of medication administered to each student is kept	Yes
A procedure is in place to deal with a medication error	Yes
Additional Controls or Information	

Hazard: Behaviours of Concern	
Current Controls	Actioned
A school policy for managing behaviours of concern is in place and reviewed regularly	Yes
Staffing numbers are appropriate and lone working is avoided where possible	Yes
Student's support plans are followed where appropriate	Yes
Training is provided to employees on how to deal with behaviours of concern and advice is sought, where necessary	Yes
All incidents are recorded and reviewed	Yes
Support facilities are available to employees in the event of an incident	Yes
In the event of an incident, emergency procedures are in place for behaviours of concern and communicated to staff	Yes
Additional Controls or Information	

Hazard: Cleaning	
Current Controls	Actioned
<p>Employees are given information on the cleaning activities to be carried out and are trained in safe cleaning and good hygiene procedures</p> <p><i>'Safety in Contract Cleaning' guidance document, with information on chemical and biological hazards, is available in 'Learn More'</i></p>	Yes
<p>Trolleys are provided and used where needed</p> <p><i>Regularly check trolleys/carts and maintain them in good condition. Make sure you complete the 'Manual Handling' risk assessment</i></p>	Yes
<p>Furniture is suitably arranged or fitted with casters/glides for ease of movement where possible</p>	Yes
<p>Suitable gloves are provided and worn</p> <p><i>Make sure the gloves are suitable for the task e.g. if handling chemicals or dealing with body fluids</i></p>	Yes
<p>Equipment used for cleaning is visually inspected before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> <p><i>Portable electrical equipment that could be subject to wear and tear should be inspected and tested</i></p>	Yes
<p>Safe practices are in place for the use of cleaning equipment and employees are instructed to adjust equipment as required</p> <p><i>Consider the equipment: its weight, ease of movement, where it is stored, adjustable wand/handle, avoiding bucket lifting if possible etc. Rotate tasks to alter physical position where possible. Make sure you complete the 'Manual Handling' risk assessment</i></p>	Yes
Additional Controls or Information	

Hazard: Coffee Machine / Cafe Boiler	
Current Controls	Actioned
<p>Machine is installed, used and maintained by a competent person in accordance with the manufacturer's instructions and manufacturer's manual is available</p> <p><i>If the machine generates steam it must have suitable safety devices and a pressure gauge fitted and an identification mark and safe working limits displayed</i></p>	Yes
<p>Suitable protective devices are fitted to steam generating machines and adjusted by a competent person and kept in good condition</p> <p><i>Safety valves should be located so that they discharge to a safe place. These devices should be included in a preventative maintenance programme</i></p>	Yes
<p>Employees are trained in the use of the machine and operator's manual is available</p> <p><i>Employees should be given information about the safe operation of the equipment and action to identify and deal with abnormal or emergency situations</i></p>	Yes
<p>Power to the machine is switched off before any maintenance work is carried out</p>	Yes
<p>Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> <p><i>A preventative maintenance programme should be put in place for machines with steam generation, including checking for signs of problems. The machine should be depressurised before maintenance</i></p>	Yes
<p>Machines with steam generation are examined at least every 14 months by a competent person and records are kept</p> <p><i>Records: Report of examination before first use, every 14mnths & after repair; keep a register of equipment with dates of last test. Records kept at workplace/with equipment. Advice on contents of report and a template register are available in Learn More</i></p>	Yes
Additional Controls or Information	

Hazard: Cooking	
Current Controls	Actioned
Equipment provided for cooking is used and maintained according to the manufacturer's instructions <i>The instruction manual that comes with every piece of equipment should be available and it should be consulted for information on correct use, cleaning and maintenance of the equipment</i>	Yes
Equipment provided is checked before use, defects are promptly reported and unsafe equipment is taken out of use <i>Check for visible defects and that safety devices are in place and working e.g. safety interlock of a food mixer/processor ensuring the machine will not start unless the bowl cover is in position; processor feed chutes & pusher devices provided & used etc</i>	Yes
Employees are instructed to only use equipment that they know how to correctly and safely use	Yes
Power to equipment is turned off before cleaning and repair/servicing is only carried out by competent persons	Yes
Loose clothing, dangling jewellery and unsecured long hair are avoided when using equipment with moving parts	Yes
Items which could catch fire are kept clear of flames and hot surfaces	Yes
Care is taken when placing and moving hot objects or liquids around the kitchen and heat resistant gloves are provided and worn <i>Organise work to minimise the amount and distances hot items are carried. Check that handles of pots and pans are secure and do not project beyond the edge of hob/range. Ladles or spoons should not be left in saucepans on hotplates/rings</i>	Yes
Spills and broken glass or crockery are cleared up immediately <i>Use a dustpan and brush or vacuum to clear up broken glass/crockery</i>	Yes
Metal is never placed in a microwave and containers used are suitable for use in the microwave	Yes
Good hygiene practices are used when handling raw meat <i>Wash hands after handling raw meat and clean work surfaces thoroughly</i>	Yes
Additional Controls or Information	

Hazard: Dishwasher / Glass Washer	
Current Controls	Actioned
Machine is installed, used and maintained in accordance with the manufacturer's manual <i>Always keep the instruction manual that comes with every piece of new equipment and consult it for information re use, cleaning and maintenance of the equipment.</i>	Yes
Hot water cycle stops automatically if door is opened	Yes
Employees are trained in the use of the dish/glass washer and operator's manual is available	Yes
Warning signs are in place	Yes
Baskets are not overloaded	Yes
Additional Controls or Information	

Hazard: Gas Appliances	
Current Controls	Actioned
Gas appliance, flues, pipe work, and safety devices are installed and maintained by a competent person <i>Gas appliances should be inspected at least annually by a Registered Gas Installer and records kept</i>	Yes
Procedures are in place for the safe use of the gas appliances and employees are trained	Yes
Gas appliance is fitted with a shut-off valve and flame failure device <i>Shut-off valve enables the gas to be turned off in the event of an emergency and the flame failure device stops gas going to the device in the event that the flame is extinguished</i>	Yes
Work area is adequately ventilated <i>Consider fitting a carbon monoxide alarm. Go to www.carbonmonoxide.ie to find out more information on the dangers of carbon monoxide</i>	Yes
LPG Master Emergency Control Valve is fitted and a notice is displayed showing its location and direction of shut off <i>The ECV allows the user to shut off the gas flow to all appliances in the event of a gas leak. It must be within easy reach and situated as near as possible to the place where the gas enters the property</i>	Yes
Additional Controls or Information	

Hazard: Heating Systems	
Current Controls	Action
Heating system is installed and maintained by a competent person in accordance with the manufacturer's instructions	Yes
Only trained employees maintain and examine heating systems and operators manuals are available	Yes
Equipment is kept in good working order, safety devices are fitted, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Faulty wires or damaged electrical components should be fixed as quickly as possible by a competent person</i>	Yes
Boiler flue / chimney is appropriately designed and maintained to ensure gases are released to the outside and can disperse safely <i>A competent person should check the effectiveness of any flue or chimney</i>	Yes
Steam boilers are thoroughly examined by a competent person every 14 months and records are kept <i>Records: Report of examination before first use, every 14mths & after repair; keep a register of equipment with date of last test. Records kept at workplace / with equipment</i>	Yes
Heating fuel is stored appropriately <i>Oil tanks are bunded, have isolation valves, kept in a well-ventilated area, maintained and protected from vehicles / vandalism. Smoking / naked flames are prevented. Complete the 'Liquefied Petroleum Gas' risk assessment, if appropriate</i>	Yes
Heating units and heating fuel are secure and only accessible to authorised employees <i>Tanks and hoppers are locked. Entering a wood chip hopper is considered a confined space. Complete the 'Confined Space' risk assessment, if appropriate</i>	Yes
Suitable ventilation is provided in the heating unit storage area <i>Consider using a carbon monoxide alarm where relevant (e.g. in boiler room) and maintain it in good working order. To consider room ventilation, complete the 'Indoor Air Quality' risk assessment</i>	Yes
Accessible hot pipework is lagged as required	Yes
Adequate tanker and delivery driver access is provided for fuel deliveries <i>Fuel delivery vehicle can enter the premises safely and reversing of vehicle is avoided or minimised. Delivery driver can safely access fuel storage tank / hopper</i>	Yes
Areas around boiler and heating system are kept clear	Yes
Emergency procedures and safety signs are displayed, fire extinguishers available	Yes
Additional Controls or Information	

Hazard: Hot Objects	
Current Controls	Actioned
Ovens, radiators and piping are insulated, guards are provided or temperature is controlled	Yes
Warning signs are in place	Yes
Care is taken when moving hot objects or liquids around the workplace <i>Organise work to minimise the amount and distances hot items are carried</i>	Yes
Heat resistant gloves are provided and worn where relevant	Yes
Additional Controls or Information	

Hazard: Knives and Sharp Objects	
Current Controls	Actioned
Use of knives and sharp objects is minimised and they are stored safely	Yes
Safe work practices are in place for the use, cleaning and sharpening of knives and sharp objects and employees are trained <i>Training in safe cutting and use e.g. cutting away from the body, not leaving knives / blades in areas where others may not be aware of them e.g. in a sink or other areas</i>	Yes
Knives and sharp objects are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Knives or sharp object used are suitable for the job <i>Typical catagories of utility knives include bladeless cutters, concealed blades, spring loaded blade retraction, manual blade retraction, automatic blade retraction</i>	Yes
Blades are kept sharp and replaced as needed	Yes
PPE is provided and worn as required	Yes
Additional Controls or Information	

Hazard: Ladder (Straight /Extension)	
Current Controls	Actioned
<p>Work is only carried out from a ladder when the job is of short duration and low risk</p> <p><i>The work must be light, non-repetitive and should not take longer than about 30 minutes. Consider the use of other safer equipment e.g. podium steps, mobile scaffold tower, MEWP</i></p>	Yes
<p>Ladder is suitable for the work to be carried out</p> <p><i>Ladders must be marked by the manufacturer with the relevant standard and the maximum working load</i></p>	Yes
<p>Ladder is checked before use, and unsafe ladders are taken out of use</p> <p><i>Ladders should never be painted</i></p>	Yes
<p>Ladder is regularly inspected by a competent person and records are kept</p> <p><i>Equipment should be inspected at suitable intervals when it is exposed to conditions likely to cause damage and deterioration. Form GA3 available in Learn More can be used to record inspections of work at height equipment</i></p>	Yes
<p>Extension ladders overlap as per the manufacturer's instructions and locking devices are used</p>	Yes
<p>Employees are trained in the safe use of ladders</p>	No (See action list)
<p>Work is not carried out near overhead electricity lines</p> <p><i>Ladders must not be used close to overhead lines / there must be a safe clearance distance. Refer to the 'Code of Practice for Avoiding Danger from Overhead Lines' in Learn More</i></p>	Yes
<p>Ladder is set up on a firm level base, leaning at a suitable angle and secured against slipping or moving</p> <p><i>It is recommended that the ladder is angled at 75degrees (1 in 4). Avoid side on work and over-reaching, move the ladder as necessary</i></p>	Yes
<p>Non-conductive ladders are used for electrical work</p>	No (See action list)
<p>Ladders used for access are tied at the top and extend 3 rungs above the landing point unless a suitable handhold is provided</p>	Yes
<p>Moving vehicles and pedestrians are kept away from ladders when in use</p>	Yes
<p>3-points of contact are maintained at all times when using a ladder</p> <p><i>Tools or equipment should not be carried when going up or down a ladder. Use a tool belt or raise tools up using a hand line</i></p>	Yes
Additional Controls or Information	
<p>Ladders are not used for electrical work</p>	

Hazard: Lawn Mower	
Current Controls	Actioned
<p>The lawn mower is used and maintained in accordance with the manufacturer's instructions</p> <p><i>Maintain the safety guards/safety features/safety and instruction labels provided</i></p>	Yes
<p>Employees are trained to operate the lawn mower and the operator's manual is available</p>	Yes
<p>The lawn mower is maintained in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use</p>	Yes
<p>Fuel for the lawn mower is properly stored, only approved containers are used and care is taken when adding fuel to the lawn mower</p> <p><i>Ensure the engine is off & cool when refuelling, do not refuel indoors, do not overfill & clean up spills. Do not start petrol-fuelled mowers indoors or in an area where there has been a recent spill. Allow machine to cool before storing</i></p>	Yes
<p>The mower is only used in suitable conditions and suitable precautions are taken depending on the work area</p> <p><i>Check area for objects; Do not mow in wet (slippy) grass or use electric mower in wet conditions; Consult the operator's manual if mowing uneven or sloped ground</i></p>	Yes
<p>Machine adjustments or repairs are never carried out while the engine is running</p> <p><i>Always turn off the mower and wait for the blades to stop completely before removing the grass catcher, unclogging the discharge chute, adjusting the blades, or crossing gravel paths, roads, or other areas</i></p>	Yes
<p>Eye, hearing and foot protection is provided and worn where necessary</p>	Yes
<p>People are kept clear of the lawn mower and passengers are not carried on ride-on mower(s)</p>	Yes
<p>Moving the mower in a backwards direction is avoided wherever possible and if done, blades are disengaged where possible</p> <p><i>Keep electric mower cord out of the cutting path</i></p>	Yes
<p>The blade(s) of ride-on mowers are allowed to stop completely before the operator dismounts and the mower is stored safely with keys removed</p>	Yes
<p>Ride-on mowers are fitted with a roll bar</p>	N/A
Additional Controls or Information	

Hazard: Litter Picking	
Current Controls	Actioned
Litter picker or grabber is always used for collecting litter which is then placed in appropriate bin or bag	Yes
Safety boots, gloves and high-vis vest/jacket are always worn	Yes
If dangerous litter is found, it is left undisturbed and reported to a supervisor	Yes
Dangerous litter is collected by trained and authorised employees wearing suitable gloves and disposed of in a sharps bin <i>e.g. Have sharps bin/kit available with tweezers</i>	Yes
Sharps bins are collected by a licensed contractor	Yes
Employees are trained to cover all cuts with a waterproof plaster/bandage before starting work	Yes
Employees are trained to thoroughly wash their hands before eating, drinking or smoking	Yes
Additional Controls or Information	

Hazard: Lone Working	
Current Controls	Actioned
The number of lone workers is kept to a minimum	Yes
Means of communication is provided <i>Make sure there is adequate battery power and, where necessary, network coverage to maintain contact for the duration of the work</i>	Yes
Contact numbers are readily available for use in an emergency and an alarm is provided where relevant <i>Emergency services and emergency contact persons should be on speed dial. Consider using agreed emergency code words to alert the contact person</i>	Yes
Employees are trained on lone working procedures <i>e.g. Procedures on frequency of contact with base, HQ or a nearby colleague etc, how to handle conflict situations and the threat of violence, emergency procedures, set call in times, locking and securing the workplace</i>	Yes
Procedures are in place should a lone worker fail to return or make contact at agreed time <i>e.g. Try to contact lone worker, inform senior manager, inform An Garda Síochána</i>	Yes
Physical barriers are provided where practical where there is an increased threat of violence <i>Physical separation from other areas e.g. coded doors, wide desk or screen for reception / cash desk, table between employee and visitor</i>	Yes
Where relevant, lone workers are provided with any necessary background information <i>e.g. Information about the area, previous experiences, client history</i>	Yes
Additional Controls or Information	

Hazard: Manual Handling of People	
Current Controls	Actioned
<p>Each client's mobility needs are determined, and all moving and handling tasks have been assessed and where necessary, control(s) put in place</p> <p><i>Control measures can include use of handling aids and safe handling techniques. Take account of the Client's mobility needs, working environment etc. See guidance document 'Caring with Minimal Lifting' in Learn More</i></p>	Yes
Workplace has adequate space and the environment is suitable for client movements	Yes
<p>Appropriate handling aids are made available and used where required and employees are trained in their use</p> <p><i>Ensure the correct equipment is used e.g. size and type of sling and hoist. See 'Guidance on Safety with Mobile Patient Hoists and Slings in Healthcare Establishments' Information sheet' in Learn More</i></p>	Yes
Employees involved in moving and handling tasks receive appropriate 'People Handling Training' from a trained instructor and records are kept	Yes
Handling equipment is visually inspected before use, reported defects are dealt with promptly and unsafe equipment is taken out of use until repaired	Yes
Lifting equipment is used and maintained in accordance with the manufacturer's manual	Yes
<p>Hoists and slings are examined by a competent person at least every 6 months and a report of thorough examination is kept</p> <p><i>Form GA1 - Report of Thorough Examination is available in Learn More</i></p>	Yes
Additional Controls or Information	

Hazard: Microwave	
Current Controls	Actioned
Microwave is used and maintained in accordance with the manufacturers manual	Yes
Metal is never placed in the microwave	Yes
Reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Containers used are suitable for use in the microwave	Yes
Heat resistant gloves/cloths are provided and used when handling hot containers	Yes
Additional Controls or Information	

Hazard: Mould Growth Inside Buildings	
Current Controls	Actioned
<p>Workplace surfaces are visually checked for mould regularly</p> <p><i>Employees are made aware of the signs of mould growth and the importance of reporting</i></p>	Yes
<p>Ventilation is working correctly and regularly maintained</p> <p><i>Ventilation might include window / wall vents, extractor fans or Heating Ventilation Air Conditioning (HVAC) systems. See 'Code of Practice for Indoor Air Quality' in Learn More</i></p>	Yes
<p>Building is maintained and moisture is reduced and controlled</p>	Yes
<p>Mould removal and cleaning is carried out by trained and suitably qualified people</p> <p><i>See "Guidelines for Cleaning Staff on Managing Mould Growth" and "Guidelines for Maintenance Staff on Managing Mould Growth in State Buildings" developed by the State Claims Agency, for more information</i></p>	Yes
<p>Appropriate PPE and RPE is provided and worn where needed</p> <p><i>Certain tasks, e.g. fixing or cleaning-up a mould problem, may cause the spores to become airborne</i></p>	Yes
Additional Controls or Information	

Hazard: Office Equipment	
Current Controls	Actioned
Office equipment is used in accordance with the manufacturer's manual <i>Always keep the instruction manual that comes with every piece of new equipment and consult it for information on the use, cleaning and maintenance of the equipment</i>	Yes
Power sockets are not overloaded <i>Overloading sockets can cause electrical fires</i>	Yes
Power supply is turned off when clearing shredder jams and emptying bags	Yes
Loose clothing, dangling jewelry and unsecured long hair are avoided when using a shredder	Yes
Guillotine is only used when the guard is in place	Yes
Guard is engaged when guillotine is not in use	Yes
Cabinet drawers and doors are kept closed when not in use	Yes
Only one filing cabinet drawer can be opened at a time to prevent tipping	Yes
Shelves are not overloaded	Yes
Adequate lighting, ventilation and heating are provided	Yes
Additional Controls or Information	

Hazard: Oven / Hob	
Current Controls	Actioned
Oven/hob is installed, used and maintained in accordance with the manufacturer's instructions	Yes
Handles of pots/pans are secure and they do not project beyond the edge of the hob or range	Yes
Ladles or spoons are not left in saucepans on hotplates or rings	Yes
Heat resistant gloves are provided and used	Yes
Oven is not used if the fan guard is not in place	Yes
Reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Bottom-hinged oven doors are not left open	Yes
Additional Controls or Information	

Hazard: Radon	
Current Controls	Actioned
Indoor workplaces at ground floor or basement level, have had radon measurements carried out where required <i>Check the radon map to find typical radon levels in your area, by going to Environmental Protection Agency website, www.radon.ie</i>	Yes
Where reference levels are exceeded, measures are taken to reduce the radon level and the areas are then retested <i>Reference levels for workplaces are 300Bq/m³ and 200Bq/m³ for long stay residential units. Refer to www.radon.ie for more detailed information</i>	Yes
Measures taken to reduce the radon level are maintained to ensure they remain effective <i>Measures may include increased under floor ventilation, increased indoor ventilation, sealing of cracks and gaps in the floor and around service entry points</i>	Yes
Additional Controls or Information	
The building was tested for radon in 2024 and remediation works have been carried out.	

Hazard: School Car Park	
Current Controls	Actioned
<p>A traffic management plan is in place and communicated to employees and car park users</p> <p><i>This might include information about signage, road markings, walkways, one-way system or turning area, reverse parking policy</i></p>	Yes
<p>Pedestrian routes / parking areas are clearly marked and appropriate lighting and signs are in place</p> <p><i>Pedestrians and vehicles are kept apart e.g. a pedestrian-only entrance</i></p>	Yes
<p>Designated areas for drop off and collection of students are in place</p> <p><i>https://garda.ie/en/about-us/our-departments/office-of-corporate-communications/news-media/rsa-school-gate-risk-guide-8-21.pdf</i></p>	Yes
<p>Designated areas for deliveries and collections are in place</p>	Yes
<p>A safe place is available for students to wait before school opens or after closing</p>	Yes
<p>Drop off and pick up times are staggered</p>	Yes
Additional Controls or Information	

Hazard: School Events	
Current Controls	Actioned
<p>A school policy for events is in place</p> <p><i>This should include for example, the maximum crowd size, person(s) with overall responsibility for event safety, protocol for pre-event safety announcements</i></p>	Yes
<p>Emergency procedures for events are in place</p> <p><i>Employees are trained on roles, responsibilities, duties during an emergency at an event</i></p>	Yes
<p>A safe means of access and egress is provided to the event location</p> <p><i>Emergency escape routes are unobstructed (e.g. by chairs / equipment) and clearly displayed with signage / lighting</i></p>	Yes
<p>All new electrical installations and all extensions at the venue are tested and certified as safe, by a competent qualified electrician and checked regularly</p> <p><i>Make sure you complete the 'Electricity' risk assessment</i></p>	Yes
<p>All emergency equipment at the venue is working and is checked at regular intervals</p> <p><i>Make sure you complete- the 'Fire' risk assessment</i></p>	Yes
<p>Problem stairs and steps are identified and extra precautions are in place and trailing electrical leads are prevented</p> <p><i>Examples of extra precautions include slip-resistant step edges and highlighting surprise or irregular steps</i></p>	Yes
Additional Controls or Information	

Hazard: School Trips and Off-Site Activities	
Current Controls	Actioned
The trip or off-site activity is suitable for staff and students	Yes
Parents / Guardians provide written consent and information on any special requirements <i>Make sure you carry out the 'Administration of Medicine in Schools' risk assessment</i>	Yes
Staff and students are adequately prepared for the trip or off-site activity	Yes
Weather conditions are checked and are suitable	Yes
An adequate number of staff are present to supervise students <i>A head count of students is carried out regularly by trip supervisor, and students are made aware of what to do if separated from group</i>	Yes
Staff have a fully charged mobile phone and emergency phone numbers are available	Yes
A suitable means of transport is used <i>e.g. ensure the driver is qualified, insured, and the vehicle is maintained and fit for use. An adequate number of seats with working seatbelts are available</i>	Yes
Additional Controls or Information	

Hazard: School Visitors	
Current Controls	Actioned
<p>Visitors to the school are documented</p> <p><i>Visitors must report to a designated staff member. This may involve requesting the visitor's I.D, filling out a visitor's log and wearing of a visitor's badge</i></p>	Yes
<p>Visitors are made aware of school policies and procedures</p>	Yes
<p>Staff have been trained on the school's visitor policy or procedures</p> <p><i>Procedures could include dealing with unknown or uninvited visitors / aggressive or abusive visitors</i></p>	Yes
<p>Visitors are supervised by a member of staff when on site and students are never left unsupervised with a visitor</p> <p><i>Visitors are provided with information on how to report safeguarding or child protection concerns</i></p>	Yes
<p>Staff provide an adequate level of supervision to students</p>	Yes
Additional Controls or Information	

Hazard: Stepladders (A-Frame)	
Current Controls	Actioned
<p>Work is only carried out from a stepladder when the job is of short duration and low risk</p> <p><i>The work must be light and should not take longer than 30 minutes. Consider the use of other safer equipment e.g. podium steps, mobile scaffold towers, MEWPs</i></p>	Yes
<p>Ladder is suitable for the work to be carried out</p> <p><i>Ladders must be marked by the manufacturer with the relevant standard and the maximum working load</i></p>	Yes
<p>Stepladders are used as per the manufacturer's instructions</p> <p><i>Stepladders should not be used to support planks as part of a work platform</i></p>	Yes
<p>Employees are trained in the correct and safe use of stepladders</p>	Yes
<p>Stepladders are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> <p><i>Ladders / steps should never be painted</i></p>	Yes
<p>Stepladder is regularly inspected by a competent person and records are kept</p> <p><i>Equipment should be inspected at suitable intervals when it is exposed to conditions likely to cause damage and deterioration. Form GA3 available in Learn More can be used to record inspections of work at height equipment</i></p>	Yes
<p>Non-conductive stepladders are used for electrical work</p>	Yes
<p>Stepladders are set up on a firm level base facing the work activity</p>	Yes
<p>Stepladders are never straddled and the top three steps are not used for standing</p>	Yes
<p>Moving vehicles and pedestrians are kept away from stepladders when in use</p>	Yes
<p>3-points of contact are maintained at all times when using a stepladder</p> <p><i>Tools or equipment should not be carried when going up or down a ladder. Use a tool belt or raise tools up using a hand line</i></p>	Yes
Additional Controls or Information	

Hazard: Strimmer / Brushcutter	
Current Controls	Actioned
<p>The strimmer/brushcutter is used and maintained in accordance with the manufacturer's instructions</p> <p><i>Replace or tighten loose or damaged parts or guards in accordance with the manufacturer's instructions. Only fit replacement cutting heads specifically approved by the manufacturer for use with the machine</i></p>	Yes
Employees are trained to operate the strimmer/brushcutter and the operator's manual is available	Yes
The strimmer/brushcutter is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Adjustments, repairs or clearing of blockages are never done with the engine running	Yes
<p>The strimmer/brushcutter is only used in suitable conditions and the area to be cut is checked for objects before use</p> <p><i>Use a brush cutter at ground level only. Keep electric strimmer/brushcutter cord out of the cutting path</i></p>	Yes
Personal protective equipment and clothing is provided and worn as required	Yes
People are kept clear of the operating area of strimmer / brushcutter	Yes
<p>Fuel for the strimmer/brushcutter is properly stored, only approved containers are used and care is taken when adding fuel to the machine</p> <p><i>Ensure the engine is off & cool when refuelling, do not refuel indoors, do not overfill & clean up spills. Do not start strimmer indoors or in area where there has been a recent spill. Secure the cutter to prevent fuel spillage and damage during transport</i></p>	Yes
Additional Controls or Information	

Hazard: Vermin	
Current Controls	Actioned
Vermin eradication programme is in place where practical	Yes
<i>Always use a tool or wear protective gloves when removing dead vermin</i>	
Good housekeeping and storage arrangements are in place	Yes
<i>Floors and work surfaces should be cleaned on a regular basis using detergents and / or disinfectants and vermin proof containers should be used for storage where practicable</i>	
Good hygiene practices are in place	Yes
Contact with stagnant water, or water that may be contaminated, is avoided	Yes
PPE is provided and worn as required	Yes
Additional Controls or Information	

Hazard: Water Boiler (Unpressurised)	
Current Controls	Actioned
Boiler is filled before turning on power	Yes
Boiler is not tilted to draw off hot liquid	Yes
Boiler is not allowed to boil dry or boil over	Yes
Other liquids are not heated in a hot water boiler	Yes
Pour distance is kept as short as possible	Yes
Drip tray is kept in position and emptied as required	Yes
Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Equipment is inspected periodically by a competent person and results of inspection are kept	Yes
Additional Controls or Information	

Hazard: Work-Related Violence and Aggression	
Current Controls	Actioned
Lone working is avoided where possible <i>Make sure you carry out the 'Lone Working' risk assessment if necessary</i>	Yes
Security arrangements and systems are in place and in working order <i>For example CCTV, alarms, telephones, exits, visibility and control of access, shatterproof materials, reinforced glass. Where CCTV is used, display signage that shows it is in use to deter potential threats</i>	Yes
Physical barriers are provided where there is an increased threat of violence	Yes
Workplace layout minimises vulnerable areas, avoids areas where staff can become isolated with a customer or client and access into the workplace is controlled <i>Workplace layout should allow staff to be able to communicate with other colleagues and get to a place of refuge easily</i>	Yes
Workstations are kept free from unnecessary objects that could be used as projectiles or weapons	Yes
Waiting rooms should be designed and laid out to take account of potential long waiting times and waiting visitors are kept informed <i>Waiting areas can have reading material, a television, and an ordered system of queuing, such as numbered tickets or a display with expected waiting times. Chairs should be of the continuous bent metal tube form rather than four 'metal spikes' form</i>	Yes
A means of staff communication is in place <i>Effective communication methods allow staff to keep in contact, remain informed, raise alarms and get appropriate support</i>	Yes
A system is in place to raise the alarm and get assistance	Yes
Policy and procedures are in place, staff are encouraged to raise concerns, and violence and aggression is not accepted in our workplace <i>To ensure any risks of violence and aggression are proactively managed, you should consult with staff and regularly review procedures in place. See the 'Guidance on Managing the Risk of Work-Related Violence and Aggression' available from Learn More</i>	Yes
A place of refuge is available and employees are aware of their locations and how to access them <i>These areas are secured for authorised personnel, for example, using a key fob access or keypad access</i>	Yes

Procedures for secure cash handling are in place <i>Cashless systems may also be used to reduce the potential for robbery. Vary cash transport times and locations. Transporting cash outside the workplace should be done by two people where possible</i>	Yes
Managers and supervisors are appropriately trained to deal with and de-escalate incidents of violence and aggression	Yes
Training, information and instruction is provided to employees on how to deal with violent and aggressive incidents	Yes
Expectations of staff during violent and aggressive incidents are clearly communicated	Yes
Staff are encouraged to report all incidents of violence and aggression, and these are recorded, investigated and reviewed <i>Discuss all incidents and seek specialist advice</i>	Yes
Support facilities are available to employees in the event of an incident	Yes
Signage is in place informing customers, clients and visitors that no level of violence and or aggression will be tolerated	Yes
A dress code policy is in place	Yes
A first aid box is available and suitably stocked	Yes
Additional Controls or Information	

Part B2 – Action List

Hazard	Control Required	Assigned To	Action By	Complete & Date Completed
Slips, Trips and Falls	Stairs and steps are clearly visible, handrails are suitable, and distractions are avoided			No
Slips, Trips and Falls	Slippery surfaces have been identified and have been replaced, treated or improved			No
Slips, Trips and Falls	Suitable slip resistant footwear is provided and worn where necessary			No
Workplace Transport	A person is appointed to supervise vehicle activities on site			No
Display Screen Equipment	Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards			No
Display Screen Equipment	Employees who use computers are made aware of their right to eye tests			No
Employees New to the Job	Risk assessments in the workplace consider vulnerable workers, including those new to a job			No
Employees New to the Job	Induction training is provided before starting work and records are kept			No
Ladder (Straight /Extension)	Employees are trained in the safe use of ladders			No
Ladder (Straight /Extension)	Non-conductive ladders are used for electrical work			No