

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Access and Egress

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Cars Parking and cueing at entrance gates	Collosions with pedestrians and pupils	<p>Signs erected on public road advising school entrance ahead</p> <p>Speed Limits signs of 10K.P.H are displayed just inside each entrance</p> <p>Only staff (Mechanically Propelled Vehicles) are permitted to enter the school grounds.</p> <p>The staff park their cars only in the designated car parking areas.</p> <p>Permission must be obtained from the principal or her deputy on each occasion that goods vehicles wish to enter the school grounds -as they must get "green light" to have electronic barrier lifted.</p> <p>Vehicles under Department of Education and Skills school transport scheme must have prior permission to enter school car park to drop off pupils to special units. They must adhere to the speed limits and exercise caution.</p>	3	5	15	Substantial	<p>■ Circular to parents advising them no parking at entrance</p> <p>■ Prohibition on cars parking close to entrance gate</p>	<b>Substantial</b>

### Amendments

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Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
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Pedestrian crossing not marked on road	Fatality	Yellow markings on road warning drivers of the school ahead.	3	4	12	Substantial		Substantial

### Amendments

Steps from Emergency exit	Risk of Panic Risk of serious injury to both pupils and disabled person.	Fire Drills in place and sufficient staff to pupils ratio	0	0	0	Tolerable	 Fire Drills to take place and documented
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### Amendments

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Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
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Children climbing onto external walls and railings	Falling	Railing in place on top of wall	2	3	6	Moderate	 This area should not be accessible as a play area for pupils	<b>Moderate</b>

### Amendments

Going out the school gate without permission	Collision with cars	Pupils are supervised from 08.50am to 02.45pm and during all lunch breaks and all after school activities	2	3	6	Moderate		<b>Moderate</b>
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### Amendments

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Emergency window exits blocked by classrooms, by filing cabinets and other objects	Risk of entrapment in the event of a fire		3	4	12	Substantial	<ul style="list-style-type: none"> <li><span style="color: red;">■</span> Windows exits are to be kept free from obstruction at all times</li> <li><span style="color: red;">■</span> Remove all filing cabinets that are within 1m square of the window</li> </ul>	<b>Substantial</b>

### Amendments

Wet tiled floor	Slips trips and falls Risk of strains, sprains, and possible fractures	Non Slip floors in bathrooms and cloakrooms Spillages are cleaned up immediately	3	3	9	Moderate	<ul style="list-style-type: none"> <li><span style="color: green;">■</span> 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</li> </ul>	<b>Moderate</b>
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Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
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School Bags	Risk of injury to staff and pupils from slips trips and falls	Children are allowed to leave books at school and take home only what they need for homework Homework policy limits numbers of purpose booked needed at home Children are advised by teacher how to wear/carry a school bag so as to distribute weight evenly	0	0	0	Tolerable	<ul style="list-style-type: none"> <li><span style="color: green;">■</span> School bags are to be placed inside the school desks ensuring all handles are tucked in at all times</li> <li><span style="color: green;">■</span> Pupils to be made aware of the risk of injury associated with tripping and falling over the school bags</li> <li><span style="color: green;">■</span> Teachers to be vigilant and implement the policy on school bags been kept under the desks</li> </ul>	

### Amendments

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Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Unauthorised entry to the school after school hours or during school times	Risk of damage to property and building Risk of Robbery Risk of Personal injury	<p>There are two vehicular entrances to the school. All vehicles under the Road Traffic Act enter the school through the entrances</p> <p>No MPV's or pedal cycles are permitted on the playground areas except for emergency vehicles.</p> <p>Signs clearly states that only staff areas are allowed enter and park during school hours. This applies to all MPV's</p> <p>Both entrances are controlled by electric gate/barrier</p> <p>Both entrances are covered by CCTV cameras</p> <p>Children must use the pedestrian entrance</p> <p>At the pedestrian entrances children or adults with pedal cycles must dismount and walk through the pedestrian areas with their bicycles and park in the designated bicycle area in the school yard</p> <p>The car parking area at the front of the school hall is used by MPV users and Pedal Cycle users and is "out of bounds" to pedestrians.</p> <p>Speed limits sign of 10p.p.h are displayed inside each vehicular entrance</p> <p>Garda patrol is in place</p> <p>Barrier up after school hours for garda patrol</p>	3	3	9	Moderate	<p> An unusual activity to be reported to management and the gardai if necessary</p> <p> Implement a visitors/contractors sign in procedure</p>	<b>Moderate</b>

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Potential Hazard	Risk Identified	Existing Controls	Risk Analysis			Additional Controls	Current Level
			P	C	R		

### Amendments

Access to the chemical store by students	Risk of serious injury from equipment and chemicals	Office is locked at all times Key is accessible only from school office.	3	0	0	Tolerable	<ul style="list-style-type: none"> <li><input type="checkbox"/> No student shall be given permission to access to this store room</li> <li><input type="checkbox"/> Teachers should retrieve items or materials themselves</li> <li><input type="checkbox"/> This room should be clearly marked indicating "chemical storage area no entry"</li> </ul>	<b>Tolerable</b>
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**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Access to Boiler house by students	Risk of serious injury from equipment and tools	Boiler house is locked at all times key is only accessible from office	3	3	9	Moderate	<ul style="list-style-type: none"> <li><span style="color: green;">■</span> No student shall be given permission to access to boiler house</li> <li><span style="color: green;">■</span> Teachers or other staff should retrieve items themselves</li> </ul>	<b>Moderate</b>

### Amendments

Stairways	Trips and Falls	All staff and students exercise due care when using the stairways Running, jumping and any form of horseplay is strictly forbidden Steps, handrails and banisters and risers are kept in good repair Any defects are reported in the maintenance book and repaired without undue delay	0	0	0	Tolerable		
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### Amendments



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Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Access for People with Disabilities	Risk of Injury	All school buildings are adapted where deemed necessary during reburishment in 2002 to make them user -friendly for people with disabilities. The main classroom block has had a lift fitted between the two floors There are toilets for disabled on both floors (in room 3 downstairs and in room 16 upstairs) Holy Family has lift fitted to stage area to enable disabled people perform/access stage. It also toilets for disabled at rear of hall (inside of Main Entrance	2	1	2	Tolerable	 Service of lifts should be 6 monthly	<b>Tolerable</b>

### Amendments

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**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Access for people with disabilities	Risk of personal injury	All school buildings are adapted where deemed necessary during the refurbishment in 2002 to make them user-friendly for people with disabilities The main classroom block has had a lift fitted between the floors There are toilets for disabled on both floors Holy Family has lift fitted to stage area to enable disabled people perform/access stage. It also has toilets for disabled at rear of hall.	3	3	9	Moderate	 Register of lifting equipment	<b>Moderate</b>

### Amendments

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**Activity** Access and Egress

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Step at door where bins brought out.	Slips Trips and Falls and Manual Handling injuries		3	4	12	Substantial	 Install ramp and handrail	<b>Substantial</b>

### Amendments

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Anti-Social Behaviour

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Physical violence towards pupils and staff	Risk of injury to pupils and staff	School code of discipline behaviours in place within the school and implemented by staff and management. Guidelines and procedures are issued to all parents on a regular basis	3	3	9	Moderate	<ul style="list-style-type: none"> <li><input type="checkbox"/> Guidelines and procedures to be issued to parents and guardians on a regular basis</li> <li><input type="checkbox"/> Staff Training on stress/Agression/Assault management to be provided to all members of staff</li> <li><input type="checkbox"/> Staff encouraged to report issues</li> <li><input type="checkbox"/> Reports of issues are documented and maintained on file</li> <li><input type="checkbox"/> Parents are informed of issues as they arise</li> <li><input 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</li> </ul>	<b>Moderate</b>

### Amendments

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**Department** Holy Family Senior School

**Area** All Areas

**Activity** Anti-Social Behaviour

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Violence Aggression and Theft	Personal Injury. Ill Health Serious Injuries		3	3	9	Moderate	<ul style="list-style-type: none"> <li><input type="checkbox"/> Lone working is avoided where possible.</li> <li><input type="checkbox"/> Security arrangements and systems are in place and in working order.</li> <li><input type="checkbox"/> Secure cash handling systems are in place.</li> <li><input type="checkbox"/> Training is provided to employees on how to deal with aggression, threats and robberies.</li> <li><input type="checkbox"/> All incidents are recorded and reviewed.</li> <li><input type="checkbox"/> Support facilities to be made available.</li> <li><input type="checkbox"/> Procedures for cash handling.</li> <li><input type="checkbox"/> Workplace is laid out to minimise vulnerable areas.</li> <li><input type="checkbox"/> Waiting visitors are kept informed where relevant.</li> </ul>	<b>Moderate</b>

### Amendments

# Risk Assessment Record

## Holy Family Senior School

Department Holy Family Senior School

Area All Areas

Activity Electricity

Risk Type Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Contact with electrical installations or electrical equipment	Burns, electrocution and other serious injuries to employees and or/visitors	Electrical devices are plugged out when not in use, particularly at night time or during school breaks. Situations are avoided where water could come into contact with electrical equipment. Students are not permitted to	3	3	9	Moderate	<ul style="list-style-type: none"> <li>■ All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician</li> <li>■ Electrical installations to be checked regularly by a competent qualified electrician.</li> <li>■ Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I standards</li> <li>■ Enclosures/covers are in place to prevent contact with live electrical equipment/parts</li> <li>■ 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</li> <li>■ Work on live electrical equipment is avoided where reasonably practicable</li> <li>■ Operation of RCD is tested regularly in accordance with the manufacturers instructions</li> <li>■ Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person</li> <li>■ Where electrical portable appliances are subject to ongoing wear and tear, they are inspected and tested.</li> <li>■ Must ensure fire extinguishers are suitable for fighting electrical fires are provided</li> </ul>	<b>Moderate</b>

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**Department** Holy Family Senior School

**Area** All Areas

**Activity** Electricity

**Risk Type** Routine

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Potential Hazard	Risk Identified	Existing Controls	Risk Analysis		Additional Controls	Current Level
			P	C R Rating		

**Amendments**

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Fire

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Fire	Smoke Inhalation Burns Serious injury	The premises is kept tidy and free of unnecessary combustible materials. All sources of ignition are kept free of combustible materials and well ventilated. Evacuation plans are displayed on the back of classroom doors. Emergency Procedures in place. Fire drills take place each term and recorded. The school is protected with smoke detectors.	2	3	6	Moderate	<div style="background-color: green; width: 10px; height: 10px; display: inline-block; margin-right: 5px;"></div> Emergency Lights tested regularly. <div style="background-color: green; width: 10px; height: 10px; display: inline-block; margin-right: 5px;"></div> Emergency exits to be clearly marked and kept clear. <div style="background-color: green; width: 10px; height: 10px; display: inline-block; margin-right: 5px;"></div> Fire alarm and smoke detectors to be placed and kept in good working order and tested regularly.	<b>Moderate</b>

### Amendments



# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** First Aid

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
lack of training, breach of regulations, lack of equipment	personal injury, increased liability, cross contamination	First aid kit in place Received first aid training Written first aid procedure	2	3	6	Moderate	<ul style="list-style-type: none"> <li><input type="checkbox"/> No Lotions, creams or tablets of any forms to be stored in the first aid kits or on the premises.</li> <li><input type="checkbox"/> Sufficient first aid kits to be fully stocked and readily available.</li> <li><input type="checkbox"/> Regular documented inspection of the first aid kits to take place and any deficiencies in stock levels shall be reported without delay.</li> <li><input type="checkbox"/> All incidents and accidents and issues to be recorded and documented.</li> <li><input type="checkbox"/> Keep first aid training up to date.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Procedure for blood borne pathogens to be implemented.</li> <li><input type="checkbox"/> Install first aid kit in hall. Kit Ordered for Hall.</li> </ul>	<b>Moderate</b>

### Amendments

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Lone Working

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Lone Working	Ill Health and other serious injuries		3	3	9	Moderate	<ul style="list-style-type: none"> <li><input type="checkbox"/> Employees to be trained on lone working procedures</li> <li><input type="checkbox"/> Contact numbers and alarm are provided for use in an emergency</li> <li><input type="checkbox"/> Communication devices e.g phones or 2 way devices</li> <li><input type="checkbox"/> Procedures to be in place should a lone worker fail to return or make contact at agreed time</li> <li><input type="checkbox"/> Physical barriers to be provided where practical where there is an increased threat of violence</li> <li><input type="checkbox"/> Where relevant lone workers are provided with a client history including any relevant background information</li> </ul>	<b>Moderate</b>

### Amendments

# Risk Assessment Record

## Holy Family Senior School

Department Holy Family Senior School

Area All Areas

Activity Maintenance

Risk Type Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Unsafe maintenance activities	Cuts, Lacerations Amputations Other serious injuries to employees or injuries	Appropriate PPE is worn by maintenance employees and they have received training in its use.	3	3	9	Moderate	<ul style="list-style-type: none"> <li>■ Machines are isolated from electric, hydraulic and pneumatic power supplies before maintenance work commences</li> <li>■ Maintenance employees are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate</li> <li>■ 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</li> <li>■ Maintenance employees are aware of all external gas, water, electricity cut off points.</li> <li>■ Guards are only removed to the extent that work requires and replaced as soon as maintenance is complete</li> <li>■ Hazardous areas are locked when not in use. High voltage room</li> <li>■ Workshop or storage areas used by maintenance employees are adequately lit free from trip hazards and items are stored properly</li> <li>■ Work Areas are cordoned off to exclude unauthorised access where necessary</li> <li>■ 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</li> </ul>	<b>Moderate</b>

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## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Maintenance

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
<b>Amendments</b>								
Poor Maintained systems	Serious illness		3	3	9	Moderate	<ul style="list-style-type: none"> <li>■ All ventilatio, heating and air conditioning systems are used and maintained in accordance with manufacturers instructions.</li> <li>■ Only trained employees operate heating, ventilation and air conditioning systems and operators manuals are available.</li> <li>■ Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturers instructions.</li> <li>■ Accessible pipework is lagged where required.</li> <li>■ Equipment to be kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use.</li> </ul>	<b>Moderate</b>

### Amendments

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Manual Handling

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Lifting of Heavy or awkward Loads	Strained Back		3	2	6	Moderate	Comply with Manual Handling Regulations 2007	<b>Moderate</b>

### Amendments

Using improper lifting techniques	Risk of back injury		3	2	6	Moderate	All staff will be trained in manual handling techniques	<b>Moderate</b>
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### Amendments

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Manual Handling

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Dropping loads that are too heavy	Fractures where loads are been dropped		3	3	9	Moderate	Provide a trolley or cart to avoid manual handling	<b>Moderate</b>

### Amendments

Overreaching	Pain and Suffering		3	3	9	Moderate	Get as close as possible to the load, this brings the lines of gravity of both the load and the body together as possible	<b>Moderate</b>
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### Amendments

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Manual Handling

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Loading onto low and high platforms	Long term back injury		3	3	9	Moderate	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use mechanical lifting equipment where possible</li> <li><input type="checkbox"/> 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</li> </ul>	<b>Moderate</b>

### Amendments

# Risk Assessment Record

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**Area** All Areas

**Activity** Manual Handling

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Not been able to grip properly	Risk of back injury		0	0	0	Tolerable	<ul style="list-style-type: none"> <li>■ 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</li> <li>■ When lifting always ensure that the heavy side is close to the trunk of the body</li> <li>■ If the load is too heavy, assistance is available team lifts coordinates.</li> </ul>	

### Amendments



# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Office Administration

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Manual Handling	Back Strain, Pulled Muscle, Hernias, Fractures due to falling objects, Lifting loads that are too Heavy and slipped discs		3	3	9	Moderate	<ul style="list-style-type: none"> <li><input type="checkbox"/> Comply with Manual Handling regulations 2007</li> <li><input type="checkbox"/> All employees are to be trained in Safe Manual Handling techniques</li> <li><input type="checkbox"/> Use mechanical aides that are provided for you</li> <li><input type="checkbox"/> Seek assistance for awkward or heavy loads</li> <li><input type="checkbox"/> Training records are to be maintained</li> </ul>	<b>Moderate</b>

### Amendments

# Risk Assessment Record

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**Activity** Office Administration

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Ergonomic hazards associated with VDU workstations	Work related limb disorders Discomfort Lighting levels Fatigue		3	3	9	Moderate	<ul style="list-style-type: none"> <li><input type="checkbox"/> Comply with DSE Regulations 2007</li> <li><input type="checkbox"/> Ergonomic risk assessments to be carried out</li> <li><input type="checkbox"/> Adequate breaks to be taken throughout the day</li> <li><input type="checkbox"/> Eye tests are to made available to all employees who use DSE</li> <li><input type="checkbox"/> Ensure proper/adequate seating is made available to all employees in the office area</li> </ul>	<b>Moderate</b>

### Amendments

Lighting levels	Eye Strain Trips and Falls		3	3	9	Moderate	<ul style="list-style-type: none"> <li><input type="checkbox"/> Lighting levels are not to be lower than 500 lux</li> <li><input type="checkbox"/> Keep work area tidy at all times</li> </ul>	<b>Moderate</b>
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### Amendments

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**Area** All Areas

**Activity** Office Administration

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Housekeeping, trailing computer leads, and phone cables, unsafe stacking of shelves	Risk of Shelves collapsing Falling Materials Trips and Falls		3	3	9	Moderate	<ul style="list-style-type: none"> <li>■ All cables must be adequately laid and covered on the floor so as to reduce the risk of trip hazards</li> <li>■ Regular inspection of shelving to ensure that there after not overloaded, damaged or defected</li> <li>■ Ensure that the materials books etc are adequately secured on the shelf</li> </ul>	<b>Moderate</b>
<b>Amendments</b>								
Large amount of combustible materials	Risk of fire Risk of Burns Risk of serious injury possible death	Fire extinguishers Fire extinguishers are in place	3	3	9	Moderate	<ul style="list-style-type: none"> <li>■ A clear out system must be put in place to avoid the accumulation of papers in one area.</li> <li>■ Housekeeping to be kept in good order</li> </ul>	<b>Moderate</b>

**Amendments**

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**Activity** Office Administration

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
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Electricity	Risk of electric shock Risk of Fire		3	3	9	Moderate	<ul style="list-style-type: none"> <li><input type="checkbox"/> Comply with the electricity regulations</li> <li><input type="checkbox"/> Report damaged or defected equipment DO NOT TRY AND FIX IT YOURSELF</li> <li><input type="checkbox"/> Defective equipment to be clearly marked as defective</li> <li><input type="checkbox"/> Ensure a qualified and competent electrician carries out all electrical work</li> <li><input type="checkbox"/> Do not overload sockets with double adaptors and extension leads</li> <li><input type="checkbox"/> CO2 Extinguishers in all offices, canteens and corridors</li> </ul>	<b>Moderate</b>

### Amendments

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Persons requiring child protection and **Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Virus Outbreak	Personal injury mental stress and illness	As per department circular Vigilance is exercised by all staff and the schools code of practice is used to deal with mild infectious diseases	3	3	9	Moderate	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow up on any public health information on vaccines including outbreaks of measles within school nationwide</li> <li><input type="checkbox"/> Provide regular circular updates to parents on public health and vaccine outbreaks</li> <li><input type="checkbox"/> 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</li> </ul>	<b>Moderate</b>
<b>Amendments</b>								
Hair infestation			0	0	0	Tolerable		

**Amendments**

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Pregnant Employees

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Slips, Trips and Falls and Lifting heavy items	Personal Injury	As per standard educational procedures Pregnant Procedure in place	4	3	12	Substantial	<ul style="list-style-type: none"> <li><span style="color: red;">■</span> Ensure compliance the pregnant employees regulations</li> <li><span style="color: red;">■</span> Risk Assessment to be carried out on each pregnant employees work activities</li> <li><span style="color: red;">■</span> Revised work duties/schedule may need to out in place following the risk assessment</li> </ul>	<b>Substantial</b>

### Amendments

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Radon Gas

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Long term exposure top high levels	lung cancer		3	3	9	Moderate	<ul style="list-style-type: none"> <li><span style="color: green;">■</span> Indoor workplaces at ground floor or basement level, to get radon measurements carried out.</li> <li><span style="color: green;">■</span> Where reference levels are exceeded measures are taken to reduce the radon level and the areas are then retested.</li> <li><span style="color: green;">■</span> Measures taken to reduce the radon level are maintained to ensure they remain effective.</li> </ul>	<b>Moderate</b>

### Amendments

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Refuse Collections

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Large Vehicles	Risk of Collision with students Risk of serious injury	Refuse collections vehicles are not allowed to enter or reverse into the school grounds. Wheelie Bins are wheeled out to roadside by caretaker Licenced Contractor in place Regular monitoring takes place of waste collections and other deliveriers Reporting of any difficulties with contractors deliveries and collections take place with the contractors immediately Oil Spills are cleaned up immediately	3	4	12	Substantial	■ Ensure collections and deliveries take place while pupils are in doors where possible.	<b>Substantial</b>

### Amendments



# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Supervision of break times

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
School Grounds	deep cuts and scraps and injury due to slips trips and falls	<p>The surface of the school yard is kept in a good state of repair Any damage to the surface is repaired without delay The surface of school pitch is kept reasonably even and deep ruts or holes are repaired without undue delay The students are supervised while playing in the school yard or pitch The school yard shelters are kept in a good state of repair The grounds are inspected and litter is removed by the caretaker prior to the students arriving for school Students are not permitted to play in the school yard when surface is frozen, flooded or during thunderstorms The yard is marked so that children from each class group play only in designated areas Only soft sponge balls are allowed in the tarmac yard Staff on duty in yard carry a behaviour note-book and children who exhibit challenging behaviour and do not comply with directions may have their names entered in this book Sufficient staff members take part in the supervision of break time. Staff to report of any issues that may arise</p>	3	3	9	Moderate	<b>Moderate</b>	

# Risk Assessment Record


## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Supervision of break times

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis		Additional Controls	Current Level
			P	C R Rating		
Extreme heat or cold	Risk of flu's or colds and risk of sunstroke	Students are not allowed to play on the yard when there is frozen flooded and bad weather conditions	3	3 9 Moderate	 Notice to parents detailing that sun screen should be put on all pupils where is a risk of extreme heat.	<b>Moderate</b>

### Amendments

### Amendments

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Use of Hazardous Substances

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Exposure to chemicals	Fire, Explosions, skins and eye irritation, cancer and ill health	All aerosols are stored in a secure press in the school store-room These chemicals are for staff only. Bleaches and cleaning fluids are stored in a secure press in locked store room.	3	3	9	Moderate	<ul style="list-style-type: none"> <li>■ A list of inventory of all chemicals used in the workplace to be prepared.</li> <li>■ Chemicals and safety data sheets to be available for each chemical and the associated hazards of each chemical has been indentified</li> <li>■ The number of employees and the exposure to chemicals is assessed and minimised.</li> <li>■ Adequate ventilation to be provided.</li> <li>■ Less hazardous chemicals are used where possible</li> <li>■ All chemicals to be used,stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations</li> <li>■ A wash hand, soap and disposable towels and hand/dryer to be available</li> </ul>	<b>Moderate</b>

### Amendments

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Use of Hazardous Substances

**Risk Type** Routine

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Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Exposure to Aerosols, solvents and glues	Inhalation, Ingestion	Aerosols and solvents are stored in the school store room There is a substance use policy	3	3	9	Moderate		<b>Moderate</b>

### Amendments

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Use of Hazardous Substances

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Exposure to weed killers	Risk of serious injury or sickness and environmental	<p>Weedkillers are used in accordance with the manufacturers instructions</p> <p>The staff are informed of the risks of using weed killers</p> <p>Safety equipment must be worn and is provided</p> <p>Spraying is carried out only on a calm day and always away from the body</p> <p>Smoking eating and drinking is forbidden when using the weedkiller.</p> <p>Residues of weed killers are stored in properly labelled containers.</p> <p>By stander should be kept at a safe distance.</p>	0	0	0	Tolerable	<ul style="list-style-type: none"> <li>■ Material Safety Data Sheets to be obtained from suppliers and stored/filed with the first aid kit.</li> <li>■ Cross reference with cleaning and housekeeping risk assessments.</li> <li>■ Storage area/sheds need to be signed explaining what is clearly contains E.G Chemical Storage area no entry.</li> </ul>	

### Amendments

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Use of Welfare Facilities

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Outbreak of Legionnaires disease from the water tank storage	Legionnaires disease		3	3	9	Moderate	<div style="background-color: green; width: 10px; height: 10px; display: inline-block; margin-right: 5px;"></div> 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	<b>Moderate</b>

### Amendments

Virus outbreak between personnel due to lack of sufficient supplies	Lack of sufficient welfare supplies leading to		3	3	9	Moderate	<div style="background-color: green; width: 10px; height: 10px; display: inline-block; margin-right: 5px;"></div> 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	<b>Moderate</b>
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### Amendments

# Risk Assessment Record


## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Use of Welfare Facilities

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Wet floors	Slips Trips and Falls		3	3	9	Moderate	 Housekeeping to be kept in good order	<b>Moderate</b>

### Amendments

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Visitors and Contractors

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Any activity that the contractor is engaged with may in itself be a hazard	Personal injury or property damage	<p>All contractors/visitors sign in/out and report to management</p> <p>Obtain safety/method statements and insurance details from all contractors</p> <p>Risk assessment is carried out at the planning stage of contract work and adequate risk controls put in place.</p> <p>Contractors must remove all equipment and substances that could be a risk to safety and health at the end of each working day unless they can be safely secured</p>	3	3	9	Moderate	<p>Any communication with contractors to be documented</p> <p>Visitors/Contractors are not left alone on the premises at any time</p> <p>Where possible management review all works carried out by the contractor prior to the contractor leaving the premises</p>	<b>Moderate</b>

### Amendments



# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Working at Heights

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Working at heights and falling objects	fractures, head injuries, death and other serious injuries, to employees	Personal Protective Equipment is provided.	3	4	12	Substantial	<ul style="list-style-type: none"> <li>■ Limit the use of step ladders where possible</li> <li>■ Ladders to be inspected and recorded on GA3 form</li> <li>■ Defect reporting to be acted upon immediately</li> <li>■ Any equipment that is taken out of use is to be clearly tagged as "out of use"</li> <li>■ Method Statement required from contractors who require access to the roof area</li> <li>■ All working at heights is carried out in accordance with the working at heights regulations 2007</li> <li>■ Specific jobs requiring a specific risk assessment</li> <li>■ Ensure only competent contractors are employed</li> <li>■ Supervision of contractors to be a high standard</li> <li>■ Limit the amount of items stored at heights within the building</li> <li>■ Racks and Shelves are to be inspected regularly and any defects are dealt with properly</li> <li>■ Racks and Shelves are not overloaded with maximum safe working load displayed and supports to be protected from impact</li> <li>■ Safe access to work at height area is provided</li> <li>■ Work areas at height to be stable, strong, and have a 1m high parapet or double handrails.</li> </ul>	<b>Substantial</b>

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** All Areas

**Activity** Working at Heights

**Risk Type** Routine

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Potential Hazard	Risk Identified	Existing Controls	Risk Analysis		Additional Controls	Current Level
			P	C R Rating		

**Amendments**

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** Boiler House

**Activity** Use of Boiler House

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Trips, manual handling and fire	Personal Injury, Respiratory problems, back injuries, and other emergencies,	Kept under lock and key	3	3	9	Moderate	<ul style="list-style-type: none"> <li><input type="checkbox"/> Housekeeping to be kept in good order.</li> <li><input type="checkbox"/> All items to be placed off the floor if possible, in order to reduce trip hazards</li> <li><input type="checkbox"/> Sufficient lighting and ventilation in place</li> <li><input type="checkbox"/> Boiler room to be kept under lock and key at all times</li> <li><input type="checkbox"/> Regular inspections of the boiler room to take place to ensure good housekeeping practices are maintained</li> <li><input type="checkbox"/> Regular safety talks with staff to encourage a positive safety culture in defect reporting and housekeeping</li> <li><input type="checkbox"/> Only authorised competent contractors and staff allowed to enter the boiler room</li> <li><input type="checkbox"/> Under no circumstances are pupils allowed to entry to the boiler room</li> </ul>	<b>Moderate</b>

### Amendments

# Risk Assessment Record

## Holy Family Senior School

**Department** Holy Family Senior School

**Area** Canteen/Cookery Room

**Activity** Use of Canteen/Cookery Room

**Risk Type** Routine

Potential Hazard	Risk Identified	Existing Controls	Risk Analysis				Additional Controls	Current Level
			P	C	R	Rating		
Slips, trips and falls Poor Housekeeping Scalds from hot liquids Electricity Food Contaminated	Personal Injury Burns Illness	Housekeeping is in good order Children who buy the lunch use the cafeteria at lunch time They are always supervised by a teacher They must queue in an orderly fashion to order food. They must eat food in Cafeteria at tables provided for each class group They must dispose of waste in bins provided They may not run around/play in Cafeteria	3	3	9	Moderate	<ul style="list-style-type: none"> <li>■ Cleaning chemicals to be clearly labelled, located in the appropriate storage area and clearly identified as a cleaning chemical storage area</li> <li>■ Material Safety Data Sheets to be readily available</li> <li>■ Sufficient welfare supplies available, including hand wash towels and hand wash</li> <li>■ Encourage staff to report any deficiencies in welfare supplies and defects in any electrical equipment</li> <li>■ Suitable stocked first aid kit readily available in the canteen/kitchen. Staff advised to clean as you go in the canteen/kitchen area</li> <li>■ Food preparations areas thoroughly cleaned each day in accordance with Food Hygiene Recommendations.</li> </ul>	<b>Moderate</b>

### Amendments