



# SAFETY STATEMENT



School Name:

**Newpark Comprehensive School**

Address:

Newtownpark Ave.,  
Blackrock,  
Co. Dublin.

Date Compiled: 2

Revision No: 2

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**INTRODUCTION**

Newpark Comprehensive is a secondary school located in Blackrock, Co. Dublin. This school comprises of 4 buildings. The main school, Belfort House and two gate lodges. Gate lodge 1 is a storage facility and gate lodge 2 is a changing room facility for sports. This building contains 4 changing rooms, showers and toilets and a student common room attached to it.

Newpark Comprehensive is a mixed school, 857 male and female students from the ages of 12 to 18 years. The school has 126 employees/staff, maintenance, cleaning and office personnel.

The main school building comprises of 3 floors – Ground, Middle and Top

In total this building contains:

- 30 General Classrooms
- 3 Art rooms
- 2 Home Economics Kitchens and 1 sewing/textile room
- 2 Engineering/Metalwork workshops with adjoining prep room
- 2 Construction Studies/Woodwork workshops with adjoining prep room
- 1 Music room with two practise rooms connected
- 2 Computer Labs/rooms
- 5 Science Laboratories each with a prep room and chemical storeroom
- 1 Design Technology room
- 1 Staff room with kitchen area
- 1 library with 2 storage rooms
- 5 Storage rooms of different sizes
- 16 office spaces including the Principal and Deputy Principals' offices
- Toilets include students and staff toilets on each of the 3 floors as well a disabled toilet on each floor. Classroom G9 has also contains a toilet.
- 1 lift to service the 3 floors
- 3 stair wells and 1 external fire escape stairwell.
- 1 Kitchen/canteen area
- 2 Digital Coms rooms and 1 electrical room as well as a boiler room with external access.
- 1 General Purpose area

The Belfort Redbrick Building has four levels and the accommodation contains:

- 2 General Classrooms
- 4 Special Classrooms
- 1 kitchenette
- 6 office/resource rooms
- 1 Nurses room
- 1 Meditation room
- 1 lift servicing the basement/ground/first and second floors
- Toilets include staff, students and a disabled toilet.
- 2 Storage rooms (1 houses the water tank) and a boiler room with external access.

The school times when official supervision is in place is from 8.30am – 3.50pm, Monday – Friday.

Adult education classes take place on Mondays from 7pm to 9.45pm.

<b>1.0</b>	<b>MANAGEMENT OF SAFETY, HEALTH AND WELFARE</b>
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**1.1** *Statement of Health and Safety Policy*

It is the policy of Newpark Comprehensive School to comply with the *Safety, Health and Welfare at Work Act, 2005, Safety, Health and Welfare at Work (General Application) Regulations, 2007* and any other regulations that may be applicable.

The board of management will ensure so far as reasonably practicable the safety, health and welfare of employees, whilst at work, students during school hours and any contractors, or visitors to the school.

It is the policy of the Newpark Comprehensive School to ensure that adequate consultation takes place between the Board of Management and employees, on all health and safety related matters and employees are encouraged to notify the Principal of identified hazards in the workplace.

All employees have the responsibility to co-operate with the Principal and the Board of Management, to achieve a healthy and safe workplace for themselves and for the pupils attending the school.

Signed \_\_\_\_\_  
**Mr. Eoin Norton**  
**Principal**

Date \_\_\_\_\_

Signed \_\_\_\_\_  
**Robert Grier**  
**Chairman, Board of Management**

Date \_\_\_\_\_

## 2.0 ORGANISATION AND RESPONSIBILITIES

### 2.1 **Board of Management:**

The Board of Management has overall responsibility for Safety, Health and Welfare within Newpark Comprehensive School. This includes:

- Allocating resources within the constraints of the school's budget to implement safety policies within the Safety Statement. The Board of Management will ensure resources are available to provide training, as required, for employees.
- Periodically reviewing their responsibilities and that of all other persons concerned with implementing policies and procedures outlined in the Safety Statement.
- Ensuring that all contractors are capable and willing to carry out work in a safe manner in accordance with the schools policy.

### 2.2 **Principal: Mr. Eoin Norton**

The Principal is responsible for ensuring that staff under his control, are made aware of and comply with the Safety Statement and arrangements for carrying it out.

The Principal must:

- Communicate all relevant information included in the Safety Statement to employees and contractors.
- Identify safety training needs and ensuring that appropriate training is provided to employees.
- Ensure that the necessary inspections and maintenance is carried out.
- Be aware of all identified hazards throughout the school and ensure specific measures are taken to reduce the risks associated with these hazards.
- Ensure that all employees 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.
- Ensure that accident report forms are completed thoroughly and promptly for all incidents / accidents involving employees and students. Obtain and file accident investigation reports and, when necessary, ensure accident reports have been filed with the Health and Safety Authority.
- Monitor the activities of visitors and contractors on the premises to ensure their safety.

### 2.3 **Employees/Staff/Teachers**

In accordance with the requirements of *Section 13 of the Safety, Health and Welfare at Work Act, 2005*, employees have the following responsibilities:

- All employees are required to co-operate fully with all provisions taken by Newpark Comprehensive School for ensuring their safety, health and welfare and the safety, health and welfare of other employees, the students, contractors and visitors.
- All employees are required to immediately report all incidents/ accidents and dangerous occurrences to the Principal.
- All employees are required to adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided.

- All employees are required to discharge their work in a safe manner taking care of their own safety and that of the students, who may be affected by their acts or omissions.

### 3.0 STUDENTS/VISITORS & CONTRACTORS

#### 3.1 *Students / Visitors*

Newpark Comprehensive School will ensure, as far as is reasonably practicable, the safety of students, visitors and contractors while on the premises:

- All areas of the school and the grounds will be as safe as is reasonably practicable.
- All fire evacuation procedures; signage will be in place and fire exits clearly marked.
- The teacher of each class will take a roll call, and bring it with them to the assembly point, in the event of an evacuation. This roll may be an electronic record or hard copy.
- A list of all visitors or contractors on the premises will be kept at reception, in case of an emergency evacuation.
- If it is necessary for a student to leave the school for any reason during the course of the school day, a prior letter of explanation must be given to the form teacher, Year Leader, Deputy Principal or Principal before the student will be allowed to leave the school. However if a student becomes ill, the nurse arranges with the parents/guardians for the student to leave the school and notifies the reception staff

#### 3.2 *Duties of Contractors*

All contractors e.g. window cleaners etc. employed by Newpark Comprehensive School will comply with the following duties:

- Co-operate with the Board of Management, to ensure safety is maintained and relevant statutory provisions are met.
- Provide training as necessary, to ensure that employees under their control are competent to carry out work safely.
- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of the staff, students and others on the premises.
- Contractors working in Newpark Comprehensive School must not operate any plant or equipment unless they have been authorised to do so by the Principal.
- Contractors must provide the Board of Management with information regarding an injury, or accident, which has occurred on the premises and the contractor is required to report to the Health and Safety Authority where necessary.
- Contractors must complete all required inspections on their own equipment.
- Contractors must maintain the work area in good order and in a satisfactory state of cleanliness.
- Contractors must provide an assessment of risk associated with any substance, process or work activity, which may be hazardous, to the Board of Management, before work commences. Any material or substance brought onto the premises, which has health or fire risks must be used and stored in accordance with the relevant legislation.
- All plant, or equipment brought onto the grounds of Newpark Comprehensive School must be safe and in good working condition, fitted with any necessary guards and safety devices, and with necessary certificates.

## 4.0 TRAINING FOR EMPLOYEES

### 4.1 *Training for Safety*

Newpark Comprehensive School will provide such training as required by Section 8(g) of the Safety, Health and Welfare at Work Act, 2005 to safeguard the safety, health and welfare of employees. Employees will be given safety training in various aspects of safety where identified. Specifically, employees will be given the following safety training:

- All employees will receive induction training to ensure that they fully understand the hazards to which they may be exposed while at their work and the safety precautions and emergency procedures required.
- Employees who are required to lift materials will be given training in correct manual handling techniques as appropriate for their position.
- The Safety Representative/Officer will receive the necessary training as recommended by the Health and Safety Authority to carry out his role effectively.
- The nominated first aiders will be trained in occupational first aid. The first aider will attend a refresher course within a 2 year period.
- Defibrillator training will also be carried out with selected staff.

### 4.2 *Records of Training*

Training Records will be maintained by the Principal and will contain the following information:

1. Date of instruction or exercise,
2. Duration,
3. Name of instructor,
4. Name of person receiving instruction,
5. Nature and content of instruction.

### 4.3 *Induction Training*

All staff employed by Newpark Comprehensive School will receive induction training on commencement of employment. Induction Training will include the following:

- School policies / risk assessments as outlined in the safety statement,
- Location of fire fighting equipment and emergency evacuation procedure,
- Accident reporting and investigation procedures,
- First aid facilities and arrangements,
- Maintenance and security arrangements,
- Disciplinary procedures etc.



**5.0 ACCIDENT INVESTIGATION AND REPORTING POLICY****5.1 Accident Reporting**

All accidents should be reported to the Principal, who has the responsibility to:

- Investigate the possible cause or condition that triggered the accident,
- Determine any contributing circumstances, and then,
- Take positive action to remove or modify the cause to avoid similar accidents from occurring in future.

All accidents must be investigated by the Principal and Board of Management, recorded and records kept on file for 10 years.

Newpark Comprehensive School will keep accident report forms in two separate files. One file will contain accident report forms, which will record any incidents, or accidents the students are involved in. The second file will contain accident report forms recording accidents and incidents with potential for injury to staff. An Accident Report must be completed by the Principal/Nurse/First Aider as soon as possible following an incident / accident. The report made should contain the name of the staff member / student injured and sufficient detail to describe the nature and extent of the injury incurred and the body part injured. This report is then transferred by the Nurse(s) onto the National Incident Management System (NIMS) electronic data base.

Details which should be included are:

- The date,
- Time,
- Specific location,
- Description of any equipment involved,
- Accounts from other witnesses,
- Name of teacher(s) on duty,
- Name and position of person completing the report,
- Corrective action taken or proposed, and,
- Signature of person completing report.

Where a member of staff is absent from work for three consecutive days or more, the Accident Report form (see Appendix I) will be completed and sent to the Health and Safety Authority (HSA). An accident that leads to a student been absent from school may be reportable, if the accident arises out of, or is in connection with work. The Dangerous Occurrence Form will be sent to the HSA, where a Dangerous Occurrence arises, as specified in the *12th Schedule of the Safety, Health and Welfare at Work (General Application) Regulations, 1993* (see Appendix I).

Newpark Comprehensive School will follow the stated procedure in the event of an injury to a student. The parents / guardians will be contacted by a staff member as soon as possible.

If time permits, instructions concerning intervention and action to be taken should be sought from the parents / guardians. If parents cannot be contacted the Principal / Teacher will act as would a reasonable parent and seek medical assistance. The school nurse will tend to the injured student and will refer to hospital if the injury is severe.

An injured, or sick student / teacher who requires medical attention away from the school should, wherever possible, be transported by ambulance.

**6.0 FIRST AID**

Part 7 Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 concerns first aid at work. Each employee will be made aware by the Principal of the names of the occupational first aiders and the location of the first aid equipment. A list of contact numbers for the personnel to be contacted in the event of an emergency will be kept at reception and the parents contact numbers in the Principals office.

**6.1 Nominated First Aiders**

The following person(s) are occupational first aiders and have received appropriate training and certification:

- 1. Andrew Adams**
- 2. Avril Lahiffe and Nola Lambert (Nurses)**

- The first aid box will be kept in the nurses’ station. The first aid box will be stocked in accordance with guidelines issued by the Health and Safety Authority (see Appendix II).
- Each first aider will be responsible for the maintenance of appropriate first aid supplies and recording the first aid administered.
- If deemed necessary an accident report may be completed with the details of the injuries sustained and the treatment administered. This is recorded onto NIMS by the nurse.
- The school has a dedicated first aid room located in the nurses’ station.
- The first-aid box should be made of suitable material designed to protect the contents from heat, damp or dust and should be clearly identified as a first-aid container. The markings should be a white cross on a green background.
- The first aiders will receive refresher training within 2 years, before their certificate expires.

**6.2 Dispensing Medication**

If the Principal and Board of Management agree to let employees administer medication to any student attending the school, it is recommended that a policy, or action plan is in place. Medication administered must be prescribed by a general practitioner and consented by parents / guardians. Any medication, or treatment given must be recorded and parents / guardians must be informed of treatment given.

The school nurse administers medication as per nurses’ policy.

**Emergency Action Plan**

Ideally, a separate action plan devised by a student’s doctor should be available for those students who may require emergency assistance e.g. severe asthma attack, epileptic fit, diabetic, psychological disorders etc.

First aiders and / or teacher should be adequately trained in the administration of medication in an emergency situation, which are likely to arise in the school, where it is known that a student has a particular medical condition, or serious allergy.

### **6.3 Infectious Disease**

The parents must notify the School Nurse immediately, if a student is diagnosed with meningitis, or chicken pox etc. The Nurse will issue a warning notice to the staff and to parents of all the students in the school, of the outbreak and possible risk of infection. An infectious student may return to school when the school nurse has been informed by parents /guardians that the GPs advice has been followed.

## **7.0 CONSULTATION FOR EMPLOYEES**

### **7.1 Safety Representative/Officer**

The nominated Safety Representative/Officer is Andrew Adams.

The Safety Representative may be selected in accordance with *Section 25 of the Safety, Health and Welfare at Work Act, 2005, which states:*

- Employees may, from time to time, select and appoint from amongst their number at their place of work a representative or, by agreement with their employer, more than one safety representative, to represent them at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work.
- Employees may select and appoint a safety representative to represent them in consultations with regard to their safety to the Principal / Board of Management.
- A Safety representative shall have the right to information from the Principal as is necessary to ensure, so far as is reasonably practicable, the safety and health at the place of work.
- It shall be the duty of the Principal to take such steps as are practicable, to inform the Safety Representative when an inspector enters a place of work, for the purpose of making a tour of inspection.

### **7.2 Safety Committee**

Safety committee meetings will be held between the safety representative and the school management, to discuss relevant safety concerns that arise among the employees. The safety committee's duties are to monitor, regulate, review and amend the schools health and safety policy and its implementation.

### **7.3 Violence and Aggression**

Newpark Comprehensive School will take all necessary measures to protect employees and pupils from acts of violence, or aggression during the course of their work. The Board of Management will investigate any reports or complaints made by employees, or other persons affected.

### **7.4 Welfare Arrangements**

The provision of welfare facilities i.e. staff toilets required by legislation is provided in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations, 2007.*

### 7.5 *Pregnant Employees*

Newpark Comprehensive School will take all necessary steps to comply with the *Safety, Health and Welfare at Work (General Application) Regulations, 2007*:

- Employees should inform the Board of Management if they are pregnant, as early as possible in the pregnancy.
- The Board of Management should identify those aspects of the work process that may place the mother or child at risk.
- Steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

### 7.6 *Stress*

The Board of Management of Newpark Comprehensive School will take all necessary steps, to ensure so far as is reasonably practicable that employees are not exposed to excessive stress levels. Employees must approach the Principal if suffering from excessive stress levels. Measures may be taken internally to relieve their workload and to identify the origin of the stress. A policy relating to complaints of stress will be put in place.

### 7.7 *Harassment and Bullying*

The Board of Management are committed to providing a workplace free from harassment and bullying as stated in the Safety, Health and Welfare at Work Act, 2005 (Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work. An Anti-Bullying policy is in place Newpark. Please also see <https://www.newparkschool.ie/wp-content/uploads/2021/02/210120-Signed-Anti-Bullying-Policy-2020-2021.pdf>

Harassment, or bullying by any member of the staff, regardless of status, will not be tolerated. Victimisation of the complainant, and the alleged accused, or an employee, who gives evidence, will be subject to disciplinary action.

The Board of Management will not condone any behaviour relating to the adverse, differential treatment of a person due to sex, marital status, family status, sexual orientation, religion, disability, race, or membership of the traveller community.

The Board of Management will deal with any allegations of bullying. All complaints will be dealt with fairly, with discretion and as far as reasonably practicable confidentially maintained.

### 7.8 *Alcohol and Drug Policy*

The Board of Management will not tolerate the consumption of drugs, or alcohol before, or during the working period. Any employee found to be taking drugs, or alcohol will be subject to disciplinary proceedings. Any member of staff that is taking prescription drugs that may interfere with their work should inform the Principal.

Any student found to be taking, or under the influence of drug and / or alcohol will be subject to disciplinary action, in line with the Substance Use Policy as determined by the Board of Management. <http://www.newparkschool.ie/wp-content/uploads/2016/08/Newpark-substance-use-policy-2016.pdf>

## 8.0 PURCHASING

### 8.1 *Purchasing Policy*

It is the policy of Newpark Comprehensive School to take health and safety into consideration when purchasing equipment, goods or services, and to ensure that the required standards are met prior to such purchases being made. The Principal of Newpark Comprehensive School must be consulted on any purchasing decision made, which may have implications for health and safety.

## 9.0 FIRE SAFETY

### 9.1 *Fire Safety Policy*

Newpark Comprehensive School will comply with the Fire Services Act, 1981, The Safety, Health and Welfare at Work Act, 2005, The Building Control Act, 2007, The Building Regulations, 2007 and associated regulations. Suitable fire fighting equipment is available in the school (see risk assessment on fire precautions and appendix emergency contact numbers).

#### **Training of Staff in Emergency Procedures**

Staff to whom specific emergency duties have been assigned should be given appropriate instruction and training on the duties assigned in emergency procedures. This will include such things as:

- Checking specific areas such as toilets for occupancy,
- Insuring all persons have left the building(s),
- Assisting any disabled persons in exiting the building(s),
- Notifying the emergency services,
- Notifying visitors of the emergency and of the procedures to follow,
- Closing doors/windows and other openings prior to exiting the building,
- Notifying the Principal of the emergency,
- Liaison with the fire services with a view to providing relevant information,

#### **Fire Safety Register shall include:**

- Training of personnel, certificates etc,
- Evacuation drills, times dates etc,
- Fire hazard audits, weekly checks carried out by the elected fire warden and checks that have been carried out by specialist contractors,
- Regular checks will include:
  - 1) Fire alarm,
  - 2) Escape routes,
  - 3) Signage,
  - 4) Fire protection equipment, extinguishers, hose reels, smoke detectors, break glass units etc,
  - 5) All fire doors must be unlocked, easily opened, open outwards in the direction of travel, be fitted with door closers.
- Maintenance of:
  - 1) Water supply,
  - 2) Hydrants,

- 3) Electrical supply,
- 4) Fire alarms,
- 5) Fire doors,
- 6) Equipment (including electrical and gas appliances),
- 7) Fire protection equipment,
- 8) Fire suppression equipment.

**10.0****COVID19 RESPONSE POLICY, PLAN + RISK ASSESSMENTS**

The School has a [Covid-19 Policy Statement](#) (one page document) and a [Covid-19 Response Plan for the safe and sustainable operation of Post Primary Schools](#) (Version 5, August 2021, forty one page document). Both are available on the School website and the Covid-19 Policy Statement is displayed on the noticeboard in the lobby/front entrance.

- The school has two Lead Worker Representatives (LWRs) and they are Karen Clarke and Simon O'Shea. A notice about the identity of the LWRs is on the staffroom noticeboard and on the noticeboard in the lobby/front entrance. The LWRs work in collaboration with the Principal and Deputy Principals to assist in the implementation of measures to prevent the spread of Covid-19. If a staff member has any concerns or observations in relation to the Covid-19 Response Plan, control measures or the adherence to such measures by staff, students or others he/she should contact the LWR(s) in the first instance.
- In order to return to the workplace, it is practice in the school that all staff must complete a RTW form, which was last completed in August 2021.
- Personal Protective Equipment (PPE) is available to all staff at any time upon request from either Deputy Principal.
- If a student in your classroom displays signs or symptoms of Covid-19 it is practice in the school to follow the 'What to do if suspected case in classroom' document available in the Covid-19 file on the All-Staff team and attached to this email. Two isolation rooms are available in the school for students and staff. The key step for the teacher is: *Any student displaying symptoms of Covid 19 must be seen by the nurse. If you are concerned about a student in your class, you can either call for the nurse to come to the class or send the student to the nurse. Students being sent to the nurse can be sent on their own, or accompanied by another student, S.N.A. or teacher. If accompanied, masks must be worn and 2m distance maintained.*

It is practice in the school that all classroom seating plans are uploaded to the All Staff Team. These plans act as the school's **Contact Tracing Log**.

## **Covid-19 Procedure - What to do if suspected case in classroom**

**2 isolation rooms** are available for students and staff.

**Any student displaying symptoms of Covid 19 must be seen by the nurse.**

If you are concerned about a student in your class, you can either call for the nurse to come to the class or send the student to the nurse. Students being sent to the nurse can be sent on their own, or accompanied by another student, S.N.A. or teacher. If accompanied, **masks must be worn and 2m distance maintained.**

We have a **short list of students who may have difficulty wearing masks, this short list is on notice board in the staffroom.** Currently, all of the students with difficulties around masks are wearing them successfully.

The ill student must bring all their belongings to the nurse's office when coming from the classroom.

**The student's desk and chair must be sanitised.**

**The nurses have their own procedure once the student arrives at nurse's office.**

When the student is going home, the nurse will sign them out on VS Ware.

When student is being collected the parent/guardian, the parent/ guardian is asked to stay in their car and the student will go directly from the isolation room to them. Parents ought to refrain from entering the school building.

It is not recommended that the student goes home on public transport.

Siblings are allowed to remain in school at this time, as per guidelines.

The G.P. will decide whether a covid test is needed, and when the student should return to school.

H.S.E. Guidelines will be adhered to at all times, and please contact the nurses if you have any concerns.

## **Covid-19 School Risk Assessments**

Newpark School's response plan to mitigating the risk of contracting a Covid-19 illness can be found in the school's risk assessments - follow link [Covid-19 Response Plan Risk Assessments](#)

## Risk Definition and Matrix

**Likelihood Categories**

Category	Definition
1	Practically Impossible
2	Not Likely
3	Possible
4	Likely
5	Very Likely

**Severity Categories**

Category	Definitions
1	First Aid, Near Miss
2	LTA (1 Day), Medical Treatment
3	LTA (3 Day), Dangerous Occurrence
4	Single Fatality
5	Multiple Fatality

Category	Definitions
<b>Low</b>	Acceptable level of risk. Risk is controlled as far as reasonably practicable. Existing Controls to be continuously monitored.
<b>Medium</b>	Should aim to reduce risk further to <b>As Low As is Reasonably Practicable</b> . (ALARP)
<b>High</b>	Unacceptable level of risk. Hazard <b>MUST</b> be avoided or level of Risk reduced significantly & reliably by controls.

**Risk Matrix**

		Likelihood				
		1	2	3	4	5
Severity	5	LOW	MED	HIGH	HIGH	HIGH
	4	LOW	MED	HIGH	HIGH	HIGH
	3	LOW	MED	MED	HIGH	HIGH
	2	LOW	LOW	MED	MED	MED
	1	LOW	LOW	LOW	LOW	LOW



## 10.1 GENERAL PREMISES - RISK ASSESSMENTS

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
House keeping	Slips, Trips, Falls  Inability to exit in case of emergency  Unclean conditions	3	2	Medium	<p>A high standard of housekeeping must be maintained at all times. Each employee / contractor will be responsible for his or her own area ensuring that general clean up of the area takes place on a daily basis or upon the completion of work.</p> <p>All access/egress routes must be kept clear at all times.</p> <p>Combustible waste must be safely disposed of in appropriate containers.</p> <p>Materials should never be stored in positions, which would create hazards to workers. This includes storing materials at a height.</p> <p>All members of staff and contractors supervisors will monitor the work site to ensure housekeeping is maintained.</p> <p>All openings in floors, walkways, driveways etc. must be securely covered.</p> <p>Debris and materials must not be thrown or dropped from a height unless a chute is provided or other suitable safe method used.</p> <p>Employees will be expected to maintain welfare facilities and leave them as close to the way they found them as possible.</p> <p>All employees and contractors should understand the school housekeeping requirements.</p>	2	2	Low

[Type here]

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Slips, trips and falls	Personal injury to staff, pupils, contractors	3	3	Medium	<p>Newpark Comprehensive will try to maintain a high standard of housekeeping. Cleaners clean during and after school hours on a regular basis.</p> <p>All floors should be clean and slip resistant. ‘Wear and tear’ on floor surfaces must be identified and repaired as necessary.</p> <p>All spillages during the school day must be cleaned up immediately and temporary signage put in place, to indicate the hazardous area.</p> <p>Students are prohibited from running in the corridors.</p> <p>Lighting levels will be maintained. Employees will report broken fittings, failed bulbs etc., and they will be repaired, or replaced.</p> <p>Staff will ensure as far as possible that no items are stored on the floors, to cause a trip hazard.</p> <p>Students are prohibited from leaving their school bags along the school corridors. Signs are in place to inform students of this policy.</p>	2	2	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Fire Precautions	<p>Inability of employees to deal with emergency evacuation</p> <p>Inadequate fire-fighting equipment</p> <p>Blocked fire escape routes</p>	3	5	High	<p>The emergency evacuation procedures are posted throughout the school on notice boards, along the corridors and in each classroom (see Appendix III).</p> <p>Fire directional signs are conspicuously located throughout the school indicating the fire escape routes and exits.</p> <p>Fire fighting equipment includes; fire extinguishers.</p> <p>The caretaker has the key to set the control panel for the fire alarm. The Principal carries out at least one fire drill every school term.</p> <p>Smoke alarms are placed in significant locations. The smoke alarms are checked regularly.</p> <p>Fire fighting equipment will be maintained and regularly serviced by Apex Fire Safety.</p> <p>All staff must ensure that fire escape routes and fire exits be maintained and kept clear at all times.</p> <p>Notices of the designated assembly points are located in every classroom and at the exit doors.</p> <p>In the event of an emergency evacuation, the teachers will bring the attendance records to the assembly points to account for the pupils present.</p> <p>The Fire Register should contain details of all fire equipment, inspections and maintenance arrangements.</p> <p>The designated person/persons should ensure the staff room has been cleared upon evacuation.</p>	3	1	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
First Aid	<p>Inadequate training/ knowledge</p> <p>Insufficient first aid equipment</p>	4	3	High	<p><b>There are 2 Nurses employed at this school. The first aid supplies are kept in the Nurses Station. If both Nurses are not available, the First Aider, Andrew Adams or TBA will provide first aid treatment.</b></p> <p>First aid training must be provided to employee's working in the school, the first aiders must receive refresher training within a two-year period.</p> <p>Copies of the certification will be kept by the Principal.</p> <p>A list of the First Aiders will be posted beside the first aid boxes.</p> <p>The first aid box must be checked on a regular basis and restocked.</p> <p>If at any time an employee removes a component from the First Aid box, it is vitally important they notify the First Aider, so they can replenish stocks.</p>	4	1	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Cleaning operations	Slips, trips and falls Manual handling injuries Misuse of chemicals	3	4	High	<p>An inventory of cleaning chemicals stored on the premises must be kept and updated as necessary.</p> <p>The Safety Data Sheets should be kept near where the chemicals are used for reference.</p> <p>The cleaners will put up warning signage when the floors are wet.</p> <p>The cleaners provide and wear their own appropriate protective clothing e.g. overalls gloves, non-slip footwear.</p> <p>The cleaners will ensure that the equipment is in good condition and is properly cleaned and stored after use e.g. mops, brushes, buckets, etc.</p> <p>The cleaners will be instructed to report to their Supervisor if they ever discover sharps e.g. contaminated needles during cleaning operations. The Supervisor will inform the Principal immediately. The cleaners must use a syringe kit to pick up, remove and dispose of the syringe / needle.</p> <p>Paper waste can present a fire hazard. A designated secure area for paper collection is necessary in order to prevent arson or fire spread.</p>	2	1	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Security	Unauthorised access  Violence and aggression  Robbery	3	4	High	<p><b>The school has a security alarm installed. The last person to leave the school each day is responsible for activating the alarm. There is also CCTV installed in various locations throughout the school grounds. This is controlled from the Principals + Deputy Principals offices.</b></p> <p>Employees must avoid confrontation, or tackling intruders, they are instructed that the emergency services must always be contacted.</p> <p>Employees must be familiar with the procedure in dealing with intruders and know where alarm activation points and emergency contact numbers are.</p> <p>Employees should always maintain awareness of emergency exits and means of egress from the school.</p>	2	2	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Electrical Equipment	Electric shock  Tripping  Fire	3	3	Medium	<p>All fixed electrical installations are designed, installed, operated and maintained to prevent electrical danger.</p> <p>Electrical equipment owned by Newpark Comprehensive School is installed and maintained by a competent electrician.</p> <p>Working areas will have sufficient power sockets outlets and be arranged so as not to have the need for cables trailing across floors, or the use of extension cables.</p> <p>If an accident occurs, or somebody gets an electric shock, switch the equipment off and disconnect from the power supply.</p> <p>Any broken, ineffective, or damaged electrical equipment, such as loose connections and frayed cables must be reported to the Principal immediately.</p> <p>Ensure that there is clear access to switchboards, in case isolation is required in an emergency.</p>	2	1	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Manual Handling	<p>Inability to assess degree of risk.</p> <p>Muscle strains and sprains of arms, back or legs.</p> <p>Physical injuries from a falling load.</p>	4	3	Medium	<p>Employees must ensure strenuous manual handling is avoided.</p> <p>Employees must contact the caretaker if they want heavy items moved and he can use a hand trolley where necessary.</p> <p>Staff must assess loads prior to manual handling and reduce the risk of injury as far as possible. During assessing the load the access route must be free from slip, trip hazards, only light loads will be carried up the stairs.</p> <p>Employees are instructed that if they feel they are unable to lift a load they must not lift it.</p> <p>The caretaker, or employees involved in repetitive lifting will receive manual handling training if required.</p> <p><b><u>Reducing the Risk of Injury</u></b> Where it is not possible to avoid manual handling appropriate steps need to be taken to minimise the risk. The following aspects of the risk will be considered.</p> <p><b><u>The Task</u></b> The task - is it possible to:</p> <ul style="list-style-type: none"> <li>▪ Improve workplace layout to improve efficiency?</li> <li>▪ Reduce the amount of twisting and stooping?</li> <li>▪ Avoid lifting from floor level or above shoulder height?</li> <li>▪ Avoid and / or minimise repetitive handling?</li> <li>▪ Cut carrying distance or provide mobile lifting equipment?</li> </ul> <p><b><u>The Load</u></b> Can the load be made?</p> <ul style="list-style-type: none"> <li>▪ Lighter or less bulky?</li> <li>▪ Easier to grasp?</li> <li>▪ More stable?</li> </ul>	1	3	Low



				<ul style="list-style-type: none"><li>▪ Less damaging to hold? - Have you asked your suppliers to help?</li></ul> <p><b><u>The Working Environment</u></b> The Working Environment - is it possible to:</p> <ul style="list-style-type: none"><li>▪ Remove obstructions to free movement?</li><li>▪ Provide better footing?</li><li>▪ Avoid steps and steep ramps?</li><li>▪ Prevent extremes of hot and cold?</li><li>▪ Consider less restrictive clothing or personal protective equipment?</li></ul> <p><b><u>Manual Handling Training / Auditing</u></b> Training will be provided as needed and appropriate for all personnel for whom manual handling represents a significant part of their work. Assessments and ongoing reviews will be conducted for each area where manual handling represents a significant part of the work performed.</p>			
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Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Stairs	Slips, trips and falls Falls from height Blocked access route	2	4	High	Ensure stairs are kept clear from obstacles at all times. Ensure stairs are illuminated and floor covering is kept in good condition. Manual handling of heavy or bulky loads up or down a stairs must be avoided as far as is reasonably practicable.	2	2	Low

**10.2 SCHOOL ROOMS - RISK ASSESSMENTS**

<b>Activity/hazards</b>	<b>Risks</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Grade</b>	<b>CONTROL MEASURES</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Grade</b>
Classrooms	Slips, trips and falls  Inadequate maintenance of tables and chairs  Coat hooks positioned below eye level	3	2	Medium	<p>The classrooms will be kept as tidy as possible to prevent slip, trip and fall hazards during school hours. The classrooms are cleaned on a regular basis.</p> <p>All damaged tables and chairs will be adequately repaired, or taken out of service, as soon as is reasonably practicable, and discarded.</p> <p>The coats hooks must be positioned at, or above the eye level of the students.</p> <p>When other equipment is been set up in the classrooms e.g. television and video, the cables and extension cables are positioned so as to avoid risks of falls, as far as possible.</p>	2	2	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Staff Canteen / Staff Room	Slips on wet floors Cuts from knives Scalds from hot water Faulty electrical appliances Faulty electrical appliances Inadequate security	3	3	Medium	<p>Spillages of water should be cleaned up immediately. The floor should only be washed, when the area is not occupied.</p> <p>Knives will be stored in the drawers, when not in use. Knives should be kept sharp and provided with suitable handles in good condition.</p> <p>Care must be taken when pouring boiling water. If anyone burns himself, or herself they are instructed to receive first aid treatment.</p> <p>Any defects in equipment must be reported to the Janitor, and the equipment must be taken out of use i.e. washing machine, dryer etc. Maintenance must be carried out by a suitably qualified and competent person.</p> <p>All portable electrical appliances must be suitably electrically tested on a regular basis. Employees and contractors are prohibited from bringing into the work environment electrical devices, unless these have been suitably electrically tested.</p> <p>All portable electrical appliances must be suitably electrically tested on a regular basis. Staff are prohibited from bringing into the school electrical devices, unless these have been suitably electrically tested.</p>	2	2	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Equipment Store	<p>Unauthorised access</p> <p>Damage to equipment</p> <p>Trips and falls</p>	3	3	Medium	The equipment store is kept locked and access restricted to authorised personnel only.	2	1	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Main Entrance	<p>Fire</p> <p>Slips, trips and falls</p>	3	4	Medium	<p>The entrance to the school can be used as an adequate means of access to and exit from the school, in the event of an emergency.</p> <p>If a spill occurs, it will be cleaned up immediately, to minimise the risk of someone slipping on it.</p> <p>There are rubber mats at the doorway for the pupils to wipe their feet and prevent slip, trip, and falls in wet weather.</p> <p>All tripping hazards (e.g. damaged tiles) must be reported to the caretaker immediately and arrangements made to replace the tiles.</p> <p>In keeping with the National Disability Authority Guidelines access ramps for disabled people must be of a gradient no greater than 1 in 20 and not be less than the minimum width of 1mtr.</p>	2	2	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Toilets	Slips, trips and falls Cuts and lacerations Access and egress	3	3	Medium	<p>An adequate number of sanitary conveniences and washbasins with hot and cold water are provided in the school building.</p> <p>All toilet facilities provided are adequately ventilated, lighted and maintained in a clean and hygienic condition.</p> <p>In addition to the normal cleaning schedule, all blockage, leaks and spillages are alleviated and attended to, as soon as is reasonably practicable.</p> <p>All toilet furnishings and fittings must be of sound construction, adequate strength and free from patent defect.</p> <p>All damaged toilet furnishings and fittings must be adequately repaired, so as to be safe and without risk to safety, health or hygiene, or if beyond repair, they will be taken out of service and discarded.</p> <p>An adequate supply of hand drying facilities, toilet paper and waste disposal bins are supplied and maintained in all toilets.</p> <p>All wall units must be securely fixed to the wall.</p> <p>If coat hooks are present in the toilets they must be positioned at, or above the eye level of the students.</p>	2	1	Low

**10.3 Excursions – Risk Assessments**

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Excursions / Sporting Trips	Inadequate supervision	3	3	Medium	<p><i>Sports activities include games held on the school grounds outside normal school hours and at other venues and school excursions.</i></p> <p>An adequate number of teachers will be assigned to supervise the sports activity, or school excursions, which will vary depending on the number of students.</p> <p>Students who participate in school teams, or who go on school excursions should have the written permission of a least one parent / guardian. The school will provide information to the parents concerning transport, venue and supervision arrangements.</p> <p>When an accident occurs either at the school, or at another venue, the Accident Policy is followed.</p> <p>When students leave the school grounds for a sporting event, or a school excursion, where possible, the principal and parents are to be notified of any emergency that occurs.</p>	2	2	Low

10.4 Administration Office –Risk Assessments

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Office Machinery	Electrocution Burns Entanglement Fire Cuts Chemicals	4	3	High	<p><b>Office equipment in use includes photocopying machines, computers and printers.</b></p> <p><u>Safety Precautions and Controls</u>  <b>Risks are minimised by observation of the arrangements and controls set out below.</b></p> <p><u>Installation of Machines</u>                      Machines should be positioned in well-ventilated areas away from doorways.                      The main isolating switch should be accessible at all times.                      The manufacturer's manual should be available at the location of each machine.</p> <p><u>Minor Repairs</u>                      Minor repairs, such as removing blockages from the photocopier, may be carried out by staff, where clear instructions exist and the action presents no hazard.                      Whilst machines may be fitted with interlocking systems to prevent electrocution, they should still be switched off and unplugged before gaining access to the interior.                      Care is needed to avoid hot surfaces. Under no circumstances should staff use screwdrivers, or any other article to tamper with the inside of machines.</p> <p><u>Major Faults</u>                      Major faults including any electrical faults, frayed wires etc. must be reported immediately to the Principal.                      No attempt should be made by staff to repair electrical faults. In such cases the machine should be isolated until repaired by a qualified electrician.</p>	2	2	Low



				<p><u>Maintenance</u> Appropriate personnel will carry out basic maintenance of machines. This includes replenishment of toner and silicone oil. Where replacement of toner involves more than cartridge replacement, rubber gloves must be worn. The first aider should be called in the event of accidental inhalation, swallowing, or entry to eyes.</p> <p><u>Light Intensity</u> Photocopiers are provided with light covers to avoid exposure to high intensity light. Staff should ensure that covers are in place when copies are made.</p> <p><u>Chemicals</u> The use of chemicals within office areas is minimal. Chemicals include toner for the copier and general cleaning materials. Labels and instructions for use should be followed at all times and, where necessary, Safety Data Sheets will be obtained, reviewed, and maintained on file.</p>			
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<b>Activity/hazards</b>	<b>Risks</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Grade</b>	<b>CONTROL MEASURES</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Grade</b>
Filing Cabinets	<p>Trapped beneath a falling cabinet.</p> <p>Fingers trapped between a drawer and cabinet.</p> <p>Tripping over, or running into open drawers.</p>	3	2	Medium	<p>Risks are minimised by staff observing the following safe practices:</p> <p>Store heavier items in the bottom drawer.</p> <p>Start with the bottom drawer when setting up files, or after moving cabinet.</p> <p>Never open more than one drawer at a time.</p> <p>Use drawer handles when opening cabinets.</p> <p>Always close file drawers after use.</p>	1	1	Low

<b>Activity/hazards</b>	<b>Risks</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Grade</b>	<b>CONTROL MEASURES</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Grade</b>
Shelving	<p>Falling objects</p> <p>Inadequate access</p> <p>Repetitive strain injury</p>	4	3	Medium	<p>All shelving throughout the school must be of sound construction, adequate strength and free from patent defect.</p> <p>Items stored on shelving must be placed in such a manner so that they will remain stable.</p> <p>Shelving must never be overloaded with materials. Where warping occurs, the shelving must be replaced.</p> <p>Safe and free access to shelving must be provided and maintained at all times.</p> <p>The manual handling of loads on to, or down from shelving must be carried out in accordance with the Safety, Health and Welfare at Work (General Application) Regulations, 2007.</p>	1	3	Low

**10.5 Maintenance & Chemical Substances– Risk Assessments**

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Maintenance Work	<p>Inadequate training</p> <p>Non use of personal protective equipment</p> <p>Poor housekeeping</p>	3	3	Medium	<p>The caretaker carries out all the maintenance work required around the school. He is experienced, and has received instruction in all activities of his work.</p> <p>The caretaker is supplied with the necessary personal protective equipment required.</p> <p>The caretaker must wear the necessary personal protective equipment e.g. using gardening equipment, when working with chemicals etc.</p> <p>The caretaker will practice good housekeeping. All hand tools and equipment must be disconnected and stored in the workshop after each working day.</p> <p>The caretaker must report any defects in equipment, and or accidents to the Principal.</p>	2	2	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Use of Chemical Substances	Inhalation of fumes, vapours and gases  Ingestion through mouth  Slips, trips from spillage	3	3	Medium	Newpark Comprehensive School will comply with The Chemicals Act, 2008 when involved in the purchase, use, and storage of chemicals;  Chemicals will be used in well-ventilated areas.  Appropriate personal protective equipment will be worn by persons using chemicals e.g. gloves, overalls etc.  Chemicals must never be mixed unless agreed with the subsequent manufactures.  Containers must never be left exposed; they must be covered with lids on at all times and empty containers must be disposed of, in an appropriate manner.  All chemicals should be adequately labelled.  The Safety Data Sheet (SDS) for each chemical must be kept on file in a area where chemicals are stored. Safety Data Sheet can be obtained from the supplier.	2	2	Low

## 10.6 Science Rooms

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Gas	Explosions	5	5	High	Gas Shut off/isolation provided in each classroom	2	2	Low
	Leaks	5	5	High	Gas supply isolated during holidays	2	2	Low
Fire	Burns	5	5	High	Gas installation including gas detector or other automatic shut-off mechanism checked annually by competent person	2	2	Low
	Smoke Inhalation	5	5	High	Fire Blanket and foam fire extinguisher available in the lab	2	2	Low
Bunsen Burner	Burns	4	4	High	Bunsen burners placed and used away from the edge of the desk. Lighter or matches used to light Bunsen Teacher and caretaker know where to isolate Bunsen Burner and hot metal. Pupils instructed on safe use of Bunsen Burner	2	2	Low
Fire	Hair catching fire	4	4	High	Long hair tied back near lit bunsen burner, no dangling jewellery or scarves	2	2	Low
	Burns	4	4	High				

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Chemicals	Unauthorized access to laboratories	5	4	High	The laboratories and chemical stores are kept locked when not in use	2	2	Low
	Limited or poor information on hazardous chemicals in use	5	3	High	Safety data sheets (SDS) readily available for all hazardous chemicals All hazardous chemicals labelled correctly – intact and legible Acids and bases stored in corrosive cabinets, flammables in flammable cupboard and oxidisers in oxidisers cupboard	2	2	Low
	Exposure to toxic or very hazardous substances	5	3	High	Dangerous substances carefully monitored and used from the teacher's desk	2	2	Low
	Incorrect storage and poor storage arrangements	5	3	High	Chemicals stored in separate rooms which are kept locked Chemicals are stored separately as outlined above	2	2	Low
	Chemical spills and reactions in storage	5	3	High	Incompatible chemicals segregated chemicals accessed at eye level	2	2	Low
	Fire	5	4	High	Chemicals stored kept to a minimum	2	2	Low
	Out of date chemicals	5	3	High	Inspections undertaken at regular intervals, for the purposes of disposals out of date chemicals	2	2	Low
	Broken glassware	5	2	High	All glassware and storage containers examined for cracks Broken glassware properly disposed of	2	2	Low
	Contact with chemicals	5	3	High	All chemical spills properly cleaned and lab cleaned after chemical use	2	2	Low
	Inadequate administrative controls	5	3	High	General laboratory rules are understood and followed by pupils	2	2	Low
	Lack of knowledge or risks in relation to laboratory experiments	5	4	High	Particular risks identified for an experiment to be communicated to pupils Relevant sections of Safety Data Sheets conveyed to pupils Bench tops clean, organised and environs maintained to eliminate harmful exposures or unsafe conditions	2	2	Low

					Correct disposal procedures in place			
	Poor personal protective equipment (PPE)	5	4	High	Appropriate PPE available	2	2	
	Inadequate maintenance of fume cupboard	5	4	High	New fume cupboards will be fit for purpose, their use supervised and inspected and checked regularly	2	2	
	Poor hygiene controls	5	3	High	General laboratory rules are understood and followed by pupils e.g. no eating, drinking or tasting of anything in the laboratory or brought into the laboratory	2	2	
	Chemical ingestion	5	4	High	Safety bulbs must be used when using pipettes Adequate handwash facilities and eyewash station available, unobstructed and maintained	2	2	
	Lack of essential safety items in laboratory	5	4	High	Safety items to be available in each laboratory\; Fire extinguisher (CO 2 ), fire blanket, sand bucket, first aid kit	2	2	

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Glassware	Cuts, laceration to pupil or teacher	5	3	High	Only lab grade glassware used for experiments Glassware checked for cracks, chips and weaknesses before use Damaged glassware to be disposed of	2	2	Low
	Glassware breaking when trying to release seized stoppers and stopcocks, forcing glassware into bungs	5	3	High	Only teacher to use stoppers and bungs with glassware	2	2	Low
	Broken glassware disposed of in general waste	5	3	High	Broken glassware disposed of in a separate bin marked 'Broken glassware'	2	2	Low
	Exposure to chemicals from contaminated glassware	5	3	High	Glassware cleaned thoroughly after use Gloves used when cleaning glassware	2	2	Low



## 10.7 Metalwork/Engineering Machines Risk Assessments

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Centre Lathe (For metal cutting)	Flying waste materials in air,  Entanglement,  Cuts and abrasions.	5	3	High	<p>Safety gloves to be worn at all times while handling tools and work pieces with sharp edges to prevent cuts and abrasions to hands and fingers.</p> <p>Wear tight fitting clothes/apron, tie back long hair and remove jewellery to prevent entanglement.</p> <p>Guards fitted over rotating parts should be secure.</p> <p>Emergency stop button fitted to this machine in case of an emergency.</p> <p>During maintenance and cleaning work, ensure the machine is electrically isolated, using lock out, tag out system.</p> <p>When lifting tools and equipment, ensure to carry out proper manual handling techniques.</p> <p>Supervision over students using this equipment must be supplied at all times. Staff and students must be competent in using this machine.</p> <p>Ensure signage in place at this machine for PPE requirements and safety procedures to be adhered to.</p>	2	2	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Milling Machine	Cuts, Rotating equipment, Electric shock, Flying debris, Noise.	5	3	High	<p>Always ensure the machine is switched off before making adjustments to the machine especially when adjusting speeds.</p> <p>Hazard check all guards are in position before turning on the mill.</p> <p>Ensure the chuck/tool holder and vice are firmly locked before switching on the machine.</p> <p>Do not wear loose clothing or jewellery, tie back hair, always wear safety glasses and ear protection.</p> <p>Select correct cutting speed.</p> <p>Wait until the machine has stopped rotating before making adjustments or using measuring equipment.</p> <p>Do not tamper with guarding systems.</p> <p>Always remove c shaped chuck key before &amp; after use.</p> <p>Always support the work piece.</p> <p>Use cutting fluid.</p> <p>Do not wear gloves while operating this equipment.</p> <p>Always check the rate of cut and stop lengths before engaging power feed on quill feed and traversing table.</p>	2	2	Low

					Never place any part of your body inside the guarded area.			
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<b>Activity/hazards</b>	<b>Risks</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Grade</b>	<b>CONTROL MEASURES</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Grade</b>
Drilling Machine	Entanglement, Injury to hands, Flying materials, Back injury, Burns, Explosion, Fire hazards, Noise.	5	3	High	Operators must be properly instructed in the safe operation and characteristics of the machine and the materials involved.  Safe handling of the work piece when drilling and the position of the hands relative to the work piece.  The drilling machine must not be modified to perform tasks beyond its design specification.  The drilling machine must be operated in accordance to manufactures instructions.  Wear ear protection at all times while operating this machine.  A drill chuck card must be used at all times as a protective measure.  Chuck key, if used, must be removed immediately after tightening the chuck.	2	2	Low

				<p>Ensure the drill speed matched the cutting tool diameter.</p> <p>Work piece must be securely held with a drill vice or clamped to the table.</p> <p>Under no circumstances should n operator bend down near this machine while it is in operation.</p> <p>Eye protection is mandatory.</p> <p>Wear close fitting clothes, tie back long hair, wear sturdy footwear and remove all jewellery.</p> <p>Do not leave the machine running unattended.</p>			
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Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Power Saw	Cuts, Burns, Sprains & strains, Hearing loss, Flying grit and dust, Respiratory problems Eye injury, Electrocutation (Electric saws), Carbon monoxide poisoning (Gas powered saws).	5	3	High	<p>Operate this tool according to manufactures instruction.</p> <p>Keep blades sharp, clean, and oiled. Inspect blades for cracks.</p> <p>Wear goggles or safety glasses with side shields. Do not wear jewellery, such as chains. Do not wear loose clothes. Long hair to be tied inside your hard hat. Wear hearing protection.</p> <p>Do not cut unless you have a clear work area and solid footing. Keep other people away from the saw when you are using or refuelling it.</p> <p>Do not dry-cut masonry or stone. Cutting brick, cement, concrete, or stone can make a lot of dust and there can be silica in it. Wet-cutting is the best way to control dust. Local-exhaust ventilation can capture the dust at the blade. As a last resort, wear a respirator. Proper selection and fitting of respirators, medical screening to be sure you can wear a respirator, and worker training to use respirators.</p> <p>An electric saw needs to be double-insulated. Unplug the saw before you change a blade. If you are cutting toward any wires, make sure they have been disconnected.</p> <p>Make sure the saw blade is not touching anything before you turn it on. Keep the blade guard and other safety devices on the saw. Make sure the blade guard goes back to the fully guarded position after you cut. To start a saw with a starter cord, put one foot on the back handle, put one hand on the top handle to keep the blade off the surface, and use the other hand to pull the cord.</p>	2	2	Low

				<p>What you cut can catch fire from friction. A spark from a saw can ignite any gasoline leaking from the saw. Make sure there are no fuel leaks and the fuel cap is tight. Turn off the saw and let it cool down before you refuel it.</p> <p>When you can, put your work on a solid surface at waist height. Try not to work bent over or in other awkward positions.</p> <p>If you use a gas-powered saw where there is not a lot of fresh air, carbon monoxide can be fatal. You cannot see or smell carbon monoxide gas. Fans can help keep fresh air coming in, but fans are not always enough. If you can, use an electric saw instead of a gas-powered saw. A trained person should monitor the air with special equipment while the work is done.</p>			
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Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Abrasive Wheels (Grinding machine)	<p>Bursting of the wheel or disc.</p> <p>Injuries from flying particles.</p> <p>Dusts from certain types of materials.</p> <p>Electric shock.</p> <p>Noise, Fire</p>	5	3	High	<p>Ensure the disc or wheel is mounted correctly. This must only be done by a competent, appointed person.</p> <p>The machine must be regularly serviced to ensure that the speed of the machine spindle is correct.</p> <p>Guards must be fitted to all abrasive wheels and kept in position.</p> <p>Eye protection must be worn when using abrasive wheels.</p> <p>Ensure protection is provided against hazardous dusts, which may be generated.</p> <p>Hearing protection should be worn where necessary.</p> <p>All machines should be inspected regularly to ensure they are in good condition, this applies especially to electrically operated machines and associated power cables.</p> <p>Sparks from loose particles can cause fires or explosion if near to flammable materials. Ensure the work area is clear of such materials and also of people who may be affected by such sparks</p>	2	2	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Polishing Machine	Over extension, Repetitive motions, High force vibration, Slips from using wet cleaning, Trips from cables trailing, Chemical hazards from cleaning solutions, Back injury, Electric shock.	5	3	High	Ensure machine is in good working condition. Regularly inspections / services to be carried out to ensure electrical safety and minimal vibration. Replace all older equipment that give rise to vibration hazards and poor working order. Wear appropriate PPE while handling chemicals. Refer to the Safety Data Sheet for chemicals used in the cleaning process. Ensure all chemicals are labelled. Visually inspect cables to ensure they are in good condition, that insulation is intact and not split. If cable insulation damaged or cable itself damaged, remove from operation immediately. Manual handling training to be provided to all personnel. Proper manual handling techniques to be adhered to when lifting equipment. Keep cables away from areas of work to ensure trip hazards do not occur. Wear appropriate footwear while carrying out wet cleaning. Procedures to be put in place for wet cleaning and use of chemicals safely.	2	2	Low



Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Welding	Fire, Eye injury, Burns, Fumes, Asphyxiation, Explosion, Manual handling.	3	2	Medium	<p>Only trained and authorised operatives will use welding equipment.</p> <p>Flashback arresters will be fitted to all fuel gas regulators.</p> <p>Assessments of risks to health from welding, cutting or burning operations must be available before work commences. No painted metal will be cut or welded until advice is obtained from the Safety Supervisor on precautions required.</p> <p>No welding, cutting or burning will take place in confined spaces until advice is obtained from the Safety Supervisor on precautions required.</p> <p>Appropriate protective clothing e.g. gloves; boots, overalls, aprons, eye protection etc will be worn at all times during operations.</p> <p>Operatives should remove personal jewellery before work commences.</p> <p>Electrode holders should be disconnected before replacing the electrode.</p> <p>A hot work permit must be obtained prior to any hot work being carried out. Ensure adequate fire precautions are available before work commences and take care that any location adjacent especially below the work area is monitored for possible fires. Check the work area following completion of work for any possible smouldering debris.</p> <p>Check and maintain the equipment regularly.</p>	2	2	Low

				<p>Ensure adequate protection is provided to protect others from the work by the use of screens etc.</p> <p>Special precautions will be required if any hot work has to be carried out on any tanks or containers. The Supervisor must be contacted for advice before work commences.</p> <p>Ensure all equipment is in good condition and that all connections are correctly made to ensure that no gas leaks into the work area.</p> <p>Store equipment and gas cylinders correctly when not in use.</p> <p>Keep gas cylinders upright, and secure during use or storage.</p> <p>Ensure good ventilation during work- operations.</p>			
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Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Forge	Crush injuries, Eye injuries, Injury to hands and fingers, Noise, Trips and falls, Respiratory problems, Burns.	5	3	High	<p>Establish an effective inspection and maintenance program.</p> <p>Provide a guard of substantial construction, where practicable, to the rear and side of the press to prevent bodily access to the dangerous parts of the machine.</p> <p>Suitably mark, identify and locate emergency stops so that they are readily seen and can be conveniently accessed by all operator positions.</p> <p>Substantially shroud any mechanical foot pedal or foot switch to prevent accidental activation.</p> <p>Provide oil swabs, or hand die lube spray devices or scale removers (if required). Make these devices long enough to enable the employee to reach within the vicinity of the die without placing a hand or arm between the dies.</p> <p>Provide a barrier, where practicable, to stop flying hot scale from striking the operator.</p> <p>Provide personal protective equipment, such as: Eye protection, Leather gloves, Protective clothing.</p> <p>Assess and arrange the layout of the work area so as to eliminate slip and trip hazards; e.g. installation of non-slip pressed metal flooring and adequate lighting in the work area.</p> <p>Ensure the press is installed or anchored to prevent subsequent movement from its location.</p>	2	2	Low

				<p>Provide personal protective equipment, such as: Safety footwear, Hearing protection, Respiratory protection.</p> <p>Identify and, where practicable, guard all hot surfaces. Appropriate signage should be prominently displayed to prevent bodily contact.</p>			
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Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Brazing Hearth	Respiratory problems,  Burns.	5	3	High	<p>Before anyone uses the brazing hearth - safety training is essential.</p> <p>The brazing hearth should be well maintained and left in a safe condition after use.</p> <p>The fume extractor must always be used so that any harmful fumes are carried away safely.</p> <p>It is always advisable, when using this equipment, to assume that anything material in the hearth is hot.</p> <p>Never assume that the surface of the brazing hearth is cold as it retains its heat for a long time after being used.</p> <p>It is very important to wear appropriate safety clothing.</p> <p><b><i>When using the brazing hearth always;</i></b> Face the brazing hearth.</p> <p>Turn on the torch slowly and carefully.</p> <p>Never turn round with the torch, this is highly dangerous.</p> <p>Concentrate fully on the heating of the material.</p> <p>When finished heating the material place the torch back onto its rest.</p> <p>Never pick up materials without using tongs and wearing leather gloves.</p> <p>Allow the material to cool before moving it elsewhere in the workshop.</p>	2	2	Low

10.8 Wood/Construction Machines

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Circular Saw	Laceration, Hit by flying debris, Ingestion/Inhalation of dust, Eye injuries, Entanglement.	5	3	High	<p>Never allow your fingers to go anywhere near the blade when it is spinning even when the power is off.</p> <p>Ensure the riving knife has not been set too far behind the blade to ensure that the work piece being cut does not try to clamp close.</p> <p>You have to ensure that the extraction system is turned on and that the gate for the particular machine you are using is open. Wear a suitable dust mask.</p> <p>Wear appropriate eye protection when using this machine. Safety goggles most appropriate to prevent dust, swarf and pieces of debris entering the eye area.</p> <p>Be aware of the position of your hands and fingers in relation to the blade at all times. Also it is a good idea to have a plan of which way to let your hands fall should the work piece either jam or be suddenly snatched.</p> <p>Tie back long hair and secure loose clothing when operating this machine. The speed of rotation of the blade means that if something were to be caught then it would be "wound" down on to the blade or guard very quickly.</p>	2	2	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Planer Thicknesser	<p>Cuts and amputations to arms and hands from contact with knives,</p> <p>Back injury,</p> <p>Fire,</p> <p>Noise,</p> <p>Vibration,</p> <p>Lacerations.</p>	5	3	High	<p>Operators need to be aware of kickbacks and flying wood chips.</p> <p>The machine is very heavy. Do not move this machine by yourself. Request assistance and/or a mechanical aid.</p> <p>One person only to operate this machine at any one time.</p> <p>Use care when disposing of cleaning cloth/rag to be sure they do not create fire or environmental hazards.</p> <p>Guards must be in place and function correctly.</p> <p>The thickness planer should run smoothly, with little or no vibration or rubbing noises. Strange or unnatural noises should be investigated before operating machine further.</p> <p>Do not use thickness material less than 400mm in length.</p> <p>Do not stand behind material as it is being passed through the machine.</p> <p>Isolation procedures must be implemented when cleaning and when maintenance tasks are carried out on machine.</p> <p>Take care to avoid lacerations when carrying and installing thickness planer knives.</p> <p>Keep knives clean, sharp and properly set so that they can cut freely without undue force.</p>	2	2	Low

					Because of the size and weight of a thickness planer it is strongly recommended that only properly equipped and experienced personnel attempts the removal or relocation of the machine.			
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Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Band Saw	Flying debris, Eye injuries, Noise, Cuts/abrasions, Lacerations, Vibration.	5	3	High	<p>Read the manufacturers manual carefully.</p> <p>Make sure you understand the instructions before attempting to use any tool or machine.</p> <p>Learn the applications and limitations before use.</p> <p>Securely anchor the band saw to the floor (or a workbench of appropriate height) to reduce vibration.</p> <p>Wear safety glasses or a face shield.</p> <p>Wear hearing protection that is suitable for the level and frequency of the noise you are exposed to in the woodworking area.</p> <p>Make sure all guards are in place and properly adjusted. Ensure all band wheels are enclosed.</p> <p>Adjust blade guard height to about 3 mm or 1/8 inch above the top of the material being cut.</p> <p>Ensure the blade is tracking correctly and runs freely in and against the upper and lower guide rollers.</p> <p>Ensure the blade is under proper tension. A band saw equipped with automatic tension control is desirable.</p>	2	2	Low

				<p>Use band saw blades that are sharp, properly set and otherwise suitable for the job (e.g., the right tooth pitch; tooth form; blade width).</p> <p>Hold stock firmly and flat on the table to prevent the stock from turning and drawing your fingers against the blade. Keep hands braced against the table.</p> <p>Use a push stick when you remove cut pieces from between the fence and saw blade or when your hands are close to the blade. Keep your hands on either side of the blade - not in line with the cutting line and the blade.</p> <p>Do not use excessive force when pushing the wood past the blade.</p> <p>Do not back the stock away from the blade while the saw is in motion if the work piece binds or pinches on the blade.</p> <p>Do not stop a band saw by thrusting stock against the cutting edge or the side of a blade immediately after the power has been shut off.</p> <p>Do not remove sawdust or cuttings from the table by hand or with compressed air. Use a stick or brush.</p> <p>Do not leave a saw running unattended. Turn off the power and make sure the machine has stopped running before leaving the area.</p>			
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Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Lathe	Flying debris, Eye injuries, Back injuries, Slips, trips and falls.	5	3	High	<p>Read the manufacturers manual carefully.</p> <p>Make sure you understand instructions and are properly trained before operating a lathe.</p> <p>Wear appropriate safety glasses.</p> <p>Ensure that lathe has a start/stop button within easy reach of the operator.</p> <p>Follow job specifications for the speed, feed and depth of cut for materials being turned. Make sure all work runs true and centred.</p> <p>Centre drill work deeply enough to provide support for the piece while it is turning.</p> <p>Adjust tool and tool rest so that they are slightly above the centre of the work.</p> <p>Use a lifting device to handle heavy chucks or work.</p> <p>Inspect chucks for wear or damage. Flying pieces can be very dangerous.</p> <p>Remove chuck wrench immediately after adjusting chuck.</p> <p>Use a barrier guard when operating the lathe in semi-automatic or automatic mode.</p>	2	2	Low

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				<p>Guard all power transmission parts.</p> <p>Remove all tools, measuring instruments and other objects from saddle or lathe bed before starting machine.</p> <p>Ensure that the chip and coolant shields are in place.</p> <p>Shut off the power supply to the motor before mounting or removing accessories.</p> <p>Stop lathe before taking measurements of any kind.</p> <p>Use a vacuum, brush or rake to remove cuttings only after the lathe has stopped moving.</p> <p>Keep working surface clean of scraps, tools and materials.</p> <p>Keep floor around lathe clean and free of oil and grease.</p> <p>Do not wear gloves, rings, watches or loose clothing. Confine long hair.</p> <p>Do not lean on machine. Stand erect; keep your face and eyes away from flying chips.</p> <p>Do not place hands on work turning in the lathe.</p> <p>Do not use callipers or gauges on a work piece while machine is moving.</p> <p>Do not make heavy cuts on long slender pieces because the work could bend and fly out of the lathe.</p> <p>Do not leave lathe unattended while it is running.</p>			
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Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Mortiser	Chain cutter may kick back work piece,  Hand contact with cutters,  Dust/tool particles in eyes,  Noise,  Entanglement,  Slips, trips falls.	5	3	High	Ensure work is securely clamped to table.  Provide guarding as far as is practicable.  Wear safety glasses at all times.  Sturdy footwear must be at all times in work area.  Rings and jewellery must not be worn.  Long and loose hair must be contained.  Close fitting/protective high visibility clothing to cover arms and legs must be worn.  Hearing protection may be required for some operations.  <u>Pre-operational Safety Checks</u>  Locate and check the operation of the stop start and where fitted the emergency stop.  Check that all guards are in place.  Check the adjustment of the cutter for security.  Check that the table and work piece are secure.  Check that the chisel/drill/chain is/are in good condition.  <u>Operational Safety Practices</u>	2	2	Low

					<p>Never leave the machine while it is running.</p> <p>Machine must be at a dead stop before making adjustments.</p> <p>Allow machine to reach full speed before use.</p> <p>Fingers should be kept away from the cutting area at all times.</p> <p>Avoid applying pressure; the speed will do the cutting for you.</p> <p>One person at a time on the machine.</p> <p><u>Housekeeping</u></p> <p>Sweep the machine down and remove all.</p> <p>Leave the machine in a safe, clean and tidy state.</p> <p><u>Forbidden</u></p> <p>More than one operator at a time.</p> <p>Use of gloves or cloth to hold work. Must use appropriate clamps/vice etc.</p> <p>Use of compressed air to clean machine or person.</p>			
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Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Sharpening Machine	<p>Moving and rotating parts (blades and bits, tool disintegration),</p> <p>Movement of the work piece,</p> <p>Inhalation of fumes and dust particles.</p> <p>Electrocution from power faults, faulty equipment or incorrect use,</p> <p>Burns from hot materials or friction,</p> <p>Hand and finger injuries.</p> <p>Electrocution from equipment or cords,</p> <p>Squash, pinch and crush injuries,</p> <p>Swarf being ejected,</p> <p>Inhalation of dusts.</p>	3	3	Medium	<p><u>Pre-operational safety checks</u></p> <p>Before using the sharpener, examine the power cord, extension lead, plugs, sockets and power outlet for damage.</p> <p>Before starting the sharpener ensure that the wheel, fences, guides and attachments are secure and correctly fitted.</p> <p>Always inspect the tool to ensure that there is not anything which might damage the wheel or cause injury to the operator.</p> <p>Secure and support the tool to be sharpened using guide and appropriate clamps.</p> <p><u>When using a sharpening machine the operator should be aware of the following operating precautions</u></p> <p>Ensure operators have had instruction and training in the use of the blade sharpening machine.</p> <p>One person only to operate this machine at any one time.</p> <p>Wear PPE to protect your eyes such as safety glasses.</p> <p>Do not wear loose clothing, especially long sleeves and neck ties.</p> <p>Check the grinding machine for cracks or damage before switching the machine on. Replace damaged wheels immediately.</p>	2	2	Low

				<p>Do not operate the sharpening machine with the guard removed.</p> <p>Keep a space of 5mm between the sharpening platform guide (rail) and the grinding wheel.</p> <p>Make sure the work piece is not contracting the wheel before the switch is turned on to operate the machine.</p> <p>Before using the machine, switch it on and let it run for several minutes and watch for flutter or wobble that might be caused by incorrect installation or poorly balanced grinding wheel.</p> <p>After the correct coolant flow has been established, start the sharpening procedure.</p> <p>Sharpen the cutting edge away from the body and hold the sharpening holder with both hands.</p> <p>Slide the sharpening holder back and forth on the sharpening platform guide at a speed of about 10 times per minute.</p> <p>Use the upper surface of the grinding wheel only.</p> <p>If the grinding wheel stops during the operation, makes odd noises or begins to vibrate, switch off the sharpening machine immediately.</p> <p>Always switch off the machine and wait for the grinding wheel come to a complete stop before making any adjustment or inspection.</p> <p>Do not touch the work piece immediately after the grinding procedure, as it will be extremely hot and could burn the skin.</p> <p>The grinding wheel needs to be dried off with coolant water to prevent it causing the wheel to crack in cold weather.</p>			
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**10.9 Car Park & Outdoor Areas – Risk Assessments**

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
Car Parking	Driving without due care and attention	4	4	High	<p><b>Disclaimer notices are in place and the school does not take responsibility for the theft or damage of private property.</b></p> <p>Employees must enter and leave the premises on the correct side of the road, i.e. stay on the left. Vehicles should not exceed 10kmph.</p> <p>Employees must obey all rules regarding traffic, both pedestrian and vehicular. Parking of motor vehicles and bicycles on the premises must be in the designated locations.</p> <p>Delivery vehicles may access the grounds temporarily to deliver goods to the school; they are instructed to drive slowly and beware of pedestrian traffic.</p>	1	4	Low

APPENDICES:

APPENDIX A- Accident Report Book

**Newpark Comprehensive School**

**ACCIDENT  
REPORT  
BOOK**

DO NOT REMOVE FROM ADMINISTRATION OFFICE

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**ACCIDENT REPORT BOOK.**

Full name, address and occupation of injured person	
Signature of person making this entry and occupation/company	
Date entry made	
Date and time of accident	
Place where accident happened	
Cause and nature of accident	

Reference . NO \_\_\_\_\_

When filled out fold on **RED LINE**.



**ACCIDENT REPORT BOOK.**

Full name, address and occupation of injured person	
<i>Signature</i> of person making this entry and occupation/company	
Date entry made	
Date and time of accident	
Place where accident happened	
Cause and nature of accident	

Reference . NO \_\_\_\_\_

When filled out fold on **RED LINE**.



**ACCIDENT REPORT BOOK.**

Full name, address and occupation of injured person	
<i>Signature</i> of person making this entry and occupation/company	
Date entry made	
Date and time of accident	
Place where accident happened	
Cause and nature of accident	

Reference . NO \_\_\_\_\_

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## APPENDIX B – First Aid Contents

**FIRST AID KIT**

The following is a list of recommended supplies, which should be contained in First Aid Boxes and Kits:

MATERIALS	First Aid Travel Kit Contents	FIRST AID BOX		
		1-10 persons	11-25 persons	26-50 persons
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (Bandage Attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Medium Individually Wrapped Sterile Non-medicated Wound Dressings (approx 10 x 8 cm)	1	2	2	4
Large Individually Wrapped Sterile Non-medicated Wound Dressings (approx 13 x 9 cm)	1	2	6	8
Extra Large Individually Wrapped Sterile Non-medicated Wound Dressings (approx 28 x 17.5 cm)	1	2	3	4
Individually Wrapped Wipes	10	10	10	20
Paramedic Shears (Scissors)	1	1	1	1
Pairs of Latex Gloves	3	5	10	10
Additionally, where there is no clear running water, Sterile Eye Wash	2x20mls	1x500mls	2x 500mls	2x 500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cm)	1	1	1	1
Water Based Burns Dressing Large	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

**APPENDIX C – Emergency Contact Details**

**Emergency Contact Details**

<b>First Aider (s)</b>	<b>1. Avril Lahiffe 2. Nola Lambert 3. Andrew Adams</b>
<b>Local A&amp;E/Hospital:</b>	<b>National Children’s Hospital, 01 4142000</b>
<b>Local Doctor:</b>	<b>Dr. Penny Bleakley, Monkstown, 01 2806793</b>
<b>Local Gardai:</b>	<b>Blackrock Garda Station, 01 - 6665200</b>
<b>Local Fire Brigade:</b>	<b>Dun Laoghaire / Donnybrook, 999 / 112</b>
<b>Other:</b>	

