



Institiúid Bhreisoideachais
na Carraige Duibhe

Blackrock Further
Education Institute

Policy Document

Health and Safety Policy

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| Policy Area |
| Health and Safety |
| Version |
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| Date Approved |
| 2018 |
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| Annually |

THE (2018)
SAFETY STATEMENT

of

Blackrock Further Education Institute

**in accordance with the legal requirements of
The Safety, Health & Welfare at Work Act, 2005**

&

The General Application Regulations, 2007

Originally Formulated in

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Updated in

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March 2018

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| SECTION | PAGE |
|---|-------------------|
| 1.0 General Policy Statement | 6 |
| 2.0 Organisation | 7 |
| 2.1 School Management Responsibilities | 7 |
| 2.2 Employee Responsibilities | 10 |
| 3.0 Co-Operation | 11 |
| 3.1 Staff Members | 11 |
| 3.2 Contractors | 11 |
| 4.0 Consultation and Information | 13 |
| 4.1 Safety Representatives | 13 |
| 4.2 Safety Information | 13 |
| 4.3 Availability of the Safety Statement | 13 |
| 5.0 Safety Resources and Policies | 14 |
| 5.1 Personnel Resources | 14 |
| 5.2 Maintenance Resources | 14 |
| 5.3 Safety Training | 14 |
| 5.4 Other Safety Resources | 14 |
| 5.5 Bullying/Harassment Policy | 15 |
| 5.6 Pregnant Employee Policy | 17 |
| 5.7 Stress Policy | 18 |
| 5.8 Accident/Incident Reporting and Investigation Policy | 19 |
| 5.9 Emergency Preparedness and Response Policy | 20 |
| 5.10 Lone Working Policy | 21 |
| 6.0 Hazard Identification, Risk Assessment and Control Actions | 22 |
| 6.1 Risk Assessment Methodology | 23 |
| 6.2 Specific Hazard Identification & Risk Assessment | 26 |
| 7.0 Revision of the Safety Statement | 53 |
| 8.0 Employee Signatures | 55 |
| 9.0 Appendices | Separate Document |

This safety policy is intended to assist in reducing the possibility of accidents and ill health by bringing identified hazards (including a risk assessment) to the attention of Blackrock Further Education Institute. Within constraints of time and resources every effort has been made to identify hazards and recommend remedies. It is not implied that all other hazards are under control at the time of inspection. The recommendations are advisory and final risk control decisions must be made by management of Blackrock Further Education Institute.

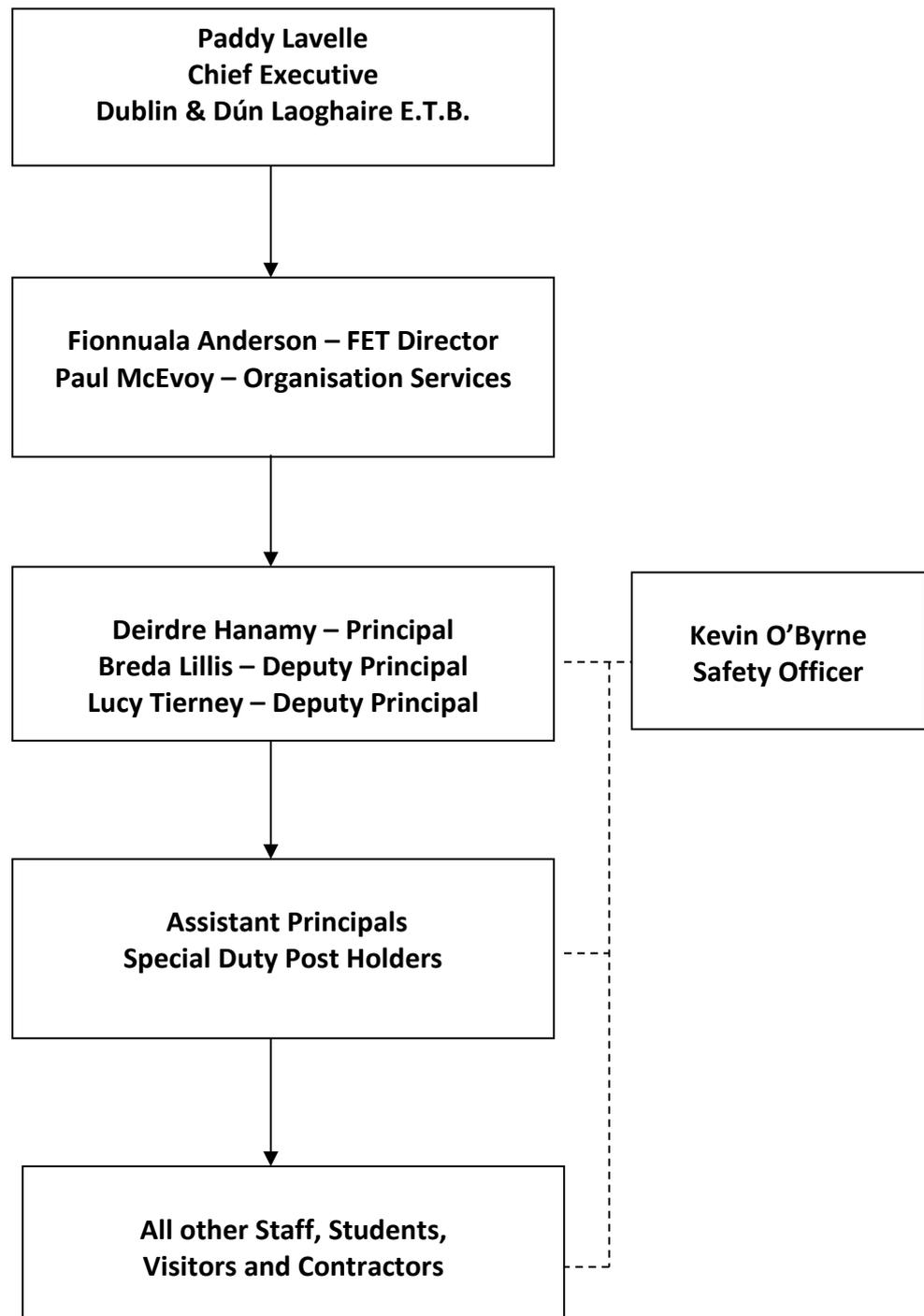
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Safety Management Hierarchy Of Blackrock Further Education Institute (2018)

Safety is everyone's responsibility. All staff members have obligations under The Safety, Health & Welfare at Work Act, 2005, and accordingly management recognise their own further obligations to promote and manage safety in the workplace. The hierarchy detailed below constitutes the safety management responsibility structure pertaining to Blackrock Further Education Institute.



Safety Statement of Blackrock Further Education Institute (2018)

To each staff member, student, contractor and visitor:

1.0 - General Policy Statement:

This document sets out the Safety Policy of Blackrock Further Education Institute and specifies the means provided to achieve that policy. Our objective is to endeavour to provide and manage a safe and healthy work environment for all our staff members and to meet our duties, as far as is reasonably practicable, to students, contractors and members of the public who may be affected by our operations.

Management will endeavour to achieve these objectives by providing adequate safety training, managing proper emergency planning, facilitating safety consultation, provision of personal protective equipment when necessary and safety conscious (competent) staff.

Safe working is a condition of employment. Every staff member at Blackrock Further Education Institute must assume responsibility for working safely. The success of this policy will depend on your co-operation. It is therefore important that you read the document carefully and understand your role and the overall arrangements for health and safety at Blackrock Further Education Institute.

It is our intention to review this Safety Statement in the light of experience and developments at Blackrock Further Education Institute. Staff and others (eg; visitors, contractors, etc) are encouraged to put forward any suggestions for improving this Safety Statement.

Signed _____

Date _____

**Deirdre Hanamy,
Principal,
Blackrock Further Education Institute.**

Signed _____

Date _____

**Paddy Lavelle,
Chief Executive,
Dublin & Dún Laoghaire E.T.B.**

2.0 Organisation and Responsibility.

2.0 - Organisation.

The organisation of work practices in Blackrock Further Education Institute will be such that optimum conditions are in place for the successful arrangements to be made for safeguarding safety, health and welfare at work. The following declarations made in relation to health and safety, are done so in accordance with the requirements and recommendations laid down by the Safety, Health and Welfare at Work Act, 2005. These declarations are also in accordance with the guidelines as specified by The Health and Safety Authority (HSA).

2.1 - Responsibilities.

Safety begins at senior management with each level accountable for the level below. The following responsibilities attach to the management structure of Blackrock Further Education Institute, however, the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests ultimately with the Dublin & Dún Laoghaire Education and Training Board (DDLETB).

Dublin & Dún Laoghaire Education and Training Board

The E.T.B. shall:

- Endeavour to ensure that there are available, sufficient funds and facilities to enable the Safety Statement to be reasonably implemented.
- Ensure that a disciplinary procedure exists for wilful breaches of safety standards contained in the Safety Statement and that all staff are aware of this.
- Take a direct interest in the health and safety policy and positively support all persons whose function it is to implement in each school, college or centre.
- Estimate budget requirements for implementation of the safety management programme in Blackrock Further Education Institute.
- Monitor health and safety performance in Blackrock Further Education Institute.
- Prioritise actions on health and safety issues where resources are required.
- Ensure actions are taken regarding health and safety obligations.
- Ratify this Safety Statement.

The Principal – Deirdre Hanamy

The Principal typically shall:

- Take a direct interest in the health and safety policy and positively support any person whose function is to coordinate this policy.
- Demonstrate a safety commitment by taking active steps to be aware of the safety record of the College and issue any necessary reasonable directives in the interest of the health, safety and welfare of all staff members, students and others.
- Periodically appraise the effectiveness of the Safety Statement.
- Ensure that responsibility is properly assigned, understood and accepted at all levels.
- Procure advice and assistance whenever necessary and take heed of any valid health and safety matter highlighted by staff members.
- Ensure that all staff are held accountable for their performance in relation to occupational health and safety.
- Show through personal behaviour that only the highest standards of safety are acceptable.
- Ensure that risk assessments have been completed for all areas in the College.

The Deputy Principals – Breda Lillis & Lucy Tierney

The Deputy Principals are responsible for supporting the Principal in ensuring that staff members and others are made aware of and comply with the Safety Statement and arrangements for safety policy implementation.

The Deputy Principals typically shall:

- Be fully familiar with the College's Safety Statement and ensure it is brought to the attention of all staff members.
- Ensure that thorough and prompt investigations are carried out into all reported accidents and incidents and that an Accident Report Form is completed following any accident/incident.
- Consider representations about health and safety from staff members.
- Ensure that regular health and safety inspections are carried out and remedial action taken where necessary.
- Show through personal behaviour, that only the highest standards of safety are acceptable.
- Review all incident/accident reports in conjunction with the Principal.

The Safety Officer - Kevin O'Byrne

The responsibility of the Safety Officer for **co-ordinating health and safety**, extends to all areas of the premises at Blackrock Further Education Institute. Typically the responsibilities include:

- Implementation of the health and safety policy programme in accordance with the Safety, Health and Welfare at Work Act, 2005, and in accordance with the recommendations set down in this Safety Statement.
- Review the hazard identification/risk assessment section of this Safety Statement (Section 6.2) and act upon the recommendations stated therein.
- Continuous vigilance in the area of hazard identification.
- Establish a consultative process with staff members.
- Deal directly with any elected safety representative and act upon any representations where reasonably practicable.
- Inform all staff of relevant safe work practice methods.
- Arrange a periodic review of the Safety Statement and revise accordingly.
- Ensure that all staff members receive adequate safety training, instruction and information appropriate to their tasks.
- Ensure that all staff members are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available.
- Ensure that good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed.
- Source safety information relating to hazardous substances, materials, or equipment being used in the College.

Assistant Principals and Special Duty Post Holders

Their main functions are to;

- Assist with the day-to-day management of health & safety in accordance with this Safety Statement.
- Demonstrate an exemplary approach to safety and health in order to engender in their students a total commitment to safety and health.
- Be accountable to the Principal for any breach or omission regarding safety & health matters within their remit.

- Assist in drawing up & reviewing departmental health & safety procedures.
- Assist with regular health & safety inspections of their appointed department/area, making reports to the Principal on issues identified and ensuring that required corrective action is carried out.
- Convey health & safety information received to appropriate personnel.
- Be aware of their statutory obligations (staff duties) and appropriate safe working practices to be implemented and followed.
- Ensure all injuries are reported and recorded.

2.2 Staff Member Responsibilities.

There is also a responsibility on staff members to ensure health and safety at work. **Section 13** of The Safety, Health and Welfare at Work Act, 2005, places a number of obligations on staff members while at work -

- To take reasonable care of their own health and safety and that of other staff members who may be affected by their acts or omissions.
- To cooperate with their employer on statutory safety obligations.
- To use any suitable appliance, protective clothing, safety equipment or other means provided for securing safety, health and welfare.
- To report to management without delay any defects of which he/she becomes aware in work equipment, place of work, or system of work, which might endanger health and safety.
- Not to intentionally or recklessly interfere with any safety measure provided. Such action may lead to disciplinary procedures.
- To be familiar with any required safety procedures and safe work methods.
- To cooperate with, and take into account, any safety training provided.
- Not to be under the influence of an intoxicant while at work (including illegal drugs, prescribed drugs with known side effects, and alcohol).

Blackrock Further Education Institute additionally requires each staff member to immediately report to the safety officer any incident resulting in loss or injury and any dangerous occurrence that could have resulted in loss or injury.

3.0 Co-operation.

3.1 - Staff Members.

In addition to the above obligations, staff members are required to co-operate with the investigation of an accident either by the responsible person, safety representative or an inspector from the Health and Safety Authority. Blackrock Further Education Institute has expended considerable time and resources in the preparation and implementation of a safety policy programme designed to protect the interests of its staff members.

The programme will not succeed unless **each staff member** co-operates fully by observing the above requirements and by following safe work practice methods. Staff members are expected to read, understand, and work in accordance with the information and recommendations set forth in this Safety Statement. New and revised documentation may be produced after certain time periods and these will be distributed, made readily available or posted on notice boards as appropriate. In such an event, all staff members will be required to comply with any new safety requirements as stated.

Each staff member is expected to read the Safety Statement of Blackrock Further Education Institute and to act accordingly. Failure to comply with the terms of this Safety Statement may result in disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

3.2 - Contractors.

Contractors may be provided at pre-contract stage with a copy of this Safety Statement. They will be required to sign the document to indicate that they have read and understood their own legal safety responsibilities. They must perform their work in accordance with the terms of this Safety Statement. It is implied in this condition that, in its work activities, the contractor will adhere to recognised standards and regulations relevant to their work practices.

Contractors may also be required to submit their own Safety Statement at the pre-contract stage for examination. The contractor Safety Statement may be examined by *the responsible person* in Blackrock Further Education Institute and if the documentation does not reflect safe work practices, as is applicable to the contract work intended, then Blackrock Further Education Institute can direct the contractor to amend the Safety Statement before any contract work commences.

Contractors should assume responsibility for health and safety relating to their work practices and procedures and this shall be incorporated into a signed contract prior to any significant works commencing.

4.0 Consultation and Information.

4.1 - Safety Representatives.

Under the Safety, Health & Welfare at Work Act, 2005, staff members have the right to elect a safety representative should they wish to do so.

Safety Representatives have the right to:

- Information from the Safety Statement.
- Be informed of impending Health and Safety Authority inspections.
- Accompany the HSA Inspector on visits (but not during official investigation of an accident).
- Consult with the HSA Inspector.
- Make representations to the responsible persons (ie; Safety Officer or Principal).
- Investigate accidents and dangerous occurrences provided that it does not interfere with the performance of the employer's statutory obligations.
- Inspect the workplace subject to agreement with management.
- Time off, as may be reasonable, in order to acquire information and training on matters of safety, health and welfare.

4.2 – Safety Information.

Information in the form of fire instruction, evacuation plans, warning signs and staff notices are displayed in hard copy and are also available in electronic format. Information relating to any hazardous substances, materials, or equipment being used in the workplace is available through the Safety Officer.

4.3 - Availability of the Safety Statement.

Each staff member has access to this Safety Statement and is given the opportunity to practice safe working methods. The Safety Statement of Blackrock Further Education Institute is available for inspection on the Policies section of the Institute's website.

Those staff members who have read the document are asked to indicate this by placing their signature on the signature list (see Section 8.0).

5.0 Safety Resources and Policies.

5.1 - Personnel.

Considerable time and resources have been expended by management at Blackrock Further Education Institute in implementing the health and safety policy documented in this Safety Statement. These resources include safety consultation with employees and provision of safety training to relevant personnel, where appropriate. As part of our commitment to safety management at Blackrock Further Education Institute we have the following First Aid arrangements in place:

- **A number of staff have been trained in Basic First Aid.**
- **A designated Occupational First Aider is also available and the First Aid stations are at the following locations:**

| | |
|---------------------|---|
| Basement | Beauty Room B04 |
| Ground Floor | Caretakers Office G01 (+ Defibrillator) & Staff Office G13 |
| First Floor | Beauty Rooms 104 & 106 Theatrical Media Make Up Room 114 |
| Second Floor | Staff Office 207 Beauty Room 204 |
| Third Floor | Staff Room 304 |

Eye wash stations are available in the following beauty/make up rooms B04, B05, 104, 106, 114, 115 & 204.

5.2 Maintenance.

Most of the efforts by way of maintenance in terms of time, materials and service are directed to improving work, equipment and facilities with consequent improvements in their safety.

5.3 – Safety Training.

Training is being provided at Blackrock Further Education Institute on an ongoing basis with fire and evacuation drills, and other areas related to safety, which consumes financial and direct resources (eg; time, materials, equipment, etc.).

5.4 - Other Safety Resources.

Other potential resources that may be committed to controlling hazards are those required for-

- Completing safety audits
- Accident & incident investigation
- Monitoring workplace practices
- Safety representative consultations
- Provision of safety information
- Display of hazard warning signs
- Provision of personal protective equipment (PPE)
- Following the risk assessment recommendations

5.5 – Bullying and Harassment Policy

Dublin & Dún Laoghaire E.T.B. and Blackrock Further Education Institute is committed to a policy to treat all its staff members equally in line with published Equal Opportunity Policies and the Code of Practice on Workplace Bullying 2007. Harassment and bullying is behaviour that is destructive to a positive working atmosphere and will not be endured. All staff members have the right to working in an environment free from any form of harassment causing stress, bullying or intimidating behaviour. If any staff member experiences unwanted or offensive behaviour toward them, and makes a complaint through the identified channels, they can expect the complaint to be fully investigated and the proper outcome to be identified. Breach of this policy will lead to disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

Bullying and harassment are not new and nor is the behaviour which they describe. What is perhaps “new” is the use of the words in the context of work and the recent recognition of the adverse effect of such behaviour on the victim and the organisation in which s/he may work. Harassment undermines the confidence and dignity of the individuals affected by it. It can also tarnish the work atmosphere where bullying is tolerated or is accepted as the norm. Harassment and bullying can occur in any kind of workplace and this policy aims to inform staff members of their rights and responsibilities under this policy.

Definition of Harassment & Bullying:

Harassment occurs if any person feels intimidated, humiliated, patronised or embarrassed by the derogatory, offensive or discriminatory remarks or actions of others. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

Sexual harassment is unwanted behaviour of a sexual nature by one staff member towards another. Examples of sexual harassment include:

- Insensitive jokes and pranks
- Lewd comments about appearance
- Unnecessary body contact
- Display or circulation of sexually offensive material
- Request for sexual favours
- Threat of actual sexual violence
- Threat of dismissal, loss of promotion etc for refusal of sexual behaviours

Bullying is defined as any form of repeated, unwelcome and unacceptable conduct that could be regarded as offensive, humiliating or intimidating. Examples of bullying include:

- Verbal abuse
- Shouting, making jokes, unfair and excessive criticism, ridicule in front of other individuals, spreading false truths around the workplace
- Non verbal abuse
- Looks, a gesture, displaying emblems on clothing, exclusion, whistling, isolation at work breaks, social events etc.
- Physical abuse
- Hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a colleagues personal belongings, etc.

Cyber Bullying and Privacy Requirements

Circulating, publishing or distributing (including on the internet) material associated with Blackrock Further Education Institute activities including, but not limited to, material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of discipline and may result in disciplinary action. As part of such disciplinary action, Blackrock Further Education Institute reserves the right to suspend or expel a student or students where it considers the actions warrant such sanctions.

COMPLAINTS PROCEDURE:

Informal:

Any member of staff who feels they are being targeted or subjected to offensive harassing or bullying behaviour should first try to make it clear to the alleged bully that their behaviour is unwanted and unacceptable. A victim of harassment or bullying should keep a record of such a request and document the alleged harasser's response. If an alleged victim feels unable to confront the person, or feels that these incidents are of a serious nature they should approach Management for support or advice. A victim of harassment is advised to seek support at the earliest opportunity and to keep a record of the behaviour or treatment complained of. Where an informal attempt to resolve the matter fails, the complainant is encouraged to raise the complaint through the formal complaints procedure.

Formal:

When an alleged victim has been unsuccessful at resolving a complaint informally with the alleged harasser, a formal complaint should be made in writing to Management. Once a formal complaint has been received an investigation will be undertaken which will include separate interviews with both the complainant and alleged harasser and anyone identified as a witness to the behaviour. All parties will be given an opportunity to state their case and are entitled to be represented at the investigation interviews. Every effort will be made to safeguard confidentiality during the investigation. The Interviewer and Management will weigh up the evidence as presented. If the complaint is substantiated the harasser will be subjected to appropriate discipline.

RESPONSIBILITY

Every member of staff has a responsibility to ensure that harassment and bullying do not occur at any level or in any department. This individual responsibility extends to an awareness of the impact of personal behaviour that could cause offence to another member of staff and make them feel uncomfortable or threatened.

Management have a particular responsibility to ensure that the workplace is kept free from all forms of harassment and bullying so that staff may go about their work free from the threat of harassment or intimidation. As in all matters of discipline it is primarily the responsibility of management to establish and sustain proper standards in the workplace. Management will respond promptly to complaints of harassment or bullying and will deal with all complaints in an expeditious and supportive manner.

It is also the responsibility of all staff to make themselves familiar with this policy and to treat their colleagues with respect and dignity.

5.6 - Pregnant Employee Policy

Dublin & Dún Laoghaire E.T.B. and Blackrock Further Education Institute adhere to the provisions of The General Application (Pregnant Employee) Regulations, 2007.

These regulations apply to staff members that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, an assessment of any hazardous activities relating to the staff member will be carried out.

The following hazards must be considered:

- Physical shocks, including direct blows to the abdomen
- Handling a load
- Movement and postures, which are abrupt or severe, or give, rise to excessive fatigue
- Non-ionising radiation
- Chemicals: in particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents.

A pregnant staff member must not be exposed to these hazards unless the hazards are adequately controlled.

Adequate control means:

- The hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.
- If any of these risks are present they must either be eliminated or safeguards put in place to protect the staff member's health and safety.

These safeguards include:

- Changing the type of work, working hours, etc.
- Moving the staff member to other safe work.
- Access to a rest area if necessary.

If these safeguards are not possible then the staff member must be granted safety and health leave. This is paid leave, which continues until either the condition change or else the pregnant staff member becomes eligible for paid maternity leave.

5.7 - Stress Management Policy

Blackrock Further Education Institute adheres to all aspects of the *Safety, Health and Welfare at Work Act, 2005*, which obliges employers to identify and safeguard against ALL risks to health and safety, including stress.

Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them.

Certain causes of stress in the workplace can include:

- Poorly organised shift work
- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill defined work roles
- Highly demanding tasks
- The threat of violence.

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards.

Blackrock Further Education Institute may utilise the following methods of managing stress:

- Ensure that Management is aware of the potential causes of stress and the early warning signs.
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- Invite staff members to consult with Management on work related stress, and to attend review meetings to agree appropriate remedial action, where necessary.

Where Management is aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions, where reasonably practicable.

5.8 - Accident/Incident Reporting and Investigation Policy

All accidents or incidents (near misses), whether serious or not, must be reported immediately to management. An Accident/Incident Report form is available for this purpose and must be completed by Blackrock Further Education Institute. (See Appendix 6 for further detail).

Accident/incident investigations will be carried out and the purpose of investigation is to determine the immediate and root cause of the accident/incident and to prevent recurrence. The conclusions of the investigation will be logged. All staff members are required to cooperate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident/incident. Corrective action will be taken where necessary and recorded.

Accident data will be periodically analysed by Management with a view to improving safety performance. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident/incident.

The Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations (2016) require certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

- A workplace accident resulting in the death of a staff member.
- A workplace accident resulting in the absence of a staff member for more than 3 working days (not including the day of the accident).
- An accident to any person not at work caused by a work activity, which causes loss of life or requires medical treatment (e.g. member of the public).
- Certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury (for categories of dangerous occurrences that require reporting to The HSA refer to www.hsa.ie).

Management of Blackrock Further Education Institute is responsible for reporting any such accidents/dangerous occurrences to the Health and Safety Authority, via Dublin & Dún Laoghaire E.T.B. Reporting will be done on the prescribed forms IR1 (accidents) or IR3 (dangerous occurrences) and notification will be done online to the Health & Safety Authority.

H.S.A. contact details:

The Health & Safety Authority
The Metropolitan Building,
James Joyce Street,
Dublin 1.
Tel. No. (01) 6147000
www.hsa.ie

5.9 - Emergency Preparedness and Response Policy

Emergency preparedness procedures are in place and these procedures will be reviewed periodically and amended where necessary. Evacuation drills will take place at least twice a year or more often if required. Staff are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

After each evacuation, a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary. Visitors and contractors will be informed of evacuation procedures as appropriate.

New staff will receive basic information in fire safety from the Safety Officer. This may include the following:

- How to raise the alarm.
- Actions to be taken on discovering a fire.
- How to call the fire brigade.
- Location and use of escape routes.
- The evacuation procedure.
- Assisting any disabled people, visitors and others during evacuation
- Location of and use of fire extinguishers as appropriate.

The Assembly Points are located at the promenade along the sea front (Idrone Terrace) at rear of the premises.

List of Emergency phone numbers

| | |
|--------------------------------------|---------------|
| Ambulance | 112 or 999 |
| Fire Brigade | 01 – 677 8221 |
| Hospital (St Michaels Dun Laoghaire) | 01 – 280 6901 |
| Hospital (St Vincent's) | 01 – 221 4000 |
| Hospital (Tallaght) | 01 – 414 2000 |
| Hospital (Crumlin) | 01 – 409 6100 |
| Gardai | 112 or 999 |
| ESB | 1850-372 999 |
| Gas (Leaks etc) | 1850-205 050 |

In the event of a situation arising in the course of work involving serious, imminent and unavoidable danger, staff can stop work and immediately leave the place of work and proceed to a place of safety, as per Section 11 of The Safety, Health and Welfare at Work Act (2005).

5.10 - Lone Working Policy

A Lone Worker is defined as 'any staff member who works alone without close or direct supervision or contact with work colleagues'. Where employees have to work alone, personal safety is a priority consideration and Blackrock Further Education Institute extends its duty to ensure that lone workers are made aware of all necessary steps to avoid putting themselves at risk either from the work itself or the work environment.

People who work by themselves without close or direct supervision are found in a range of situations throughout the workplace. In the majority of instances where employees are required to undertake normal work activities alone, the job does not entail any significant risks to the lone worker. However, due to the difficulties that may be experienced if a problem does occur, Blackrock Further Education Institute requires lone working employees to be aware of the following safety precautions –

- Contact the designated contact person in the event of any incident, accident or other safety issue arising out of the course of normal work activities.
- Lone workers must be medically fit (certified by medical practitioner) to work alone, and should notify the designated contact person of any condition that may compromise their safety whilst working alone (eg; diabetic, epileptic, etc).
- Employees, if trained, should be able to operate all fire fighting devices in accordance with standard fire safety training procedures, and know where the designated emergency assembly point is for the premises.
- Lone workers should be aware of where the First Aid facilities are located on site, and have an awareness of how to contact, and location of, the nearest medical centre, if required.
- Carry a mobile phone at all times as a primary source of communication.
- Be aware of any panic button systems, CCTV coverage or alarm mechanisms installed on site. Furthermore, a list of local numbers for nearby Hospitals, Gardai, Fire Services, Ambulance Service and Taxi Service should be available.
- Be aware of the robbery and violence prevention procedures contained within Appendix 9 of this Safety Statement.
- Lone workers should call, email or text the designated contact person at the end of lone working activities to verify that no health and safety issues have arisen.

Risk assessments for Blackrock Further Education Institute have been completed and are contained within this Safety Statement. Lone workers must make themselves aware of any identified hazards in their working area that may pose a significant safety risk and thus, seek prior clearance from the designated contact person(s) to work alone where necessary.

The designated contact persons are Deirdre Hanamy (Principal), Breda Lillis (Deputy Principal), Lucy Tierney (Deputy Principal), and Liam Costello (Senior Caretaker).

6.0 - Hazard Identification, Risk Assessment and Control Actions.

6.1 - Risk Assessment Methodology

The risk assessment process that Nascon employs in determining a workplace risk profile involves the following:

- Identifying the significant hazards present in the workplace.
- Identifying what risks are associated with each hazard.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury - see page 25 for specific details).
- Suggesting control options in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The length of time specified for implementing control measures will vary and be dependent on the risk rating for the hazard i.e. the higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

Risk assessments should generally be reviewed annually and any necessary amendments made. They should also be reviewed if there is a change in circumstances e.g. new equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or new guidance being published.

The Hierarchy of Controls

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process. The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

1. Elimination:

Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.

2. Substitution:

If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.

3. Engineering Solutions:

If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:

- Enclosure (enclose in a way that eliminates or controls the risk)
- Guarding/segregation of people
- Interlocks and cut-off switches
- Extraction ventilation

4. Administrative Solutions:

These are the management strategies, which can be introduced such as training, job rotation, limiting exposure time, provision of written work procedures.

For example:

- Safe systems of work that reduce the risk to an acceptable level
- Written procedures that are known and understood by those affected
- Adequate supervision
- Identification of training needs and provision of appropriate training
- Information/instruction (signs, handouts)

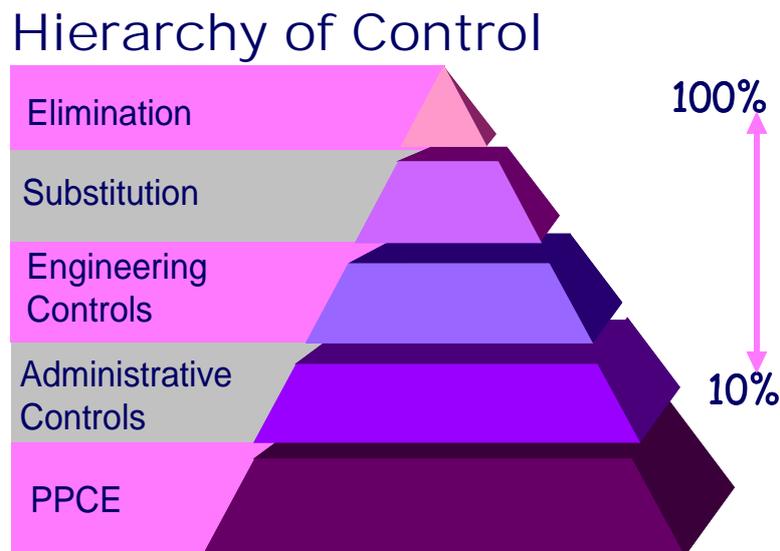
5. Personal Protective Equipment & Clothing:

Personal Protective Equipment and Clothing should always be considered as a last resort. It can also be used as an interim measure to reduce exposure to a hazard.

Summary

The most effective way to control risk is obviously to remove it. Elimination is by definition 100% effective. The further you go down the list the less effective the methods become. Training alone, for example, is estimated as being only 10% effective.

It is also worth bearing in mind that the amount of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, Control Level 5 (PPCE) takes the most effort to maintain and Control Level 1 (Elimination) the least effort.



Risk Assessment Scoring System (BS:8800 Standard)

(Likelihood (L) x (S) Severity) = Risk Rating (RR)

Priority Table

| Likelihood | Severity | | |
|-------------|------------------|---------|--------------|
| | Slightly Harmful | Harmful | Very Harmful |
| Unlikely | 1 | 2 | 3 |
| Likely | 2 | 4 | 6 |
| Very likely | 3 | 6 | 9 |

Severity Table

| Slightly Harmful | Harmful | Very Harmful |
|---|---|--|
| Superficial injuries Minor cuts & bruises Eye irritation from dust Nuisance & irritation Temporary discomfort | Lacerations Burns Concussion Serious sprains Minor fractures Temp Deafness Dermatitis Asthma Minor disability | Amputation Major fractures Poisoning Fatal injuries Occupational cancer Life shortening disease Fatal disease Head injuries Eye injuries |

Action Priority Table

| Current Risk Rating | Action Priority |
|---------------------|---|
| High (9) | Immediate |
| Medium – High (6) | As soon as is reasonably practicable |
| Medium (4) | As soon as is reasonably practicable |
| Low – Medium (3) | To be actioned once all ‘higher risk ratings’ are addressed |
| Low (1) or (2) | At management discretion |
| Ongoing Awareness | Continue current risk management strategy |

- It will be a management responsibility to dictate exact timeframes on each risk rating. For example, this will be based on personnel and financial resources available, in-house expertise, and changing circumstances (eg; accident/incident analysis).
- The risk ratings given to each hazard are based on a risk profile **without** any of the risk control actions implemented.

6.2 - Specific Hazard Identification & Risk Assessment

| Blackrock Further Education Institute | | | |
|---|--|--|-------------|
| Corridors & Common Areas | | | |
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 1- Lift evacuation in event of emergency | Persons becoming trapped in the lift during emergency evacuation or power outage | Ensure that the lift service agents provide a demonstration on the manual release procedure to be followed in event of lift power failure | Low |
| Risk Control Action Taken - <i>This procedure has been demonstrated to the caretaking staff.</i> | | Date Actions Completed – 2015 | |
| 2- Photocopiers located in stairwells (staff area) | Overheating of power cables/extension units | Secure all cables away from heat sources, walkways and access routes. Use cable ties where appropriate or cover with cable protector floor strips to prevent a trip hazard | Low |
| Risk Control Action Taken - <i>Additional sockets have been installed: extension cables have been removed.</i> | | Date Actions Completed - 2015 | |
| 3- Use of shredder | Entanglement | Ensure no loose clothing, hanging ties, or loose sleeves when using shredder. Use warning sign. | Low |
| Risk Control Action Taken - <i>Warning signs have been placed on shredders.</i> | | Date Actions Completed - April 2016 | |

| Corridors & Common Areas continued... | | | |
|--|---------------------------------|--|-------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 4- Doors in glass corridor opening fully (not restricted) outside room 211 | Falls to lower level | Install restraining devices on these doors to prevent full opening, otherwise keep these doors locked. | Medium |
| Risk Control Action Taken – <i>Currently in the process of engaging a company to carry out maintenance on all windows in the building which will include these glass doors.</i> | | Date Actions Completed – TBC | |

| General Classrooms | | | |
|--|---------------------------------|--|-------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 1- Smoke detector efficiency | Failure to detect fire/smoke | Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or service schedule (IS:3218 Fire Detection & Alarm Systems for Buildings) | Ongoing Awareness |
| Risk Control Action Taken - <i>Undertaken by ADT as part of the maintenance contract.</i> | | Date Actions Completed - Ongoing | |

| Cafeteria (Outsourced Contract) | | | |
|--|--|--|------------------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| <p>1- Hotplate hob countersunk into service counter (level with counter)</p> <p>Risk Control Action Taken - <i>Hot surface label has been placed on the worktop.</i></p> | <p>Burns</p> | <p>Place hot surface labels on the worktop around the hob, and ensure no articles/items are left on top of a hot hob surface. Ensure fire extinguishers are conveniently located.</p> <p>Date Actions Completed - 2015</p> | <p>Medium</p> |
| <p>2- Use of cleaning chemicals / detergents</p> <p>Risk Control Action Taken - <i>Noted.</i></p> | <p>Irritant, corrosive or toxic exposure</p> | <p>Adhere strictly to manufacturer’s safety instructions and wear the required protective clothing & equipment. Refer to associated Material Safety Data Sheets for further information on storage and handling</p> <p>Date Actions Completed - Ongoing</p> | <p>Low - Medium</p> |
| <p>3- Using cookers and ovens</p> <p>Risk Control Action Taken - <i>Contractor who operates the Cafeteria has been informed.</i></p> | <p>Burns, fire, electric shock</p> | <p>Encourage vigilance when using. Ensure first aid box has supply of burn relief cream or spray. Know where the isolation switches are located. Carry out visual checks regularly on all electrical equipment for damage or fatigue. Competent electrician should periodically complete portable appliance (anything with a plug) testing (PAT).</p> <p>Date Actions Completed – Ongoing</p> | <p>Ongoing Awareness</p> |

| Cafeteria (Outsourced Contract) continued... | | | |
|---|--|--|--------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 4- Slippery floors when wet or damp | Slips and falls | Provide adequate ventilation, clean up any spillages immediately, and use non-slip mats when necessary. Use warning sign when floors are slippery. | Medium |
| Risk Control Action Taken - <i>Caretaking/cleaning staff have been instructed to use floor safety signage.</i> | | Date Actions Completed - Ongoing | |
| 5- Trailing electrical cable at rear of fridge (behind counter) | Trips and falls | Secure all cables away from walkways and access routes. Use cable ties where appropriate or cover with cable protector floor strips | Medium |
| Risk Control Action Taken – <i>cables have been tidied up.</i> | | Date Actions Completed – April 2018 | |
| 6- Smoke detector efficiency | Failure to detect fire/smoke | Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray ‘smoke detector tester’ and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings) | Ongoing |
| Risk Control Action Taken - <i>Undertaken by ADT as part of the maintenance contract.</i> | | Date Actions Completed - Ongoing | |

| Cafeteria (Outsourced Contract) continued... | | | |
|--|---|--|--------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 7- Microwaves still stacked on top of each other Risk Control Action Taken – <i>Microwaves have been relocated.</i> | Scalds and burns from spillages | Ask catering contractor to re-locate the ovens into a side by side orientation. Date Actions Completed – Summer 2017 | Medium |
| 8- Deep fat fryer use and maintenance Risk Control Action Taken – <i>Contractor who operates the Cafeteria has been informed.</i> | Fire or splash burns | Ensure oil is changed on a regular basis as this retains the natural flashpoint level. Avoid dropping food directly into hot oil (splashes) Use full protective clothing when changing oil. Ensure fire blankets and appropriate extinguishers are convenient. Date Actions Completed – Ongoing | Medium |
| 9- Extract ventilation hoods over fryers Risk Control Action Taken – <i>Contractor who operates the Cafeteria has been informed.</i> | Grease build up increasing likelihood fire damage | Implement regular cleaning programme for the hoods and the extraction ducting (flues) Date Actions Completed – Ongoing | Medium |
| 10- Use of water boiler / coffee maker Risk Control Action Taken - <i>Contractor who operates the Cafeteria has been informed.</i> | Burns, scalds (from accidental impacts or congested nozzle) | Ensure nozzle does not become calcified and that it is de-scaled on a regular basis. Date Actions Completed - Ongoing | Low - Medium |

| Make-Up Rooms | | | |
|---|--|---|--------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 1- Changing high ceiling lights | Falls causing fractures, concussion, etc | Utilise a mobile scaffold (or scissors lift) for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option. Preferably get competent contractors to complete task | Medium - High |
| Risk Control Action Taken - <i>Noted.</i> | | Date Actions Completed - As necessary | |
| 2- Use of floor sockets (cable flap covers missing in Room 114) | Trips and falls, electric shock | Keep all cables away from access routes. Ensure sockets are covered when not in use. Replace missing covers in Room 114 | Low - Medium |
| Risk Control Action Taken - <i>Caretaking/cleaning staff monitor on an ongoing basis. Missing covers replaced in Room 114 in April 2017.</i> | | Date Actions Completed - Ongoing | |
| 3- Opening old style windows | Entrapping hands/fingers | Ensure counterbalancing cable is not fatigued or worn and that window section moves freely upwards /downwards. | Ongoing Awareness |
| Risk Control Action Taken - <i>Caretaking staff to check regularly.</i> | | Date Actions Completed - Ongoing | |

| Make-Up Rooms continued... | | | |
|--|--|--|--------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 4- Use and storage of flammable substances (acetone, isopropyl alcohol, etc) | Fire, explosion, fume, vapour exposure | <p>Store chemicals according to the required standard specified on the safety data sheet.</p> <p>Separate incompatible chemicals into designated and approved flame proof cabinets.</p> <p>Refer to appendices for guidance on chemical incompatibilities when storing</p> | Medium - High |
| Risk Control Action Taken - <i>Noted.</i> | | Date Actions Completed - Ongoing | |
| 5- Management of trailing electrical cables (hairdryers, extensions, etc) | Trips and falls | <p>Secure all cables away from walkways and access routes. Use cable ties where appropriate or cover with cable protector floor strips (for non-portable equipment)</p> | Medium |
| Risk Control Action Taken - <i>Noted.</i> | | Date Actions Completed – Ongoing. | |

| Front Office | | | |
|--|---|--|-----------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 1- Visual Display Unit (computer) use | Eye strain, repetitive strain injury, headaches, back and neck pain, etc. (only if exposure is sufficient: e.g. hours of continuous use on a daily basis) | All VDU workstations must comply with the General Application Regulations (Part 2, Chapter 5), 2007, including completion of individual VDU workstation risk assessments. Instruct users in proper posture and workstation set-up / layout. Continuous workstation activity should be broken up to allow for changes in posture, standing up, walking around, etc. Refer to Appendix 4 for further guidelines | Low - Medium |
| Risk Control Action Taken - <i>Information contained in this Safety Statement has been circulated to all staff and staff advised to note Appendix 4.</i> | | Date Actions Completed - Statement is updated and published annually. | |
| 2- Use of Guillotine | Cuts, lacerations | Ensure guards are in place at all times and fingers are not near blade area. | Low |
| Risk Control Action Taken - <i>Warning sign has been placed on guillotine.</i> | | Date Actions Completed - April 2016 | |
| 3- Panic button (operability) | Failure to operate in event of assault / robbery | Do not store large amounts of cash on premises. Check/test panic buttons regularly. Staff should always co-operate with intruders. Maintain CCTV coverage in this area. | Low - Medium |
| Risk Control Action Taken - <i>Admin staff have been advised. Panic buttons are tested by ADT as part of maintenance contract.</i> | | Date Actions Completed - Ongoing | |

| Front Office continued... | | | |
|---|--|---|-------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 4- Changing high ceiling lights | Falls causing fractures, concussion, etc | Utilise a mobile scaffold (or scissors lift) for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option. Preferably get competent contractors (with secure access to height) to complete task. | Medium - High |
| Risk Control Action Taken - <i>Noted - Caretaking staff have been advised.</i> | | Date Actions Completed - As necessary | |
| 5- Trailing electrical cables from floor sockets | Trips and falls | Secure all cables away from walkways and access routes. Use cable ties where appropriate or cover with cable protector floor strips | Medium |
| Risk Control Action Taken - <i>Noted.</i> | | Date Actions Completed – Ongoing as necessary. | |
| 6- Smoke detector efficiency | Failure to detect fire/smoke | Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray ‘smoke detector tester’ and display test date sticker on unit or test schedule record (IS:3218 Fire Detection & Alarm Systems for Buildings) | Ongoing Awareness |
| Risk Control Action Taken - <i>Undertaken by ADT as part of the maintenance contract.</i> | | Date Actions Completed - Ongoing | |

| Front Office continued... | | | |
|--|--|--|-------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 7- Accessing high shelves | Slips and falls, back or muscle strain | Never store heavy items above shoulder height and ensure all items are stored in a secure manner. Provide secure access facilities (pedestals, folding steps, etc) or extra shelving at lower height levels | Medium |
| Risk Control Action Taken - <i>Admin staff have been advised.</i> | | Date Actions Completed - Ongoing | |

| Learning Centre | | | |
|--|---|--|------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 1- Photocopier “non-routine” use (changing toner, unblocking, etc) | Carbon monoxide from toner. Fire if heat accumulation is excessive. Cuts/grazes or electric shock when clearing paper jams. Ultraviolet light exposure. | Use in well ventilated areas. Avoid contact with toner and keep lid closed when in use. Isolate electricity before opening | Low |
| Risk Control Action Taken - <i>Noted: caretakers are responsible for replacing toner and clearing jams.</i> | | Date Actions Completed – As necessary. | |
| 2- No immediate isolation switches evident (for electrical/computerised equipment) | Inability to terminate electrical fires, arcing or sparking from electrical/computer equipment | Install isolation switches linked to electrical mains supply and display signs highlighting switch location and operation. Otherwise ensure the RCD’s (trip switches) are tested periodically. | Low - Medium |
| Risk Control Action Taken - <i>this has been discussed with the electrical contractors for the building who have advised that it is not possible to install an isolation switch in this location.</i> | | Date Actions Completed – Ongoing. | |
| 3- Changing high ceiling lights | Falls causing fractures, concussion, etc | Utilise a mobile scaffold (or scissors lift) for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option. Preferably get competent contractors to complete task. | Medium - High |
| Risk Control Action Taken – <i>Caretaking staff have been advised.</i> | | Date Actions Completed – As necessary. | |

| Learning Centre continued... | | | |
|--|---------------------------------|--|-------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 4- Opening old style windows | Entrapping hands/fingers | Ensure counterbalancing cable is not fatigued or worn and that window section moves freely upwards /downwards. | Ongoing Awareness |
| Risk Control Action Taken - <i>Caretaking staff to check regularly.</i> | | Date Actions Completed - Ongoing | |
| | | | |
| | | | |
| | | | |

| Computer Rooms | | | |
|---|--|--|--------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 1- Smoke detector efficiency | Failure to detect fire/smoke | Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or service schedule (IS:3218 Fire Detection & Alarm Systems for Buildings) | Ongoing |
| Risk Control Action Taken - <i>undertaken by ADT as part of the maintenance contract.</i> | | Date Actions Completed - Ongoing. | |
| 2- No immediate isolation switches evident (for power to computer equipment) in Room 117 | Inability to terminate electrical fires, arcing or sparking from electrical equipment | Install isolation switches linked to electrical mains supply and display signs highlighting switch location and operation. Otherwise ensure the RCD's (trip switches) are tested periodically. | Low |
| Risk Control Action Taken - <i>an isolation switch has been installed in 116: electrical contractor has advised that it is not possible to install one in 117.</i> | | Date Actions Completed - 2015 | |
| 3- Non-routine use of photocopier in Room 116 (changing toner / unblocking / etc) | Carbon monoxide from toner. Fire if heat accumulation is excessive. Cuts/grazes or electric shock when clearing paper jams. Ultraviolet light exposure | Use in well ventilated areas. Avoid contact with toner and keep lid closed when in use. Isolate electricity before opening | Low - Medium |
| Risk Control Action Taken – <i>Noted: caretakers are responsible for replacing toner and clearing jams. Signs have been posted up to this effect.</i> | | Date Actions Completed – Ongoing. | |

| Computer Rooms continued... | | | |
|---|--|---|--------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 4- Potential lack of awareness of mains isolation switch operation (for electrical / equipment) | Inability to immediately terminate supply to electrical arcing / sparking conditions | <p>Ensure all staff are familiar with the switch locations, switch use and reset procedures.</p> <p>Use signs highlighting each location and keep free from obstruction at all times.</p> <p>Check operability of these switches on a monthly basis</p> <p>Date Actions Completed – Ongoing.</p> | Ongoing |
| Risk Control Action Taken - <i>Electrical contractors have advised that power automatically switches off in the event of arcing/sparking – teaching staff will contact the caretaking staff. Isolation switch operability checked by caretaking staff.</i> | | | |
| 5- Opening old style (sash) windows in Room 116 & 117 | Entrapping hands/fingers | <p>Ensure counterbalancing cable is not fatigued or worn and that window section moves freely upwards / downwards</p> <p>Date Actions Completed – Ongoing.</p> | Low - Medium |
| Risk Control Action Taken - <i>Caretaking staff to check regularly.</i> | | | |
| 6- Changing high ceiling lights in Rooms 116 & 117 | Falls causing fractures, concussion, etc | <p>Utilise a mobile scaffold (or scissors lift) for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option.</p> <p>Preferably get competent contractors to complete task.</p> <p>Date Actions Completed – As necessary.</p> | Medium - High |
| Risk Control Action Taken - <i>Caretaking staff have been advised.</i> | | | |

| Computer Rooms continued... | | | |
|--|----------------------------------|---|-----------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 7- Limited headroom at entrance area to Room 212 (sharp corners on lights in this lowered section of ceiling) | Head impact or laceration injury | Display warning signage on the main entrance door. Re-configure furniture layout of room to ensure head impact is minimised. If necessary attach impact padding to exposed corners/edges. | Low - Medium |
| Risk Control Action Taken - <i>Warning signs have been displayed.</i> <i>Not possible to re-configure furniture layout as room has fixed furniture.</i> <i>Currently engaging with company to provide impact padding.</i> | | Date Actions Completed – May 2018 | |

| Staff Rooms & Kitchenette | | | |
|--|---|--|--------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 1- Microwave use | Burns, scalds, etc | Avoid overheating ('superheating') Ensure first aid box has supply of burn relief cream or spray Use warning sign highlighting a cooling off period before using any consumables microwaved. Relocate microwaves from above/below each other. Situate side by side if possible. | Low |
| Risk Control Action Taken - <i>Microwaves now separated by shelving – due to space restrictions on counter top, it's not possible to locate microwaves side by side. Warning signs are in place and burn relief lotion available.</i> | | Date Actions Completed - 2015 | |
| 2- Use of toaster (if timer is set incorrectly) | Fire, or accidental activation of fire alarm system | Ensure the thermostat is operating correctly on the toaster and that smoke detection devices are located nearby. Never overset the timer for the product to be toasted. | Low |
| Risk Control Action Taken - <i>Noted</i> | | Date Actions Completed – Ongoing. | |
| 3- Smoke detector efficiency | Failure to detect fire/smoke | Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or service schedule (IS:3218 Fire Detection & Alarm Systems for Buildings) | Ongoing |
| Risk Control Action Taken - <i>Undertaken by ADT as part of the maintenance contract</i> | | Date Actions Completed - Ongoing. | |

| Staff Rooms & Kitchenette continued... | | | |
|---|--|--|---------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 4- Changing high ceiling lights | Falls causing fractures, concussion, etc | Utilise a mobile scaffold (or scissors lift) for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option. Preferably get competent contractors to complete task. | Medium - High |
| Risk Control Action Taken – <i>Noted - Caretaking staff have been advised.</i> | | Date Actions Completed – As necessary | |
| 5- Use of shredder | Entanglement | Ensure no loose clothing, hanging ties, or loose sleeves when using shredder. Ensure warning signs are visible. | Low |
| Risk Control Action Taken - <i>Warning sign replaced on shredder outside Guidance Counsellors offices. All shredders now have warning signs.</i> | | Date Actions Completed – April 2017 | |

| Beautician Rooms | | | |
|--|---|---|--------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 1- Use and storage of flammable substances (acetone, isopropyl alcohol, ethanol, etc) | Fire, explosion, fume, vapour exposure | <p>Store chemicals according to the required standard specified on the safety data sheet</p> <p>Separate incompatible chemicals into designated and approved flame proof cabinets.</p> <p>Refer to appendices for guidance on chemical incompatibilities when storing</p> <p>Date Actions Completed – Ongoing.</p> | Medium - High |
| Risk Control Action Taken - <i>Risk control actions noted and actioned.</i> | | | |
| 2- Use of cleaning chemicals and disinfectants | Irritant, corrosive or toxic exposure | <p>Adhere strictly to manufacturer’s safety instructions and wear the required protective clothing & equipment.</p> <p>Refer to associated Material Safety Data Sheets for further information on storage and handling.</p> <p>Date Actions Completed – Ongoing.</p> | Medium |
| Risk Control Action Taken - <i>Risk control actions noted.</i> | | | |
| 3- Eye wash station is empty in Room 105 | Failure to treat eye injuries (chemical splash) effectively | <p>Replace eye wash stocks with a fresh batch and maintain a regular check on all first aid supplies for items that have “best before” or “use by” dates</p> <p>Date Actions Completed – April 2018</p> | Medium |
| Risk Control Action Taken – <i>Eye wash station has been removed from this room. Only body treatments take place in this room, therefore, an eye wash station is not necessary. Eye wash stations are available in adjacent rooms, 104 & 106.</i> | | | |

| Beautician Rooms continued... | | | |
|---|---------------------------------|---|-----------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 4- Use of IPL/laser machines | Fire, burns, radiation exposure | <p>IPL/laser machines must be attended at all times and under constant supervision.</p> <p>Manufacturer's safety information must be conveyed to and understood by all users.</p> <p>Integrity of laser machine enclosures and housing should be checked prior to each use.</p> | Low - Medium |
| <p>Risk Control Action Taken – <i>Noted: Laser/IPL Teachers have been advised.</i></p> | | <p>Date Actions Completed – Ongoing.</p> | |
| 5- Smoke detector efficiency | Failure to detect fire/smoke | <p>Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray 'smoke detector tester' and display test date sticker on unit or service schedule (IS:3218 Fire Detection & Alarm Systems for Buildings)</p> | Ongoing |
| <p>Risk Control Action Taken - <i>Undertaken by ADT as part of the maintenance contract.</i></p> | | <p>Date Actions Completed - Ongoing.</p> | |

| Beautician Rooms continued... | | | |
|---|---|---|-----------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 6- Infrared skin heater | Eye damage Skin burn (over exposure) | Ensure all users are instructed in correct operational procedures along with the manufacturers' safety precautions. | Low - Medium |
| Risk Control Action Taken – <i>Teachers have been advised.</i> | | Date Actions Completed – Ongoing | |
| 7- Galvanic machine use | Risk to pregnancy/breastfeeding | Ensure all users are instructed in correct operational procedures along with the manufacturers' safety precautions. | Low - Medium |
| Risk Control Action Taken - <i>Teachers have been advised.</i> | | Date Actions Completed - Ongoing | |
| 8- Handling sharps | Lacerations | Ensure all users are briefed in sharps management procedures along with use of approved disposal containers. | Medium |
| Risk Control Action Taken - <i>Teachers have been advised.</i> | | Date Actions Completed - Ongoing | |

| General Offices | | | |
|---|---|--|----------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 1- Trailing electrical cables | Trips and falls | Secure all cables away from walkways and access routes. Use cable ties where appropriate or cover with cable protector floor strips | Medium |
| Risk Control Action Taken - <i>Caretaking/cleaning staff monitor on an ongoing basis.</i> | | Date Actions Completed – Ongoing. | |
| 2- Prolonged Visual Display Unit (computer) use | Eye strain, repetitive strain injury, headaches, back and neck pain, etc. (only if exposure is sufficient: e.g. hours of continuous use on a daily basis) | All VDU workstations must comply with the General Application Regulations (Part 2, Chapter 5), 2007, including completion of individual VDU workstation risk assessments. Instruct users in proper posture and workstation set-up / layout Continuous workstation activity should be broken up to allow for changes in posture, standing up, walking around, etc. Refer to Appendix 4 for further guidelines. | Low - Medium |
| Risk Control Action Taken - <i>Information contained in this Safety Statement has been circulated to all staff and staff advised to note Appendix 4.</i> | | Date Actions Completed – Ongoing. | |
| 3- Electrical extensions (and adapters) in use | Fire or electrocution from overload | Ensure power demand never exceeds supply. Check cable regularly for any damage and ensure all extensions / adapters are fused. Check residual circuit devices (RCD's or 'trip-switches') are operable and maintained. | Ongoing Awareness |
| Risk Control Action Taken - <i>Caretaking/cleaning staff monitor on an ongoing basis.</i> | | Date Actions Completed – Ongoing. | |

| General Offices continued... | | | |
|--|---|---|---------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 4- Changing high ceiling lights | Falls from a height causing fractures, concussion, etc | Utilise a mobile scaffold (or scissors lift) for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option. Preferably get competent contractors (with secure access to height) to complete task. | Medium - High |
| Risk Control Action Taken – <i>Caretakers have been advised.</i> | | Date Actions Completed – Ongoing | |
| 5- Photocopier “non-routine” use (changing toner, unblocking, etc) | Carbon monoxide from toner. Fire if heat accumulation is excessive. Cuts/grazes or electric shock when clearing paper jams. Ultraviolet light exposure. | Use in well ventilated areas. Avoid contact with toner and keep lid closed when in use. Isolate electricity before opening | Low |
| Risk Control Action Taken - <i>Noted: caretakers are responsible for replacing toner and clearing jams.</i> | | Date Actions Completed – Ongoing | |

| Electrical Store & Boiler Area | | | |
|--|---|--|----------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 1- Servicing of gas boiler system | Explosion, fire | Only competent (registered and approved) boiler maintenance personnel should be used for servicing boiler equipment. Seek contractor Safety Statement and Method Statement prior to work commencing | Ongoing |
| Risk Control Action Taken – <i>Servicing undertaken by Masterair as part of the maintenance contract.</i> | | Date Actions Completed – Ongoing. | |
| 2- Gas sensor (operability) | Failure to operate in event of gas leak | Ensure gas sensors are checked / tested regularly | Medium |
| Risk Control Action Taken - <i>Servicing undertaken by Masterair as part of the maintenance contract.</i> | | Date Actions Completed – Ongoing. | |
| 3- Smoke detector efficiency | Failure to detect fire/smoke | Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray ‘smoke detector tester’ and display test date sticker on unit or service schedule (IS:3218 Fire Detection & Alarm Systems for Buildings) | Ongoing Awareness |
| Risk Control Action Taken - <i>Undertaken by ADT as part of the maintenance contract.</i> | | Date Actions Completed – Ongoing. | |

| Overall Fire Safety | | | |
|--|--|--|--------------------|
| Specific Hazard | Potential Injury or Damage Risk | Risk Control Action | Risk Rating |
| 1- Fire drill frequency | Unfamiliarity in practical evacuation | Continue to hold fire drills at least twice yearly | Ongoing Awareness |
| Risk Control Action Taken – <i>Noted: A minimum of two evacuation drills are held each academic year.</i> | | Date Actions Completed – Ongoing. | |
| 2- Staff unfamiliarity in the use of fire extinguishers | Failure to tackle fire effectively | Ensure that designated ‘fire wardens’ are trained in the use of such equipment on a 2 yearly basis. Contact fire maintenance contractor <u>prior to each annual service</u> to schedule a demonstration session. | Medium - High |
| Risk Control Action Taken - <i>Noted: Aqua Fire Services provide maintenance and service on fire extinguishers.</i> | | Date Actions Completed – Ongoing. | |

General Emergency Access & Egress Requirements

- There should be at least two escape routes leading in opposite directions to a place of relative safety. These should require no one to travel more than 25 metres in high-risk areas and 60 metres in low risk areas to reach open air on a smoke free fire resisting corridor, stairway or lobby.
- Escape routes should be wide enough to permit all staff and students to leave the building within 2.5 minutes.
- Escape corridors, lobbies, stairways should be enclosed by a structure of half-hour fire resistance and fitted with fire resisting doors.
- Escape routes should lead directly to the open air at ground level.
- All escape routes should have emergency lighting and be well ventilated.
- Lift shafts in the building should be enclosed by fire resisting doors or shutters.
- All emergency exits should be clearly marked.
- All emergency exit routes should be free of obstruction and all emergency doors kept unlocked.

7.0 - Revision of Safety Statement

7.0 - Revision of Safety Statement

- 7.1 The Safety Statement of Blackrock Further Education Institute will be reviewed periodically by the responsible person in consultation with any required external expertise.
- 7.2 Representations made by staff members through any elected safety representative will be considered and if necessary be incorporated in the review.
- 7.3 The Safety Statement may require revision between annual reviews arising from changes in legislation or at the request of The Health and Safety Authority, and such revisions will be arranged by the Safety Officer or competent external advisor.
- 7.4 The Safety Officer will co-ordinate a safety audit to review the Safety Statement in consultation with any required external expertise.
- 7.5 The Safety Officer will review all relevant safety procedures following all accidents/incidents or dangerous occurrences.

7.6 THIS SAFETY STATEMENT AND RISK ASSESSMENT IS DUE FOR REVIEW AND UPDATE IN **MARCH 2019.**

This Safety Statement has been formulated for Blackrock Further Education Institute, by Nascon under the provisions of The Safety, Health and Welfare at Work Act (2005). The Safety Statement is a documentation of a commitment by Blackrock Further Education Institute towards managing health and safety in the workplace.

It lays down the safety policy of Blackrock Further Education Institute (including hazard identification, risk assessment, and control actions). The recommendations will not completely prevent accidents occurring but will significantly reduce the likelihood of a risk arising.

To this nature, Blackrock Further Education Institute and Nascon cannot accept responsibility for accidents that may occur due to unforeseeable circumstances.

Format - Nascon (2018)

8.0 – Staff Member Declaration

I have read the Safety Statement and understand my obligations and duties therein (*See Section 2.2 – Staff Member Responsibilities*). I understand that these obligations and duties are legal requirements under The Safety, Health & Welfare at Work Act, 2005.

| Name | Date | Name | Date |
|------|------|------|------|
| | | | |