

**RATHFARNHAM**



**EDUCATE TOGETHER  
NATIONAL SCHOOL**

# ***Risk Assessment February 2017***

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## **Risk Assessment**

The original risk assessment took place in June 2014, and was carried out by Andrea O'Reilly, Health and Safety Officer on the Board of Management. This assessment has been updated in February 2017 by Guy McGrath current Health and Safety Officer on the Board of Management.

## Risk Level Indicator

The risk level indicator used during this assessment has been supplied by Grange Health & Safety during their assessment.

<i>Likelihood</i> →		0	1	2	3	4	5
<i>Severity</i> ↓	1	1	2	3	4	5	
	2	2	4	6	8	10	
	3	3	6	9	12	15	
	4	4	8	12	16	20	
	5	5	10	15	20	25	

Likelihood			Severity		
1	=	Almost impossible	1	=	No illness or injury
2	=	Not likely but possible	2	=	Minor/first aid injury
3	=	Likely to happen	3	=	Reportable accident/ incident
4	=	Probable	4	=	Major injury or illness
5	=	Certain	5	=	Death

\*Reportable-- absence from work for 3 or more working days as a result of injury or illness

## Likelihood x Severity = Risk Rating

0 to 5	<b>Low</b>	No immediate action required
6 to 12	<b>Medium</b>	Plan to reduce risk where practicable
15 to 25	<b>High</b>	Immediate action to reduce risk

## Risks

### Fire

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
Outbreak of Fire	Personal injury or fatality.  Civil action.  Criminal prosecution.  Catastrophic or other loss to the school.  Damage to the schools image.  Other disruption.	All.	2	5	Medium	<ul style="list-style-type: none"> <li>• Adequate means of fighting fire are in place.</li> <li>• All emergency exits are open and kept clear.</li> <li>• Emergency lighting fitted and maintained.</li> <li>• Smoke detectors installed.</li> <li>• Adequate fire detection and warning devices are in place and are maintained to recognised standards.</li> <li>• Fire doors in place.</li> <li>• Smoking is forbidden.</li> <li>• The buildings are fitted with fire extinguishers.</li> <li>• Fire drills carried out 3 times per year, ideally one each term.</li> <li>• Yellow box is in place to restrict parking and give access to fire brigade.</li> <li>• Diagrams showing the various fire alarm zones are displayed under the fire alarm keypads and upstairs beside the fire escape staircase</li> </ul>

#### Notes:

- Last staff training in use of firefighting equipment was in March 2011. A training session will be scheduled for 2017.
- The use of plug-in electric heaters should be avoided.
- Corridors should not be used to store chairs, tables or trollies.

## Electrical

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
<p>Badly designed or maintained electrical systems.</p> <p>Use of portable appliances and tools, which have not been proven safe by testing.</p> <p>Persons working with electricity who are not competent to avoid danger.</p> <p>Overload of sockets</p> <p>Trailing leads</p>	<p>Direct and secondary injuries cause by electrocution.</p> <p>Prosecution and civil action.</p> <p>Equipment loss and failure.</p> <p>Consequential damage to schools image.</p>	Staff, Students & Third Party Contractors.	2	5	Medium	<ul style="list-style-type: none"> <li>• External contractors are used for all electrical installations and repairs.</li> <li>• Only trained and appointed employees perform electrical duties.</li> <li>• The electrical safety of new systems, equipment and portable appliances, is tested and design checked before use.</li> <li>• All equipment purchased is CE marked and purchased from reputable suppliers.</li> </ul>

### Notes:

- Cables under computer tables need tidying
- Avoid using extension cables in corridors

## First Aid

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
Inadequate cover of areas and activities with respect to First Aiders, provision of first aid supplies and availability of treatment facilities.	Aggravation of injury or health condition incurred at work.	All	2	3	Medium	<ul style="list-style-type: none"> <li>• There is a fully stocked first aid kit in the staffroom.</li> <li>• Members of staff are trained in first aid.</li> <li>• Basic first aid kits are kept in each classroom.</li> <li>• 2 first aid kits are provided for yard use.</li> <li>• 1 first aid kit is stored in the multi purpose room.</li> </ul>

### Notes:

- Ensure first aid kit in the staffroom is checked on a monthly basis.
- Ensure contents of first aid boxes in classrooms are always complete. They need to be stocked according to our policy.
- Keys for first aid boxes must be stored on the hook in each store room.
- Folder with children with medical conditions in staff room is not up to date. It is important that all entries have a photo.
- Current only one person trained in First aid on staff. An additional two staff members will receive First aid training in 2017.

## Welfare

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
Welfare facilities	Lowering of morale.  Contamination of work equipment.  Ill health  Prosecution.	Staff and Students.	2	2	Low	<ul style="list-style-type: none"> <li>• There is a number of maintained toilet and washing facilities.</li> <li>• There are canteen facilities in staff room.</li> <li>• There are regular inspections of all canteen/ toilet facilities.</li> <li>• There is regular cleaning of all facilities in the school.</li> <li>• Gloves and other required PPE is available for working with oil and other products.</li> </ul>



## Stress

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
Unreasonable deadlines/ targets.  Sensory stress such as noise or light glare.  Lack of management awareness.  Life stresses external to work.  Bullying/ harassment.	Employee ill health caused by high levels of occupational stress.  Absenteeism.  Reduced performance.	Staff	2	4	Medium	<ul style="list-style-type: none"> <li>• All staff encouraged to report any incidents of bullying in the workplace. This can be to The Principal, Union Official, or any member of staff</li> <li>• New Department guidelines and policies are explained to staff.</li> <li>• Staff is made aware of bullying / harassment policies.</li> <li>• All staff are made aware of changes in technology and given time to adapt.</li> <li>• All staff are given information on new developments in the education profession.</li> <li>• All maintenance staff are trained in the operation of new equipment which may be required.</li> <li>• All staff are made aware of the Employee Assistance Service (EAS).</li> </ul>

## Manual Handling

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
Manual Handling.  Working in sedentary position.	Back injury. Foot/finger injury.	Staff. (Caretaker)          (Secretary)	3	3	Medium	<ul style="list-style-type: none"> <li>Where a load is being received, the load is brought as close as possible to the required area before unloading commences.</li> <li>Assistance will be made available in the form of other staff, if needed, and staff are encouraged to seek such assistance.</li> <li>Whenever practicable, loads are marked with their weight and centre of gravity.</li> <li>Stacking of cartons etc. takes account of the weight of the product.</li> <li>Trolley and hand truck available for moving heavier items.</li> <li>Secretary's work station is well laid out and secretary has adjustable chair.</li> </ul>

## Security

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
Uncontrolled access to school grounds.	Personal injury.	Staff & Students.	2	5	Medium	<ul style="list-style-type: none"> <li>• Visitors are directed to the main door and all other doors are kept closed where possible.</li> <li>• Sign-in book in place, for visitors to sign in and out</li> <li>• All perimeter fencing in good condition.</li> </ul>

### Notes:

- Additional lights with movements sensors should be installed.
- CCTV to rear and side of school recommended when finances available.  
(these additions would have no impact in reducing the school's insurance premium)

## Falls

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
Slips, Trips and Falls	<p>Slipping on a spillage of oil or diesel.</p> <p>Tripping over discarded packing.</p> <p>Slipping on icy patches in cold weather.</p>	Staff and students working in or passing through these areas.	2	3	Medium	<ul style="list-style-type: none"> <li>Any spills are dealt with immediately.</li> <li>All passage ways and corridors are kept tidy at all times.</li> <li>Students are required to keep school bags and other items stored in such a manner as not to pose a trip hazard.</li> <li>All staff are instructed to dispose of waste immediately and properly –waste must not be left in areas where a person might trip over it.</li> <li>All extension reels reeled up after use.</li> <li>All carpets and flooring in good condition.</li> <li>Salt and/or sand applied to walkways in icy weather.</li> <li>Children are not allowed in the yard during icy conditions or bad weather.</li> </ul>

## Storage

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
Storage of Goods	Falling due to incorrect stacking.  Injury caused by falling.	Staff & Students	2	4	Medium	<ul style="list-style-type: none"> <li>• All shelving and storage areas in good condition.</li> <li>• Waste materials disposed of regularly.</li> <li>• Good housekeeping practiced in all area of the premises and grounds.</li> </ul>

### Notes:

- Corridors should not be used to store chairs, tables or trollies.
- Cleaning products should be locked away. This should be monitored regularly with high turnover of cleaning staff
- Care should be taken not to store heavy items on the top shelves in the class store rooms.

## Parking & Traffic

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
Dropping off students.  Unsafe parking  Speeding  Reversing of cars	Personal injury  Death	Staff  Students  Passers by  Other road users	3	5	High	<ul style="list-style-type: none"> <li>Only staff are allowed park on the school grounds.</li> <li>Parents are notified by letter on a regular basis of the concerns the school have in regard to traffic movement at the entrance.</li> <li>Local Gardaí have been notified of concerns with traffic</li> <li>Pedestrian entrance has been fitted with extra railings to increase safety for children and adults entering and leaving the school grounds.</li> <li>Council has been notified of traffic and parking problems, and suggestions for improvements have been passed on to them by the school principal</li> <li>Board of Management is assessing the situation on an ongoing basis with a view to improve safety in and around the car parking</li> </ul>

### Notes:

- Ongoing issues with parking at the front of the school. Temporary traffic cones and coloured chain in place until resurfacing and re-design of pedestrian access. Resurfacing to be complete by mid-2017. Now a matter of priority in light of insurer's risk assessment.

## ***Tools & Equipment***

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
Use of and tools, and equipment.  Lawn mower	Person injury.	Staff using such equipment.  (Caretaker).	2	4	Medium	<ul style="list-style-type: none"> <li>• All machines and tools are subject to regular maintenance and inspection in accordance with the manufacturer's/supplier's instructions.</li> <li>• PPE is available and to be used by all staff when operating items like lawn mower.</li> <li>• Tools are all in good condition.</li> <li>• Works are timetabled in order not to expose students or staff to unnecessary risk.</li> </ul>

## Maintenance Work

Hazard:	Risk of:	People At Risk:	Likelihood	Severity	Risk rating	Existing Control
Lone Working  Unfamiliar tasks.	Personal injury.	Maintenance Staff.	3	5	High	<ul style="list-style-type: none"> <li>All tools and equipment are maintained and in good condition and complies with manufacturer recommendations.</li> <li>All staff are requested to look for help either mechanical or from another person if required.</li> <li>Only experienced and capable staff are employed to carry out tasks.</li> <li>Gloves are available for all ground work.</li> <li>All work at height is contracted out to qualified contractors where possible.</li> <li>Where work at height is necessary a proper risk assessment is undertaken before work commences. (SSWP)</li> <li>All ladders are used in accordance with safe practice</li> <li>Ladders are set up at 4:1 .</li> <li>School furniture is never used as a platform to change light bulbs and a step ladder is always used.</li> <li>All work at height work is scheduled for after 3pm when possible.</li> <li>No work at height takes place without other people on the premises.</li> <li>After school hours caretaker informs other staff on premises (e.g. cleaning staff) when tasks at height are carried out</li> </ul>

- New ladder purchased for Dennis!



## School Yard

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
Uneven surface	Trips and falls	Students	3	3	Medium	<ul style="list-style-type: none"> <li>Yard surface looked at as part of the yard redesign in 2015</li> <li>Maintenance work on yard done every summer</li> </ul>
Unsatisfactory state of equipment	Personal injury	Students	3	3	Medium	
Protruding branches	Injuries	Students	2	3	Medium	
Poor quality of yard fence	Injuries	Students	2	3	Medium	

### Notes:

- Surface of mounds in school yard needs to be renewed. Currently children are not allowed to be on the mounds in wet/slippery conditions.  
(will try painting with clear varnish and applying sand, then recoating with varnish – may not be resilient enough)

## ***Class Rooms***

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
Poor air quality	Poor health and illness due to breathing in air of poor quality.	Staff & Students.	2	3	Medium	<ul style="list-style-type: none"> <li>All windows are opened where necessary.</li> </ul>
Poor Supervision	Personal injury	Students	2	4	Medium	<ul style="list-style-type: none"> <li>Classes are supervised at all times.</li> </ul>
Inadequate furniture	Back pain due to inadequate seating		2	3	Medium	<ul style="list-style-type: none"> <li>Furniture for students is good quality and age/size appropriate</li> </ul>

### **Notes:**

- Storage of bags outside of classroom. Bags hanging on the back of chairs restricts free access around rooms. They also cause vacated chairs to fall backwards resulting in a trip hazard. Leaving bags outside the classroom would solve this problem but would create an issue of unattended children accessing their bags during class hours.

## ***Social and Recreational outings***

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
Traffic, Weather, Horseplay, transport, Violence, Aggression, Assault.	Personal injury.	Staff & Students.	2	4	Medium	<ul style="list-style-type: none"> <li>Teacher to pupil ratio for all extra curricular activities will be assessed on the type of activity, the duration of the activity, the special requirements of the activity and any other requirements that may arise.</li> <li>All transport arrangements are through a reputable coach or bus hire company.</li> <li>All breaches of conduct are taken very seriously and are dealt with in accordance with the schools disciplinary procedures.</li> </ul>

## Office

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
Trailing leads. Maintenance work. Desk and cabinet drawers. Spilled drinks etc.	Possibility of slips, trips and fall accidents.  Injury.  Civil and enforcement action.	Staff. (Caretaker, secretary)	2	3	Low	<ul style="list-style-type: none"> <li>• All spillages etc. are cleaned up promptly.</li> <li>• Prompt action is taken to deal with identified hazards.</li> <li>• Adequate storage is provided to cater for work materials and personal possessions.</li> <li>• Reviews of accident/incident reports for any potential problems.</li> <li>• Walkways and floor areas maintained in a safe manner and keep free from any obstacles.</li> <li>• Promotion of employee awareness of risks and of the hazard reporting procedure, through advice and training.</li> <li>• All floor-cleaning activities are only being carried out with the use of appropriate freestanding signs and verbal warnings.</li> </ul>

## Office – Display Screen Equipment

<i>Hazard:</i>	<i>Risk of:</i>	<i>People At Risk:</i>	<i>Likelihood</i>	<i>Severity</i>	<i>Risk rating</i>	<i>Existing Control</i>
<p>Improper postures as a result of poor ergonomic design of workstation.</p> <p>Reflections and glare on screens due to poor lighting and workstation design.</p> <p>Unsuitable environment i.e. noise, temperature, humidity, etc.</p> <p>Poorly designed tasks.</p> <p>Inadequate breaks from DSE work.</p>	<p>Musculo-skeletal injuries.</p> <p>Stress related illnesses.</p> <p>Headaches and eyestrain.</p> <p>Repetitive strain injuries.</p> <p>Absenteeism.</p> <p>Civil and enforcement action.</p>	Staff	2	3	Medium	<ul style="list-style-type: none"> <li>• All furniture and equipment is purchased or hired from reputable suppliers and all electrical equipment is CE marked and/or of a standard suitable for the use for which it is intended.</li> <li>• Any comment or complaint in relation to DSE is promptly dealt with.</li> <li>• All workstations are positioned with regard to reflection and glare.</li> <li>• There are enough electric plug points so as to avoid overloading.</li> <li>• All office furniture complies with the Display Screen Equipment Regulations and is adjustable accordingly.</li> </ul>

## Checklist

Action	Comment	Assigned to	Done	Date
Computer cables could be inserted in trunking	Tangled in feet. Hard to clean around	General		
Move CO sensor to ceiling in JI	Only of use at ceiling height	Caretaker	✓	Jan 2017
Lagging of additional central heating pipes in JI	Hard to control heat in JI. Windows often opened to let heat out	Caretaker		
Check contents of first aid boxes in classrooms	Stock checked monthly	Staff		Ongoing
Hook required for First Aid box in SI. Key required for 6th class First Aid box.	Reminder for staff to leave keys on designated hooks	PM		
Folder with children with medical conditions in staff room kept up to date ensuring all entries have a photo.	Ensure annual update	MG		
Storage solution of bags in corridors	Mostly for upstairs classrooms. Hooks on wall?	BoM/ Caretaker		
Electric plug in heaters in some rooms	Potential fire hazard	General		
Fix loose fitting on cast iron downpipe in yard (on hall wall).	Can be pulled out from wall	Caretaker	✓	

Mounds in yard have become slippery when wet. Advice regarding regaining grip from installer?	Paint with varnish and sand	Caretaker		
Remove branch pushing galvanised fence over to left of side gate	Will cause damage soon	Caretaker		
Is the razor wire required by side gate? Unsightly and prison-like! Enhance appearance of side gate.	Not required for insurance. Remove?	Caretaker		
Resurface front of school.	When funds are available. Resurface with clearly painted lines. Add side pedestrian gates at later date.	BoM		
Upstairs fire escape trolley	Add clip to wall to ensure trolley doesn't block fire escape	Caretaker		
Use extension cables should be avoided in corridors	Trip, fire and electrocution hazard	General		
Students bringing in hand sanitiser – risk to eyes	Unless specifically requested, children can use soap and water to wash hands.	General		
Check health of trees at front of school	Review annually looking for any obvious change in tree health	BoM		
First aid training	2 additional staff in 2017	MC	✓	
Cleaning products to be stored safely	Review regularly	General		Ongoing

Remove domestic heating oil from boiler house	Leaking kerosene tank. Remove kerosene and flush tank.	BoM	✓	Feb 2017
Remove flammable materials from boiler house	Caretaker	Caretaker		Ongoing