

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Access and Egress **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
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Cars Parking and cueing at entrance gates	15/11/2012	<ul style="list-style-type: none"> <input type="checkbox"/> Circular to parents advising them no parking at entrance <input type="checkbox"/> Prohibition on cars parking close to entrance gate 		
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Amendments

Pedestrian crossing not marked on road	15/11/2012			
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Amendments

Steps from Emergency exit	15/11/2012	<input type="checkbox"/> Fire Drills to take place and documented		
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Amendments

Children climbing onto external walls and railings	15/11/2012	<input type="checkbox"/> This area should not be accessible as a play area for pupils		
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Amendments

Going out the school gate without permission	15/11/2012			
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Amendments

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Emergency window exits blocked by classrooms, by filing cabinets and other objects 15/11/2012

- Windows exits are to be kept free from obstruction at all times
- Remove all filing cabinets that are within 1m square of the window

Amendments

Wet tiled floor 15/11/2012

- Non Slip mats should be placed along the school corridor ensuring that all sides of the mat are stuck to the floor at all times to avoid trips and falls

Amendments

School Bags 15/11/2012

- School bags are to be placed inside the school desks ensuring all handles are tucked in at all times
- Pupils to be made aware of the risk of injury associated with tripping and falling over the school bags
- Teachers to be vigilant and implement the policy on school bags been kept under the desks

Amendments

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Unauthorised entry to the school after school hours or during school times 15/11/2012

- An unusual activity to be reported to management and the gardai if necessary
- Implement a visitors/contractors sign in procedure

Amendments

Access to the chemical store by students 15/11/2012

- No student shall be given permission to access to this store room
- Teachers should retrieve items or materials themselves
- This room should be clearly marked indicating "chemical storage area no entry"

Amendments

Access to Boiler house by students 15/11/2012

- No student shall be given permission to access to boiler house
- Teachers or other staff should retrieve items themselves

Amendments

Stairways 15/11/2012

Amendments

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Potential Hazard **Assessment Date** **Additional Controls Required** **Person Responsible** **Completion Date**

Access for People with Disabilities 15/11/2012  Service of lifts should be 6 monthly

Amendments

Access for people with disabilities 29/11/2012  Register of lifting equipment

Amendments

Step at door where bins brought out. 29/11/2012  Install ramp and handrail

Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location	Holy Family Senior School	Area	All Areas	Activity	Anti-Social Behaviour	Risk Type	Routine
Potential Hazard	Assessment Date	Additional Controls Required		Person Responsible	Completion Date		
Physical violence towards pupils and staff	29/11/2012	<input checked="" type="checkbox"/>	Guidelines and procedures to be issued to parents and guardians on a regular basis				
		<input checked="" type="checkbox"/>	Staff Training on stress/Agression/Assault management to be provided to all members of staff				
		<input checked="" type="checkbox"/>	Staff encouraged to report issues				
		<input checked="" type="checkbox"/>	Reports of issues are documented and maintained on file				
		<input checked="" type="checkbox"/>	Parents are informed of issues as they arise				
		<input checked="" type="checkbox"/>	In the case of a pregnant staff member advises management as soon as possible so that a risk assessment is undertaken and appropriate measures are taken				

Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Anti-Social Behaviour **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
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Violence Aggression and Theft	03/12/2012	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Lone working is avoided where possible.<input checked="" type="checkbox"/> Security arrangements and systems are in place and in working order.<input checked="" type="checkbox"/> Secure cash handling systems are in place.<input checked="" type="checkbox"/> Training is provided to employees on how to deal with aggression, threats and robberies.<input checked="" type="checkbox"/> All incidents are recorded and reviewed.<input checked="" type="checkbox"/> Support facilities to be made available.<input checked="" type="checkbox"/> Procedures for cash handling.<input checked="" type="checkbox"/> Workplace is laid out to minimise vulnerable areas.<input checked="" type="checkbox"/> Waiting visitors are kept informed where relevant.		
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Amendments

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Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Electricity **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
Contact with electrical installations or electrical equipment	03/12/2012	<ul style="list-style-type: none"> ■ All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician ■ Electrical installations to be checked regularly by a competent qualified electrician. ■ Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I standards ■ Enclosures/covers are in place to prevent contact with live electrical equipment/parts ■ Damaged extension leads are repaired or removed from use means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations ■ Work on live electrical equipment is avoided where reasonably practicable ■ Operation of RCD is tested regularly in accordance with the manufacturers instructions ■ Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person ■ Where electrical portable appliances are subject to ongoing wear and tear, they are inspected and tested. ■ Must ensure fire extinguishers are suitable for fighting electrical fires are provided 		

Amendments

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Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Electricity **Risk Type** Routine

Potential Hazard **Assessment Date** **Additional Controls Required** **Person Responsible** **Completion Date**

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Fire **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
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Fire	03/12/2012	<ul style="list-style-type: none">■ Emergency Lights tested regularly.■ Emergency exits to be clearly marked and kept clear.■ Fire alarm and smoke detectors to be place and kept in good working order and tested regularly.		
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Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** First Aid **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
lack of training, breach of regulations, lack of equipment	03/12/2012	<ul style="list-style-type: none"> ■ No Lotions, creams or tablets of any forms to be stored in the first aid kits or on the premises. ■ Sufficient first aid kits to be fully stocked and readily available. ■ Regular documented inspection of the first aid kits to take place and any deficiencies in stock levels shall be reported without delay. ■ All incidents and accidents and issues to be recorded and documented. ■ Keep first aid training up to date. ■ Parents to be informed in writing that pupils are not permitted to have in their possession at any time any medication lotions creams or tablets. ■ Procedure for blood borne pathogens to be implemented. ■ Install first aid kit in hall. Kit Ordered for Hall. 		

Amendments

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Location Holy Family Senior School **Area** All Areas **Activity** Lone Working **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
Lone Working	03/12/2012	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Employees to be trained on lone working procedures <input checked="" type="checkbox"/> Contact numbers and alarm are provided for use in an emergency <input checked="" type="checkbox"/> Communication devices e.g phones or 2 way devices <input checked="" type="checkbox"/> Procedures to be in place should a lone worker fail to return or make contact at agreed time <input checked="" type="checkbox"/> Physical barriers to be provided where practical where there is an increased threat of violence <input checked="" type="checkbox"/> Where relevant lone workers are provided with a client history including any relevant background information 		

Amendments

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Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Manual Handling **Risk Type** Routine

Potential Hazard **Assessment Date** **Additional Controls Required** **Person Responsible** **Completion Date**

Lifting of Heavy or awkward Loads 15/11/2012  Comply with Manual Handling Regulations 2007

Amendments

Using improper lifting techniques 15/11/2012  All staff will be trained in manual handling techniques



Amendments

Dropping loads that are too heavy 15/11/2012  Provide a trolley or cart to avoid manual handling

Amendments

Overreaching 15/11/2012  Get as close as possible to the load, this brings the lines of gravity of both the load and the body together as possible

Amendments

Loading onto low and high platforms 15/11/2012  Use mechanical lifting equipment where possible
 Before attempting to lift any load by any means, know where you are going to set it down and ensure that the route is clear of obstructions

Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Manual Handling **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
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Not been able to grip properly	15/11/2012	<ul style="list-style-type: none">■ When you grasp the load test its weight to ensure it is within your capabilities. Many accident occur when a person raises an object a few inches realises it is too heavy and lets go. This spinal recoil can cause severe unjury■ When lifting always ensure that the heavy side is close to the trunk of the body■ If the load is too heavy, assistance is available team lifts coordinates.		
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Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Maintenance **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
Unsafe maintenance activities	30/11/2012	<ul style="list-style-type: none"> ■ Machines are isolated from electric, hydraulic and pneumatic power supplies before maintenance work commences ■ Maintenance employees are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate ■ Where maintenance work may involve disturbing asbestos all possible types and locations of asbestors are identified by a competent person and suitable control measures put in place before work commences ■ Maintenance employees are aware of all external gas, water, electricity cut off points. ■ Guards are only removed to the extent that work requires and replaced as soon as maintenance is complete ■ Hazardous areas are locked when not in use. High voltage room ■ Workshop or storage areas used by maintenance employees are adequately lit free from trip hazards and items are stored properly ■ Work Areas are cordoned off to exclude unauthorised access where necessary ■ Adjustment to machines when parts are moving are only carried out by maintenance employees and only when machine is at slow speed or under hold to run 		

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Location Holy Family Senior School **Area** All Areas **Activity** Maintenance **Risk Type** Routine

Potential Hazard **Assessment Date** **Additional Controls Required** **Person Responsible** **Completion Date**

Amendments

Poor Maintained systems	03/12/2012	<ul style="list-style-type: none"> ■ All ventilatio, heating and air conditioning systems are used and maintained in accordance with manufacturers instructions. ■ Only trained employees operate heating, ventilation and air conditioning systems and operators manuals are available. ■ Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturers instructions. ■ Accessible pipework is lagged where required. ■ Equipment to be kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use. 		
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Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Office Administration **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
Manual Handling	29/11/2012	<ul style="list-style-type: none"> <input type="checkbox"/> Comply with Manual Handling regulations 2007 <input type="checkbox"/> All employees are to be trained in Safe Manual Handling techniques <input type="checkbox"/> Use mechanical aides that are provided for you <input type="checkbox"/> Seek assistance for awkward or heavy loads <input type="checkbox"/> Training records are to be maintained 		

Amendments

Ergonomic hazards associated with VDU workstations	29/11/2012	<ul style="list-style-type: none"> <input type="checkbox"/> Comply with DSE Regulations 2007 <input type="checkbox"/> Ergonomic risk assessments to be carried out <input type="checkbox"/> Adequate breaks to be taken throughout the day <input type="checkbox"/> Eye tests are to made available to all employees who use DSE <input type="checkbox"/> Ensure proper/adequate seating is made available to all employees in the office area 		
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Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Office Administration **Risk Type** Routine

Potential Hazard **Assessment Date** **Additional Controls Required** **Person Responsible** **Completion Date**

Lighting levels 29/11/2012

- Lighting levels are not to be lower than 500 lux
- Keep work area tidy at all times

Amendments

Housekeeping, trailing computer leads, and phone cables, unsafe stacking of shelves 29/11/2012

- All cables must be adequately laid and covered on the floor so as to reduce the risk of trip hazards
- Regular inspection of shelving to ensure that there after not overloaded, damaged or defected
- Ensure that the materials books etc are adequately secured on the shelf

Amendments

Large amount of combustible materials 29/11/2012

- A clear out system must be put in place to avoid the accumulation of papers in one area.
- Housekeeping to be kept in good order

Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Office Administration **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
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Electricity	29/11/2012	<ul style="list-style-type: none">■ Comply with the electricity regulations■ Report damaged or defected equipment DO NOT TRY AND FIX IT YOURSELF■ Defective equipment to be clearly marked as defective■ Ensure a qualified and competent electrician carries out all electrical work■ Do not overload sockets with double adaptors and extension leads■ CO2 Extinguishers in all offices, canteens and corridors		
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Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Pregnant Employees **Risk Type** Routine

Potential Hazard **Assessment Date** **Additional Controls Required** **Person Responsible** **Completion Date**

Slips, Trips and Falls and Lifting heavy items 29/11/2012

- Ensure compliance the pregnant employees regulations
- Risk Assessment to be carried out on each pregnant employees work activities
- Revised work duties/schedule may need to out in place following the risk assessment

Amendments

Virus Outbreak 29/11/2012

- Follow up on any public health information on vaccines including outbreaks of measles within school nationwide
- Provide regular circular updates to parents on public health and vaccine outbreaks
- Ensure any outbreak is reported to the appropriate authorities immediately in order to ensure the correct procedures are followed relevant to the type of outbreak that has occurred

Amendments

Hair infestation 29/11/2012

Amendments

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Location Holy Family Senior School **Area** All Areas **Activity** Radon Gas **Risk Type** Routine

Potential Hazard **Assessment Date** **Additional Controls Required** **Person Responsible** **Completion Date**

Long term exposure top high levels	03/12/2012	<ul style="list-style-type: none"> ■ Indoor workplaces at ground floor or basement level, to get radon measurements carried out. ■ Where reference levels are exceeded measures are taken to reduce the radon level and the areas are then retested. ■ Measures taken to reduce the radon level are maintained to ensure they remain effective. 		
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Amendments

Large Vehicles	03/12/2012	<ul style="list-style-type: none"> ■ Ensure collections and deliveries take place while pupils are in doors where possible. 		
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Amendments

Risk Assessment Action Plan

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Location Holy Family Senior School **Area** All Areas **Activity** Supervision of break times **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
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School Grounds	03/12/2012			
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Amendments

Extreme heat or cold	03/12/2012	 Notice to parents detailing that sun screen should be put on all pupils where is a risk of extreme heat.		
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Amendments

Risk Assessment Action Plan


Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Use of Welfare Facilities **Risk Type** Routine

Potential Hazard **Assessment Date** **Additional Controls Required** **Person Responsible** **Completion Date**

Outbreak of Legionnaires disease from the water tank storage 29/11/2012  Ensure a person is assigned to run all taps which flow from the water storage tank for at least 10 minutes on a daily basis

Amendments

Virus outbreak between personnel due to lack of sufficient supplies 29/11/2012  Sufficient welfare supplies including kitchen towels and the hand towels are changed on a regular basis. Staff to report any deficiencies in the stock levels of welfare supplies and these deficiencies are acted upon and restocked

Amendments

Wet floors 29/11/2012  Housekeeping to be kept in good order

Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Use of Hazardous Substances **Risk Type** Routine

Potential Hazard **Assessment Date** **Additional Controls Required** **Person Responsible** **Completion Date**

Exposure to chemicals	30/11/2012	<ul style="list-style-type: none"> ■ A list of inventory of all chemicals used in the workplace to be prepared. ■ Chemicals and safety data sheets to be available for each chemical and the associated hazards of each chemical has been indentified ■ The number of employees and the exposure to chemicals is assessed and minimised. ■ Adequate ventilation to be provided. ■ Less hazardous chemicals are used where possible ■ All chemicals to be used,stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations ■ A wash hand, soap and disposable towels and hand/dryer to be available 		
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Amendments

Exposure to Aerosols, solvents and glues	03/12/2012			
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Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Use of Hazardous Substances **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
Exposure to weed killers	03/12/2012	<ul style="list-style-type: none">■ Material Safety Data Sheets to be obtained from suppliers and stored/filed with the first aid kit.■ Cross reference with cleaning and housekeeping risk assessments.■ Storage area/sheds need to be signed explaining what is clearly contains E.G Chemical Storage area no entry.		

Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Visitors and Contractors **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
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Any activity that the contractor is engaged with may in itself be a hazard	29/11/2012	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Any communication with contractors to be documented<input checked="" type="checkbox"/> Visitors/Contractors are not left alone on the premises at any time<input checked="" type="checkbox"/> Where possible management review all works carried out by the contractor prior to the contractor leaving the premises		
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Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Working at Heights **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
Working at heights and falling objects	03/12/2012	<ul style="list-style-type: none"> ■ Limit the use of step ladders where possible ■ Ladders to be inspected and recorded on GA3 form ■ Defect reporting to be acted upon immediately ■ Any equipment that is taken out of use is to be clearly tagged as "out of use" ■ Method Statement required from contractors who require access to the roof area ■ All working at heights is carried out in accordance with the working at heights regulations 2007 ■ Specific jobs requiring a specific risk assessment ■ Ensure only competent contractors are employed ■ Supervision of contractors to be a high standard ■ Limit the amount of items stored at heights within the building ■ Racks and Shelves are to be inspected regularly and any defects are dealt with properly ■ Racks and Shelves are not overloaded with maximum safe working load displayed and supports to be protected from impact ■ Safe access to work at height area is provided 		

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** All Areas **Activity** Working at Heights **Risk Type** Routine

Potential Hazard **Assessment Date** **Additional Controls Required** **Person Responsible** **Completion Date**

■ Work areas at height to be stable, strong, and have a 1m high parapet or double handrails.

Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** Boiler House **Activity** Use of Boiler House **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
Trips, manual handling and fire	03/12/2012	<ul style="list-style-type: none">■ Housekeeping to be kept in good order.■ All items to be placed off the floor if possible, in order to reduce trip hazards■ Sufficient lighting and ventilation in place■ Boiler room to be kept under lock and key at all times■ Regular inspections of the boiler room to take place to ensure good housekeeping practices are maintained■ Regular safety talks with staff to encourage a positive safety culture in defect reporting and housekeeping■ Only authorised competent contractors and staff allowed to enter the boiler room■ Under no circumstances are pupils allowed to entry to the boiler room		

Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** Canteen/Cookery Room **Activity** Use of Canteen/Cookery Room **Risk Type** Routine

Potential Hazard	Assessment Date	Additional Controls Required	Person Responsible	Completion Date
Slips, trips and falls Poor Housekeeping Scalds from hot liquids Electricity Food Contaminated	29/11/2012	<ul style="list-style-type: none"> ■ Cleaning chemicals to be clearly labelled, located in the appropriate storage area and clearly identified as a cleaning chemical storage area ■ Material Safety Data Sheets to be readily available ■ Sufficient welfare supplies available, including hand wash towels and hand wash ■ Encourage staff to report any deficiencies in welfare supplies and defects in any electrical equipment ■ Suitable stocked first aid kit readily available in the canteen/kitchen. Staff advised to clean as you go in the canteen/kitchen area ■ Food preparations areas thoroughly cleaned each day in accordance with Food Hygiene Recommendations. 		

Amendments

Risk Assessment Action Plan

Holy Family Senior School

Location Holy Family Senior School **Area** Canteen/Cookery Room **Activity** Use of Canteen/Cookery Room **Risk Type** Routine

Potential Hazard **Assessment Date** **Additional Controls Required** **Person Responsible** **Completion Date**