

Safety Statement of

Clare English Language School

Sonas
Ogonnelloe
Scarriff
Co. Clare

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1.0 Introduction

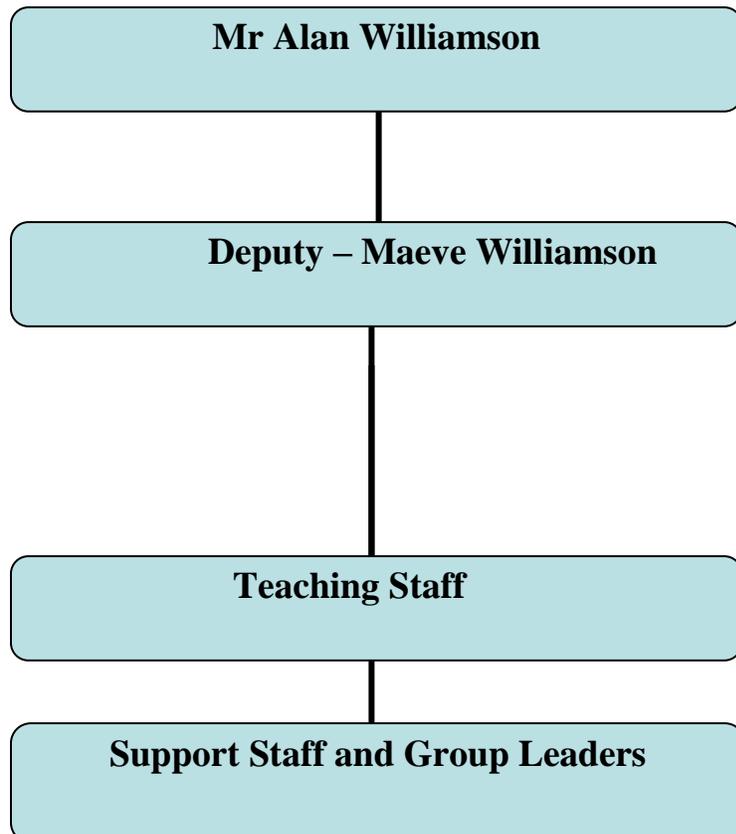
This safety statement details how Clare English Language School (CELS) manages Health and Safety. The Safety Statement specifies how the school director plans to minimise the risk of injury and ill health at work to its employees/teachers, its students, anyone affected by its business and the general public. It complies with all relevant legislation ie Safety and Welfare at Work Act 2005 and General Application regulations etc.

2.0 School Description

This is an English language school which teaches English to foreign students for approx. 6 weeks each year. The teaching takes place in Raheen Wood School and there are also after-school activities organised for the students like, surfing, set dancing, singing, drama, volleyball, tennis and shopping trips and trips to the Burren. The students are teenagers and come from different European countries and are hosted by local families while they are in Ireland. They are met at the airport on arrival by a CELS Representative and on departure they are helped with the check-in for the flight home.

These procedures and arrangements are laid down to maintain a safe and healthy working environment for all staff working with Clare English Language School and students attending the school.

Director Structure



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Emergency Telephone Nos.

Shannodoc : 1850 212989

Ambulance : 999/112

Regional Hospital Lim: 061 301111

Ennis Gen Hospital : 065 6824464

Maternity Hospital : 061 327455

Fire Brigade : 112/999

Killaloe Garda Station: 061 376242

Scariff Garda Station 061 921002

Dr. Ryan - Ballina : 061 376546

Scariff Surgery 061 921123

Caretaker of well 087-1661648

:

Health and Safety Authority 1890 289389

Cian O’Rahilly (Cooleenbridge Ltd.)

3.0 General Statement of Policy

Clare English Language School aims to act as a good employer and to conduct all aspects of its school activities in such a way as to achieve the best possible standards of Health, Safety and Welfare for its staff, students, visitors and others.

The School Director regards the successful management of health and safety as equal to all its other teaching activities. All management personnel at the School consider it as important as teaching etc. It is important that all staff and students can operate in a safe and healthy environment free from unnecessary risks to their health or safety.

The co-operation of all Staff, pupils, visitors and other service providers is vital for the promotion of health and safety within the School.

Clare English Language School will dedicate adequate resources to ensure the Safety Health and Welfare of its staff, its pupils, visitors and any other people affected by the Schools operations.

The School will do all that is necessary to observe and comply with the requirements of the Safety Health and Welfare at Work Act 2005, the General Application regulations 2007 and applicable regulations made there under and other applicable legislation.

All personnel employed by the School have a responsibility and obligation to comply with the requirements of this policy in achieving a safe place of work and to take reasonable care of themselves and others, which may be affected by their work.

The School aims are summarised below:

- To provide and maintain and manage a safe and healthy working and learning environment, safe equipment and safe systems of work for all staff, pupils and others
- To conduct risk assessments and take into account the general principles of prevention when implementing safety, health and welfare control measures necessary to reduce risk.
- To provide information, instruction, training and supervision as is necessary so as to ensure, as far as is reasonably practicable the health and safety of the employees while at work.
- To ensure the prevention of improper conduct or behaviour of its staff at work as far as is reasonably practicable.
- To prepare and maintain adequate procedures and plans to be followed in any emergency.

Guest and Visitors to our School are expected to also cooperate with School health and safety requirements and to comply with all reasonable directions given to them. They shall also report any Health and Safety issues they become aware of.

The School will review this policy annually and in the light of experience and developments. Staff are encouraged to put forward suggestions for improvements to the statement

Signed _____ Date _____

Responsible for Safety Health and Welfare

3.1 Applicable Regulatory Requirements

The Safety, Health and Welfare at Work Act 2005

The Safety, Health and Welfare at Work (General Application Regulations) 2007

4.0 Section on Responsibilities

4.1 Responsibilities of the Employer (Director)

The Employer will ensure that:

- 1.1 Adequate resources of time, personnel and finance are available for the effective implementation of the company's Safety Health and Welfare Policy
- 1.2 The provisions of this policy statement are executed at all times.
- 1.3 All personnel recruited are suitable and competent to carry out their duties
- 1.4 Adequate protection and procedures are in place to protect pupils and members of the public.
- 1.5 Prevent improper conduct and behaviour in the workplace such as bullying etc.
- 1.6 Design, provide and maintain a safe place of work that has safe access and egress.
- 1.7 Provide plant and equipment that is safe and without risk to health and ensure that it is used in accordance with regulations and inspected as required.
- 1.8 Prevent risks to employees from the use of any articles or substances and from noise, vibration, radiation or any other physical agent.
- 1.9 Plan, organise, maintain, and revise systems of work.
- 1.10 Provide and maintain adequate welfare facilities
- 1.11 Inform, instruct, train and supervise staff in a form manner and language that can be understood by all
- 1.12 Provide and maintain suitable protective clothing and equipment.
- 1.13 Report to the Health and Safety Authority any notifiable accidents and disease and dangerous occurrences
- 1.14 Obtain where necessary the services of a competent person for the purpose of ensuring the safety, health and welfare of staff pupils etc

4.2 Responsibilities of the Employees

It is the responsibility of all staff of Clare English Language School

- 1.1 To comply with health and safety legislation, to protect his or her safety, health and welfare and that of others who may be affected by their acts or omissions.
- 1.2 Ensure that he or she is not under the influence of an intoxicant to the extent of endangering his or her own or any other person's safety and health.
- 1.3 Submit to any appropriate, reasonable and proportionate tests for intoxicants in accordance with regulations under the 2005 Act.
- 1.4 Cooperate with the employer and any other person to enable them to comply with safety and health legislation
- 1.5 Not engage in improper conduct or other behaviour such as horseplay that is likely to endanger his or her safety, health and welfare or that of any other persons.
- 1.6 Attend any training and undergo assessment of the training required by the employer or that as required by safety and health legislation.
- 1.7 Follow training and instructions, make correct use of any article or substance provided for the protection of their safety and health including any personal protective equipment
- 1.8 Employees also have a duty not to endanger themselves or others and to be alert to dangerous situations
- 1.9 Employees must not carry out any tasks, which they feel they are not competent to carry out, or which involves unreasonably high risks.
- 1.10 Employees are encouraged to make suggestions, or raise concerns and are hereby consulted initially on health and safety matters
- 1.11 Employees must not intentionally or recklessly interfere with, misuse or damage anything provided for securing the safety and health of persons at work or in connection with work activities or place the safety health and welfare of any person at risk.
- 1.12 Employees must also report to the employer
 - Any defect in the place or system of work or with any article or substance used which might endanger the safety and health of employees or any other person.
 - Any contravention of safety and health legislation, which may endanger the safety and health of employees or any other person.

4.3 Responsibilities of Safety, Health and Welfare Advisor

Clare English Language School will engage the services of an external consultant to advise the Director of safety, health and welfare in the school.

He/She will

1. Advise the Director on legislation which is relevant to School activities
2. Report on accidents, incidents and/or dangerous occurrences if requested.
3. Organise training to meet identified needs
4. Advise the Director on best practice in dealing with hazards in the workplace.

4.4 Designated Safety Officer

Mr Alan Williamson is the safety officer. He should be consulted if any of the staff have queries regarding any of the safety provisions mentioned in this statement. His main duties and responsibilities are as follows:

- (a) To guide and advise on all health and safety matters.
- (b) To ensure that the School fulfils all statutory requirements in respect of Safety, Health and Welfare at Work Act 2005.
- (c) To ensure that the appropriate safety education and training to deal with emergencies are co-ordinated and carried out using both in-house and external resources, e.g. Use of Fire Extinguishers.
- (d) To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation, to ensure that they are kept up to date.
- (e) To ensure that fire protection and prevention measures are provided.
- (f) To investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notifications are properly completed. Causes of accidents shall be determined as far as practical and where appropriate, remedial action shall be specified

4.5 Safety Representative

If a safety representative is selected as is provided for under the Safety Health and Welfare at Work Act 2005, they have the following rights

1. Information: The right to all H & S information including Safety Statement and any other specific health and safety information relative to the school

2. The safety rep may make recommendations to the Director with respect to health and safety issues in the school
3. Inspect or carry out general investigations on any hazards on notice to the Director
4. Liaise with HSA inspectors when visiting the school unless inspector is investigating a specific incident. The Safety Representative may make oral or written representations to an inspector and is also entitled to receive advice from an inspector
5. The Safety Representative is entitled to time off “as may be reasonable” without loss of remuneration for two purposes (a) Acquire knowledge to carry out his or her functions (b) to carry out his/her functions
6. The Safety Representative is to suffer no disadvantage arising out of the performance of his/her duties.

The Safety Representative for Clare English Language School is Alan Williamson.

4.6 Responsibilities of Pupils

A Student shall not intentionally, recklessly or without reasonable cause—

- a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at the school,

Or

- b) Place at risk the safety, health or welfare of persons

While in the school students are therefore required

- a) to take reasonable care to protect his or her safety & the safety of any other person who may be affected by the student’s acts or omissions
- b) to cooperate with safety systems and signage in place on School grounds.
- c) not to intentionally, recklessly or without reasonable cause interfere with or misuse safety equipment
- d) Comply with all safety arrangements and procedures while at school and also at after-school activities and on trips to the Burren etc.

In addition to the above requirements The School requires all students to immediately report to any member of staff any accident resulting in loss or injury. The injured party is

also required to co-operate with the School in the investigation of the accident and the completion of the Injury or Incident Report Form.

5.0 Arrangements and Procedures

5.1 Consultation

The employer has a duty to consult his or her employees with regard to:-

- Hazard identification and written risk assessments and the Safety Statement
- Activities arising from or related to protection from and prevention of risks
- Any measures to be taken which would substantially affect safety, health and welfare
- Any notifiable accidents, ill health, diseases and dangerous occurrences at that place of work.
- The appointment by the employer of a competent person for the purpose of ensuring safety and health.
- The planning and organisation of any training
- The introduction of new technologies and the choice of work equipment particularly if they impact upon working conditions or the working environment.

Mr Alan Williamson will consult with his staff in the following way:

- Regular Safety Health and Welfare meetings, Health and Safety is an agenda item at all staff meetings.
- Daily communications between him and employees.
- Through his nominated deputy when he is not at the job.
- By notices on notice boards

5.2 Information

Mr Alan Williamson will provide Staff and others with information on hazards, risks and measures taken as regards safety, health and welfare and the procedures in the event of an emergency etc,

The following information is provided:

- The School Safety health and Welfare statement
- Posting of emergency procedures in prominent locations
- Posting of names and telephone numbers of the emergency services

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- Verbal communications with staff etc.
- Signage erected throughout the workplace

The Safety Statement will be brought to the attention of all staff at Induction and on an annual basis thereafter or when amended.

5.3 Training, Instruction and Supervision

Staff are given Safety and health training at their place of work and without loss of remuneration:-

- When first recruited
- On transfer or change of duties
- When new technology, work equipment or systems of work are introduced.
- When required by Safety and Health legislation.

All employees employed by the School Director will receive induction training to ensure that they fully understand the hazards of the work place, equipment and substances and what safety precautions and emergency procedures are required. The training shall involve an introduction to Clare English Language School's Safety Statement. Examples include Manual handling, Fire prevention, dealing with pupils and dealing with pupils who might have special needs. Specific training relative to specific specialised equipment may also be carried out. An appropriate number of staff will also be trained in First Aid.

Additional training courses will be provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency.

All employees are required to co-operate with the School Director in the implementation of its training programme

Supervision

It is the policy of Clare English Language School to carefully and diligently supervise the pupils of the school while they are at school or involved in after-school activities or on trips organised by the school

The following pointers should be carefully followed by supervising teachers in order to ensure the safety and care of children:

- The need to circulate;
- Reporting misbehaviour;
- Boundaries to be set as to what students can and cannot do;
- Off limits areas;
- Reporting hazards;

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- Organizational procedures regarding supervision at after-school activities and on excursions and day trips;

School Excursions

School tours are an important part of the student's education while in Ireland and it is imperative that all students adhere to the rules and regulations regarding these tours

- Itinerary to be outlined to the students before any trip takes place;
- Two adults travelling with all groups;
- Recommended supervision ratio is: one adult in charge of 18 children.
- Each adult should be presented with the list of pupils of whom he/she is in charge, prior to departure from school.

6.0 Safe Place of Work

The Clare English Language School Director is committed to ensuring that the place of work, access to and from it, is as safe as is reasonably practicable.

In considering safety at the workplace the following issues will be addressed:

6.1 Condition of Place of Work

Every place at which any person has at any time to work will be kept in a safe condition and safe means of access and egress from every place will be provided, this will include floors, walkways, stairs, and emergency exits. Housekeeping will be kept to a high standard.

Regular cleaning of floors and walkways will be carried out to ensure a high standard of housekeeping is maintained.

1. Lighting, Heating, Ventilation And Welfare Facilities.

These will be provided to the standards laid down in current legislation and codes of practice.

2. Noise

Noise in the School will be kept to the minimum possible all furnishings are designed to absorb sound and hence minimise its effects

3. Storage.

All storage rooms will be well laid out with heaviest objects placed in the low down shelves and the lighter objects placed higher up. Trolleys are provided for use in housekeeping tasks

4. Fire

Places of work are designed to comply with current fire legislation means of escape are provided and clearly signposted in all areas.

Adequate and suitable firefighting equipment, and training of employees is provided. See fire evacuation procedure later in this document

7.0 Safe Plant

Being a School environment, plant and equipment is kept to a minimum.

1. Electrical Safety

The Electricity Regulations and the Code of Practice on the safe use of electricity apply to all electrical installations. This includes the use of 30 MA ELCBs to protect all socket outlets where

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required and the use of low voltage hand tools and headlamps. All electric leads are checked regularly for signs of fraying etc

8.0 Safe Systems of Work

The School Director will provide

- Safe Working procedures
- School specific safety plans
- Risk assessments
- Training instruction and supervision

1. General Safety Requirements

Behaviour

All staff members are professional and there is no horseplay etc in the place of work.

Parking

Clare English Language School accepts no responsibility for any damage to vehicles sustained while parked nearby.

Manual Handling

Any person who assesses that a load they are required to lift or otherwise move is either too heavy or too awkward for them to move is to seek assistance from other persons. Any person asked for such assistance is to co-operate as far as practicable with this request. Any task that is believed by any person to be a manual-handling hazard is to be highlighted so that a risk assessment can be undertaken.

Electrical Distribution Panels

For any connections to distribution panels, an electrician must be called.

Electrical Leads

No electrical leads or extensions should be left exposed on the floor where they can form a trip hazard or they could be subject to damage from trolleys or dropped objects.

If power is required at other side of a room a permanent socket must be put in place instead of having a trailing lead across the room.

Access/ Egress

Access to all fire-fighting equipment such as fire extinguishers is kept free at all times

Welfare

The provision of welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application Regulations), 2007.

To ensure the continued welfare of employees, toilet and kitchen areas are provided, where necessary. Staff must co-operate in maintaining a high standard of hygiene in these areas.

Provision of Personal Protective Equipment

It is the policy of Clare English Language School to provide appropriate personal protective equipment and clothing and to replace it as required. This is particularly relevant for the cleaners/caretaker

2. Accident/Incident Reporting and Investigation

If an employee is absent from work for more than three calendar days due to a work related injury, it is a statutory requirement (S1 No. 44. 1993) that formal notice is given to the Health & Safety Authority on the appropriate form (available on www.hsa.ie).

All notification of accidents or dangerous occurrences to the enforcement authority of the HSA will be completed by the Clare English Language School Director.

All accidents to a person, whether or not in the employment of the School or a guest, resulting in injury, however slight, must be reported to and recorded by the School person involved and the appropriate accident reporting form filled out.

An Accident Report form is available for this purpose (shown in Appendix 2) and must be completed by the immediate superior of the person(s) involved in the accident.

This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required and as an aid in the identification of hazards so that the appropriate measures can be taken to prevent the accident from re-occurring.

Where an accident investigation is necessary, all employees are obliged to cooperate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident.

All accidents investigated will have the investigation carried out by the Director and a written report shall be prepared.

Where an accident results in a death or requires an injured person to receive treatment by a registered medical practitioner or treatment in a hospital as an in-patient or an out-patient, or a dangerous occurrence (as defined in the Safety, Health and Welfare at Work (General Application) Regulations 2007) or any other incident likely to attract the attention of the authorities occurs, then an investigation team, is to be appointed.

2.1 First Aid

Being a School it is important that first aid supplies are always at hand and below is a list of the minimum available at any one time. There are also trained first aiders on duty at all times when school is open.

First-Aid Box Contents

• Guidance leaflet	x	1
• Safety Pins	x	12
• Antiseptic Wipes	x	10
• Plaster	x	30
• Surgical Scissors.	x	1
• Gloves (pair)	x	2
• No.3 Dressings	x	3
• No.8 Dressings	x	2
• Eye Pads	x	2
• Conforming Bandage	x	1
• Triangular Bandage	x	2
• Sterile Eyewash	x	2

First Aiders

Name	Location	Phone Number
Alan Williamson	Raheen Wood Steiner NS	085 7394465

9.0 Safety Procedures

9.1 Procedure for cleaning body fluid spills

Due to the nature of school activities there may be occasions when there could be a spillage of body fluids in the School. To minimise the risk of infection it is important that all staff are trained in the following procedure.

1. Provide assistance or First Aid to person to prevent/minimise further spills.
2. Help clean the pupil/casualty.
3. Cover the spill with absorbent tissue or paper towels.
4. Block off the area of the body fluid spill to prevent further spread.
5. Put on Disposable latex gloves and carefully wipe up the spill with the paper towels and carefully place the mess in a plastic waste bag.
6. Pour a mixture of 1 part household bleach to 10 parts of water carefully on the area of the spill. Avoid splashing. The bleach and water solution should remain in contact with the spill area for at least 5 minutes.
7. Carefully wipe up the area with paper towels and avoiding dripping.
8. Double-bag all towels from the body fluids spill along with the gloves used to clean the mess and tie the bags closed.
9. All non-disposable cleaning materials used such as mops and scrub brushes should be cleaned and disinfected by saturating with bleach solution and air dried
10. Dispose of the double-bagged materials and wash your hands thoroughly with anti-bacterial soap and warm water.

9.2 Chemicals

Chemical Usage, Handling and Hazards

The only chemicals in the School are cleaning materials. All cleaning materials are stored securely in a press and are only accessed by the caretaker and cleaners. Cleaners store must be kept locked at all times

SDS must be kept in safety file for all chemicals present and the hazards adhered to at all times.

All containers (both chemical or others) must be properly labelled as to contents and hazard.

9.3 Fire and Emergency Procedure

Fire Procedures

Fire Prevention is every employee's responsibility. It is imperative that you know what to do in the event of a fire and that you know how to tackle a fire, if necessary.

All staff must familiarise themselves with the sound of the fire alarm, what action to take on discovering a fire in their area, what action to take on hearing the alarm or other warning of a fire, the method of calling the fire brigade, the fire evacuation procedure, location and operation of fire-fighting equipment and the location of your assembly point.

All fire escapes, fire extinguishers, stairs and corridors and Emergency exit doors will be checked every evening to ensure that they are clear, free from obstruction and offer unrestricted egress

The fire extinguishers will be checked yearly by fire extinguisher company.

The fire alarm is tested at regular intervals in conjunction with a staff evacuation drill

Fire Alarm is serviced annually.

Discovering a fire

If any member of staff notices any obvious signs of fire eg. Smoke, smell of burning they should immediately operate the nearest break glass unit. Any sign of fire is a potential danger to life and should not be ignored. The following points are important and must be considered before tackling a fire:

- Only tackle a fire in its very early stages. **If in doubt get out!**
- Always put your own and other people's safety first.
- Do not risk injury to fight fires.
- Make sure you can escape if you need to.
- Remember smoke can kill. If in doubt get out.
- Never let a fire get between you and your way out.
- If you have any doubt about whether your extinguisher is suitable for the fire. Do not use it – get out
- Fire extinguishers are for first aid fire-fighting only. Never tackle fire if it is starting to spread. If in doubt get out,

Raising the alarm

- On discovering an outbreak of fire contain it as best you can to prevent its spread by closing fire doors etc and raise the alarm immediately by breaking the nearest break glass unit
- The Director will then be notified
- The fire brigade must always be notified in the event of a fire incident, regardless of its size.

Calling the Fire Brigade: Reception

- Ring the fire brigade immediately by dialling 112/999
- When contacting the Emergency Services ask for the Fire brigade and explain clearly:
- The Name and address of the School

**Raheen Wood Steiner National School
Raheen Road
Tuamgraney, Co. Clare
Tel 085 7394465**

- They will repeat the name and address back, Do not hang up until they have hung up first. Explain the School is north of Tuamgraney on the road to Killaloe
- Explain exactly what has happened
- Where in the building the outbreak of fire has occurred

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- Whether anyone has been injured or trapped
- What action has been taken and directions to the School if necessary
- Take the roll book/ attendance sheet for each class
- Proceed to the nearest fire exit and meet at the assembly point in front of the church
- Do a roll call of the names on the roll book/ attendance sheet to ensure no one is left inside, report anyone that is missing

Senior Staff role (Mr Alan Williamson or his Deputy etc)

- Do a check with each teacher to verify that all their respective students are out of the building.
- Check with office staff that all visitors are out of the building
- Give the fire plan and the plans of the School to the fire officer when the fire brigade arrives.
- Report to the fire officer on the fire and if there is anyone missing or suspected missing.

Evacuation

You should leave the building by the most direct route available as soon as the alarm sounds. Do not collect any personal belongings, stop to finish work in hand or return to your work position.

- Assist people who are unfamiliar with the building
- Help pupils who are disabled or have impaired vision or hearing
- Close all doors and windows if it is safe to do so as each room or area of the building is evacuated. This will slow the spread of fire smoke and heat.
- Go immediately to your fire assembly point on leaving the building.
- At your assembly check the count of all pupils
- If you know of anyone who is missing tell the person in charge.
- Do not re-enter the building until given the all clear to do so by the Fire Brigade personnel.

Essential Points to remember

If a fire breaks out:

- Sound the alarm
- Call the emergency services remembering to give all details
- Evacuate the building
- Only fight fire if it is safe to do so.
- When tackling a fire make sure that you know the type of risks involved and select the appropriate extinguisher.
- If you are unsure which extinguisher to use or how to use it, get out
- Go to your fire assembly point and report to the person in charge,

Fire Drills

Fire drills may take place during the summer school on an ad hoc basis. A record of these fire drills is maintained on file.

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10.0 Safety Policies

1. Anti-Bullying Policy

In accordance with the general duties in Part 2 General Duties, of the Safety, Health and Welfare at Work Act, 2005, and Section 12 of the Employment and Equality Act 1989 and the Report of the Task Force on the Prevention of Workplace Bullying, H.S.A., 2001 an anti - bullying/harassment policy is in place.

Clare English Language School is committed to providing a work environment free of any kind of bullying or harassment. This bullying and harassment policy applies to all persons involved in the School and prohibits bullying or harassment by any employee of the School, including superiors, co-workers and visitors, as well as by any person doing business with or for the School.

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 employee towards another. Sexual harassment can be defined as conduct towards another person that is sexual in nature. Examples of sexual harassment include:

- Sexual gestures; displaying sexually suggestive material, such as pictures or sending suggestive or sexually explicit correspondence;
- Unwelcome sexual comments or jokes;
- Unwelcome physical conduct, such as unnecessary touching, pinching etc.

Racial harassment

Is unwanted behaviour of a racial nature by one employee towards another.

Examples may include:

- Abusive language, mockery or racist jokes
- Display or circulation of racially offensive material
- Racial name calling
- Intrusive or persistent questioning about a person's racial or ethnic origin, culture or religion
- Exclusion from normal workplace conversation or social events i.e. frozen out.

Bullying

Is defined as repeated verbal, psychological or physical aggression by an individual or group against others that could be regarded as offensive, humiliating or intimidating. Any such activity is viewed as an act of misconduct.

Examples may include:

- Manipulating the victim's reputation by rumour, gossip and ridicule;
- Social exclusion or isolation;
- Preventing the victim from speaking by voicing loud criticisms or obscenities;
- Manipulating the nature of the work or the ability of the victim to perform their work, e.g. by overloading, withholding information or setting meaningless tasks;

Clare English Language School deplores all forms of harassment and seeks to ensure that the working environment is comfortable and secure for all its employees.

The person responsible for this Policy is the Director of **Clare English Language School**, but it is the responsibility of all staff to ensure the day-to-day practical application of the policies.

Where informal methods fail and harassment persists, employees are advised to bring a formal complaint and should do so in writing.

Staff members are advised to remember to;

- Always give an accurate account of what happened and clearly state your grievance.
- At all stages in the grievance procedure the employee should be aware that they have the right to be accompanied by another member of the staff.
- Every attempt will be made to resolve the grievance issue speedily and appropriately.
- The employee has a right to copies of meeting minutes taken at all stages of the procedure.
- The Director of **Clare English Language School** will remain neutral throughout the grievance procedure and is available to any party who needs advice.
- Although grievances are often solved verbally, it is advisable to keep some form of written record of minutes taken if a case is ever appealed or referred to a third party.

CLARE ENGLISH LANGUAGE SCHOOL will immediately undertake an effective, thorough and objective investigation of the harassment allegations. Once the investigation is completed and determination is made regarding the alleged harassment/bullying, the result is communicated to the employee as soon as possible.

Any employee who brings a complaint of harassment will not suffer for having brought the complaint; however, disciplinary action will be taken against employees whose allegations of harassment are found to have been malicious.

2. Stress Policy

The **CLARE ENGLISH LANGUAGE SCHOOL** Director 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.

Causes of stress in the workplace:

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

Safeguarding staff's 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.

The **DIRECTOR AT THE SCHOOL** will utilise the following methods of managing stress:

- Ensure that staff are 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.

3. Smoking Policy

Smoking is not allowed in any enclosed area of the workplace. This policy is in accordance with The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions.

It is the objective of **CLARE ENGLISH LANGUAGE SCHOOL** to take as far as is reasonably practical, all reasonable steps to safeguard the health, safety and welfare of all employees and to meet or exceed all relevant safety regulations and legislative requirements. In accordance with this objective **CLARE ENGLISH LANGUAGE SCHOOL** will protect all employees, Students and visitors from the discomfort and health risks associated with passive smoking.

All NO SMOKING signs are to be observed at all times.

Any employee found to be smoking and in breach of this regulation will face disciplinary measures and may be liable to instant dismissal.

4. Welfare

Employees are reminded that:

Any teacher who is under medical supervision, or on prescribed medication and who has been certified fit for work, should notify Mr Alan Williamson of any known side effects or temporary physical disabilities, which could hinder their work performance and which may be a danger to either themselves or their fellow workers or pupils. Director will arrange to assign appropriate tasks for that person to carry out in the interim.

Alcohol & Drugs

The Safety, Health & Welfare at Work Act, 2005: Requires all employees to provide safe places of work and safe systems of work. This covers the Management of staff such that drugs or alcohol consumption to carry out their work without risk to others does not incapacitate them.

The Road Traffic Act 1961 – 1995: Renders it a criminal offence for a driver to be unfit through drugs and alcohol.

- Illicit drugs and alcohol - employees are not allowed to attend their workplace to carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule would be liable to disciplinary procedures.
- Any employee who in the opinion of the School Director shows apparent signs of the effects of intoxicating liquor or drugs, will be required to leave the School immediately and will be asked to attend an independent doctor nominated by the Clare English Language School Director for a drug & alcohol test.
- Employees required to leave the premises will forfeit payment for the remainder of the day.
- In the interest of Safety and Health, the School reserves the right to carry out random Drug and Alcohol tests on any of its employees at any time. Test will be conducted in line with the procedures as outlined in the Authority's policy on Drugs & Alcohol.

11.0 PREGNANT EMPLOYEES
PREGNANT AT WORK
PREGNANT EMPLOYEES REGULATIONS 1994
S.I. No. 446 1994.

INTRODUCTION

Pregnancy is a part of normal everyday life and is not an illness. Many women work during pregnancy and return to work while they are breastfeeding. Because there are hazards in the workplace, which may affect either the health of the pregnant woman or the unborn child, the "Pregnancy Regulations " require specific protection during this period.

GENERAL REQUIREMENTS

1. 2005 Safety, Health & Welfare at Work Act.
2. Safety, Health & Welfare at Work (General Application).
3. Identification of hazards
4. Risk Assessment
5. Adequate safeguards to be put in place.
6. Consultation with employees.

To prevent damage to the foetus during the early stages of pregnancy it is vital that potential risks are part of the routine risk assessment at each workplace. This risk assessment should not be left until the pregnancy is notified.

DEFINITIONS

A Pregnant Employee:

A -woman who has given her employer a medical certificate, stating that she is pregnant.

An employee who has recently given birth..

This means an employee during the 14 weeks immediately after giving birth (A miscarriage or a stillbirth are included).

An employee who is breastfeeding:

This means an employee who is breastfeeding during the 26 weeks immediately after the birth.

Any reference to a pregnant woman in the following sections of this guide will include women during pregnancy, immediately after pregnancy and while breast-feeding.

What must an employer do?

An employer must assess the risk: this means determine:

- a) What the pregnant woman is exposed to.
- b) How often the exposure occurs and for what length of time.

Act to ensure there is no damage to health:

This means a risk of personal injury, which for this purpose means any disease or damage to a person's physical or mental condition that may have an effect on the pregnancy, or that of the unborn child.

If the assessment reveals there is a risk then the employer must inform the woman about the risk and what will be done so neither she or the unborn child will be injured or damaged in any way.

ASPECTS OF PREGNANCY THAT MAY AFFECT WORK

Apart from the hazards listed below, there are other aspects of pregnancy that may affect work. The impact will vary during different stages of the pregnancy and you will need to keep their effects under review, e.g. the posture of pregnant women changes to cope with their increasing size.

Aspects of pregnancy - Factors in work

Morning sickness - *early morning work, exposure to nauseating smells.*

Backache - *standing/manual handling/posture*

Varicose veins - *standing /sitting*

Frequent visits to the toilet - *difficulty in leaving place of work*

Increasing size - *manual handling*

Tiredness - *evening work/long hours*

Balance - *problems working on slippery surfaces*

Comfort - *problems with working in tightly fitting work areas*

Dexterity, agility speed of movement

Updated June 2015

Co-ordination, reach may be impaired due to increasing size – *Problems with working in tightly fitting work areas.*

GENERAL HAZARDS

1. Physical shocks - including blows to the abdomen.
2. Handling of a load/person.
3. Excessive heat/cold.
4. Movement and posture, which may be abrupt or severe.
5. Biological agents- including bacteria, viruses etc.
6. Chemicals.

HAZARDS SPECIFIC TO PREGNANCY

Unless the risk assessment indicates there will be no injury to the employee or the unborn child, pregnant women must not work with:

1. Rubella - unless immunised.
2. Toxoplasma.
3. Lead or lead substances.

HAZARDS SPECIFIC TO BREAST FEEDING

Unless the risk assessment indicates there will be no injury to the employee or the developing child, employees who are breast-feeding must not work with:

Lead or lead substances, which are not present in the School.

12.0 Hazard and Risk Analysis

Hazard/Risk Controls measures stated on the following pages are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are recommended to rectify this. The Hazard/Risk assessment should be reviewed at least yearly.

11.1 Risk Assessments

RISK ASSESSMENT IN PRACTICE.

The purpose and function of risk assessment may be expressed as follows:

a) To identify hazards in the workplace.

A hazard is anything with the potential to cause harm to employees or others, including members of the public. This includes injury and ill health, loss of production and damage to plant, goods, property or the environment. The workplace, operations, tasks and processes need to be examined for foreseeable hazards.

b) To assess and evaluate the risk from the hazard.

"Risk" is the likelihood that the harm from a particular hazard is realised.

Risk is expressed as: **Likelihood of Occurrence x Hazard Severity.**

Need to identify the potential of the hazard being realised, and the potential consequences if the risk occurred.

c) Development of Preventative / Control measures

Examine the existing measures in place to control the risk and assess and develop further measures to eliminate or reduce the exposure of the population to the risk.

The General Principles of Prevention as outlined in the Safety, Health and Welfare at Work Act 2005 schedule 3 must be applied when assessing and developing preventative measures and include;

- (1) The avoidance of risks
- (2) The evaluation of unavoidable risks.
- (3) The combating of risks at source.
- (4) The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health
- (5) The adaptation of the place of work to technical progress.

- (6) The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
- (7) The giving of priority to collective protective measures over individual protective measures.
- (8) The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- (9) The giving of appropriate training and instructions to employees.

11.2 Ranking Risks

In order to ensure that hazards with the greatest risks are addressed first it is necessary to be able to rank those risks.

The method chosen for Risk Assessment is a descriptive method. Two factors were taken into consideration for the Assessment of each risk. These are Likelihood of Occurrence and the Consequence of Occurrence.

Likelihood of Occurrence	Consequence of Occurrence
(1) Never	1. Trivial
(2) Rarely	2. Minor Injuries, e.g. Cuts and Bruises
(3) Occasionally	3. Medium Injury, e.g. Burn, Cut requiring stitches
(4) Often	4. Major - Breakage of limb / Serious back injury
(5) Always	5. Death / Loss of one or more limbs

Once hazards are assessed in terms of likelihood and consequence a risk level can be expressed.

Risk level = Likelihood x Consequence

The table below illustrates the level of risk is determined as follows:.

Consequence		Trivial	Minor injury	Medium injury	Major injury	Death
Likelihood	Never	LOW	LOW	LOW	MED	MED
	Rarely	LOW	LOW	LOW	MED	HIGH
	Occasionally	LOW	MED	MED	HIGH	HIGH
	Often	MED	MED	HIGH	HIGH	HIGH
	Always	MED	MED	HIGH	HIGH	HIGH

The actions to be taken at this stage are documented in the table below.

RISK LEVEL	ACTION AND TIMESCALE
LOW	No immediate action required but should be assessed again after a 6-month interval.
MEDIUM	Efforts must be made to reduce the risk, but the cost of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
HIGH	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.

11.3 The Risk Assessment Form

There is a need to assemble all the pertinent information regarding the Risks and Hazards of the task being assessed in one place. The Risk Assessment Form is used so that it can act as an aid to making the assessment and create a written record of that assessment process. It is largely self-explanatory.

The person carrying out the assessment should complete the various boxes (frequently there may be nothing to insert in some of them). Do not go into vast detail. Do not be concerned with the trivial. The whole picture of the real hazards of the task should then be clear.

Each hazard will then require a corresponding control measure that will realistically reduce the likelihood of that hazard-causing harm.

Once each hazard has been controlled and the likelihood reduced then you may assess that the risk is acceptable.

Risk Assessment is not an end in itself. It is simply a tool that allows the Company to evaluate dangers to their work force and consequently take suitable measures to protect them from these hazards.

Because the workplace is constantly moving it will be necessary to reassess whenever there is a change to any of the significant points of the assessment. This might be a change of personnel, location, equipment, supervision, weather and so on.

Young Persons

Particular attention must be paid to risk assessments made with regard to persons under the age of 18 years. No young person is to be employed where the work:

- i. Is beyond their physical and/or mental capacity;
- ii. Involves exposure to certain hazardous substances or agents, including ionising radiation, carcinogens, temperature extremes, noise or vibration;
- iii. Where there is a risk of accidents that are unlikely to be perceived by young persons.

12.0 Risk Assessments in Landscape.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

All areas.						
ASSESSORS: Alan Williamson and Brendan McAuliffe						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Access and Egress	Slips, trips and falls. Fractures, Abrasions and cuts. Trapping in fire.	Employees, Visitors, Students	Walkways kept clear and well maintained. Ample lighting installed. Exits clearly identified	All Low	Director Employees, Teachers	
Fire	Burns, smoke inhalation and damage to property	Employees, Visitors, Students	Compliance with Fire Certificate. Fire risk assessment and fire drills carried out. Fire extinguishers. Staff training and fire exits clearly identified. Fire equipment serviced annually	All Low	Director Employees, Teachers	
Electricity	Shock, burns, electrocution Fire, damage to property. Explosion.	Employees, Visitors, Students	Installation conforms to current legislation. Maintained in good Condition. Routine inspections carried out. Additional work carried out by authorised electrician only.	All Low	Director Employees, Teachers	
Chemicals	Absorption, ingestion, inhalation, Dermatitis, damage to specific organs. Eye injury from splashes. Burns from corrosives.	Employees, Visitors, Students	Controlled transport, correct storage, safe systems of work. Adequate waste disposal. Emergency procedures. Personal Protective Equipment provided (as appropriate). MSDS's. Chemical Splash apron.	All Low	Director Employees, Teachers	

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

All areas.						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Noise	Noise-induced hearing loss. Tinnitus.	Employees, Visitors, Students	Not a noisy environment If noise level is too high controls will be put in place	All medium	Director Employees, Teachers	
Manual Handling	Back injury, hernias. Fractures, crush injuries, Abrasions and cuts	Employees, Visitors, Students	Staff trained in manual handling techniques. Risk assessment carried out (for high-risk activities). Mechanical assistance provided (as identified). PPE	All Medium	Director Employees, Teachers	
VDU Equipment	Repetitive strain injury. Eye and eyesight defects. Fatigue and stress. Work- related upper limb disorders	Employees, Visitors, Students	Staff training and information. Work break and activity changes. Eye and eyesight tests (if requested), corrective appliances provided (if necessary).	All Medium	Director Employees, Teachers	

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

Office						
ASSESSORS:						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Photocopier	Electrocution. Dermatitis (Toner) Respiratory tract injury (Ozone)	Employees, Visitors, Students	Staff training and information. Regular service and maintenance Correct handling of toner. Equipment sited in well ventilated area Formal (in-house) visual inspection at regular intervals.	All Low	Director Employees, Teachers	
Paper Shredder	Electrocution. Entanglement Trapping and contact.	Employees, Visitors, Students	Staff training and information. Regular service and maintenance Formal (in-house) visual inspection at regular intervals. Combined inspection and testing as appropriate by competent person	All Low	Director Employees, Teachers	
Electrical Fan	Burns, electrocution	Employees, Visitors, Students	Self-discipline. User checks where appropriate. Formal (in-house) visual inspection at regular intervals. Combined inspection and testing as appropriate by external competent electrical Teachers.	All Low	Director Employees, Teachers	

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

Canteen						
ASSESSORS: Alan Williamson						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Cooker	Burns, Scalds	Employees, Visitors, Students	Only used by experienced staff. Fire blanket available Cooker maintained by competent person. Good housekeeping maintained around cooker at all times. Gas turned off when cooker is not being used	All Low	Director Employees,	
Kettle	Burns, scald, electrocution.	Employees, Visitors, Students	Equipment complies with legislation. Regular (contract) maintenance carried out.	All Low	Director Employees,	
Refrigerator	Burns, electrocution	Employees, Visitors, Students	Regular cleaning of internal and external surfaces. Formal (in-house) visual inspection at regular intervals. Combined inspection and testing as appropriate by external competent electrical Teachers.	All Low	Director Employees,	

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

Overnight Trip to The Burren and Burren Outdoor Education Centre, Co. Clare						
ASSESSORS: Alan Williamson						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Trip to Burren Stopping off at McDonalds and Centra Ennis Walking in the Burren Overnighting in Burren Outdoor Education Centre (BOEC)	Road traffic accident Slips, Trips and falls. Fall from cliff. Hypothermia Scalds in Kitchen at activity centre. Fire	Leaders on trip and Students	Bus maintained by competent person and driver CPC trained. All on the bus wear seatbelt, Supervised crossing the road at Centra and all stops on route. hiking boots worn in Burren walk, Single file when dropping down small cliffs, 1 person leads the students and 2 behind, Rules communicated to all on the trip. Gloves worn for washing up. Water temp controlled by thermostat. Raingear and Fleeces brought for outdoor activity. Activities reviewed in line with weather conditions. No smoking indoors allowed. All physically fit for activity. All chemicals and cleaning materials are locked away	All Low	BOEC staff; CELS Director; CELS Employees	

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

Tennis – at Killaloe Ballina Tennis Club						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Playing tennis outdoors	Falling over Hypothermia Slips trips and falls	Employees, Students	Wear non-slip sports shoes Bring rain jacket Wear sports clothing Only 4 persons per court at any one time Spectators not allowed on court Ensure rackets have handle grips	All Low	CELS Director	
Walking to the shop and back	Being hit by a car	Students	Stay on the path; go in small groups; return immediately after buying snacks. No walking on roads after curfew	All Low	CELS Director	
		Employees, Visitors, Students		All Low	Manager, Employees, Teachers	

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

Shopping trip Limerick, Galway or Dublin						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Shopping Trips to Limerick, Galway or Dublin	Getting lost Being late for the bus	Employee, Students	Students provided with map and location of bus Students have Director's mobile number Director has students' mobile numbers Departure time is both spoken and written down	All Low	CELS Director; CELS Employee	
	Being robbed	Employee, Students	Students advised to not put personal items in rucksacks. Students advised to stay in primary shopping areas	All Low	CELS Director; CELS Employee	
	Being attacked by member of the public	Employee, Students	Students have Director's mobile number Students advised to stay in primary shopping areas	All Low	CELS Director; CELS Employee	

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

Swimming at Lakeside Leisure Centre, Ballina, Killaloe, Co. Clare						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Swimming	Drowning	Employee, Students	Leisure Centre has trained lifeguards	All Low	Lakeside Leisure Centre staff; CELS Employee	
Moving around the pool	Tripping falling	Employee, Students,	Students are made aware of Leisure Centre rules, i.e. no running, no diving, one at a time down the slide	All Low	Lakeside Leisure Centre staff; CELS Employee	

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

<i>Boat trip to Holy Island – from Mountshannon Harbour</i>						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Boat trip to Holy Island	Boat leaks Rough water	Students	Boats are seaworthy and properly maintained Trip reviewed according to weather conditions Everyone wears lifejackets Boat drivers are competent. Ensure adequate supply of fuel to complete the round trip. Have alternative means of propulsion in case of Engine failure 2 boats always make the trip together.	All Low	Holy Island Tours Director of CELS	
Boat trip to Holy Island	Boat runs out of petrol	Students	Ensure there is enough fuel and an alternative means of propulsion	All Low	Holy Island Tours Director of CELS	

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

Badminton / Basketball – at Scariff Community College Sports Hall, Scariff, Co. Clare						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Playing basketball or badminton	Falling over Injuring oneself	Employees, Visitors, Students	Wear non-slip sports shoes Ensure 1 st Aide box is fully equipped and available	All Low	Employees	
Fire	Being locked in		Ensure fire exits are not locked			
Needing toilet	Needing toilet		Ensure toilets are available			
Walking to the local shop	Being hit by car; getting lost		Group stays together with Activity Leader and stays on the footpath			

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

<i>Volleyball – on school grounds</i>						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Playing Volleyball	Falling over Injuring oneself	Employees, Visitors, Students	Wear non-slip sports shoes Ensure 1 st Aide box is fully equipped and available	All Low	Employees, Teachers	

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

Pizza-making Workshop using Clay Oven						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Lighting fire Keeping fire well stoked	Getting burnt	Employees, Visitors, Students	Use firelighters; use long stick for pushing dry wood into the oven	All Low	CELS Director, Employees, Teachers	
Cooking pizzas	Fire starts outside of oven Getting burnt when putting pizzas into oven and taking them out of the oven	Employees, Visitors, Students	Have bucket of water nearby to douse fire Use flat metal shovel for moving pizzas into and out of oven so as to keep hands well away from the fire	All Low	CELS Director, Employees, Teachers	

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

<i>Pitch & Putt Golf at Woodpark Pitch & Putt Golf Course, Mountshannon, Co. Clare</i>						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Swinging golf club	Getting hit with golf club when being swung by another student	Employees, Visitors, Students	Only three students playing the same hole at any one time; explain to students to stand back when someone is swinging.	All Low	Employees	
Hitting golf ball	Getting hit with golf ball	Employees, Visitors, Students	Basic instructions on how to play are given at the start of play; Always stay behind student playing so that one cannot be hit; player or partners shout "Fore!" if ball is heading towards other people; only remain on the course when playing (no spectators)			

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

Surfing at Lahinch Surf School (LSS), Lahinch, Co. Clare						
ASSESSORS: Alan Williamson						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Walking with bare feet	Getting cut by glass	Students	Tell students to always wear footwear when walking to toilets, changing rooms or bus; supervise this to ensure this happens	All low	CELS Director, Employees, LSS Staff	
Walking around Lahinch if not able to go surfing	Drowning	Students	No swimming allowed	All Low	CELS Director, Employees, Teachers	

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

Cliffs of Moher, Co. Clare ASSESSORS: Alan Williamson						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Cliffs	Slips, trips and falls Falling from the cliff	Employees, Students	Designated pathways followed at all times No climbing over stone divide to cliff edge Warning signs at cliffs to be heeded at all times Suitable footwear worn for the trip Trip to be reviewed in line with weather conditions.	All low	CELS Director, Employees, Teachers	
		Employees, Students		All Low	Manager, Employees, Teachers	
		Employees, Visitors, Students		All Low	Manager, Employees,	

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

<i>Adventure Sports at University of Limerick Activity Centre (ULAC), Killaloe, Co. Clare</i>						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Walking along 80km/hour road from bus to gate of ULAC	Getting hit by car	Employees, Students Visitors	Leader accompanies students to and from the gate. Pedestrian routes on campus to be followed at all times.	All low	CELS Director, Employees, Teachers	

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES WORKSHEET

<i>Roller Skating at RollerJam, Limerick</i>						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Skating around rink	Falling and getting injured	Employees, Students, Visitors	Wear protective helmets and wristbands Explain rules: Skate in an anti-clockwise direction; keep moving; no horseplay/pushing/racing/playing tag/suddenly stopping Always listen to the skate marshals	All low	CELS Director, Employees, Teachers	

Ten-Pin Bowling, Fun Bowl, Ennis Road, Limerick						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Falling	Getting injured	Employees, Students Visitors	Wear footwear provided by Fun Bowl	All low	CELS Director, Employees,	

Final Farewell Evening, Pepper's Bar, Feakle, Co. Clare						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Being out on road	Getting hit by car	Employees, Students Visitors	Students are required to remain in the marquee function area for the duration of the time	All low	CELS Director, Employees, Teachers	
Falling off stage	Getting injured	Students, Employees	Students are warned of the drop to the back of the stage	All low	CELS Director, employees	

Meet & Greet of Students – Arrival at Dublin Airport, Shannon Airport & Birdhill						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Not making contact at Dublin Airport or Shannon Airport	Being lost	Students	Director has confirmed flight number, arrival time and date with parents beforehand Parents and students given full instruction for where to meet in Dublin Airport or Shannon Airport Students have photograph and mobile phone number of CELS Representative Students have photograph of Assistant CELS Representative (Dublin Airport only) CELS Representative has name, flight information and photograph of student Director has student mobile phone number	All low	CELS Representative, Assistant CELS Representative	
Not making contact at Birdhill	Being lost	Students, Employees	Students are placed on correct bus by CELS Representative (Dublin Airport only) CELS Director or employee is waiting at Birdhill bus stop at correct time Director has phone number for JJ Kavanagh Coaches to check for late arrivals	All low	CELS Representative, Assistant CELS Representative	

Meet & Greet of Students – Departure at Birdhill, Dublin Airport & Shannon Airport						
HAZARD IDENTIFICATION	RISKS ASSOCIATED WITH TASK	AFFECTS	CONTROL MEASURES	RISK LEVEL	RESPONSIBLE PERSON	ADDITIONAL CONTROLS REQUIRED
Not making contact at Dublin Airport	Being lost	Students	Director has confirmed flight number, departure time and date with students and Host Families beforehand. Students are instructed to stay on bus until last stop – Dublin Airport and to make sure to make contact with CELS Representative. Students have mobile phone number of CELS Representative. CELS Representative has name, flight information and photograph of student Director has student mobile phone number	All low	CELS Representative, Assistant CELS Representative	
Too late for check-in at Dublin Airport or Shannon Airport	Missing flight	Students	Students are brought to Birdhill in plenty of time for coach (Dublin Airport only). Students are driven in plenty of time for flight (Shannon Airport only)	All low	CELS Representative, Assistant CELS Representative	

1 Appendix 1 – Incident Report Form



Sonas
Ogonnelloe
Scariff, Co. Clare
Rep. of Ireland

Tel.: 061 923024
085 7394465
e-mail: alan@cels.ie
web site: www.cels.ie

INCIDENT REPORT FORM

Date form is completed: _____

Type of Incident:

Non Injury Incident Property Damage Fire Personal Injury Other (please give details):

Incident Details:

Date of incident: _____ *Time of Incident:* _____

Where did the incident happen? _____

Who was involved? _____

Describe what happened (Use an extra sheet of paper, if you need it):

Who witnessed the incident? _____

Was anyone injured and, if so, what were the injuries?

What action was taken and by whom? _____

If a child was involved, was a parent informed?

Yes No

Was medical attention required?

Yes No

If medical attention was needed/requested, which doctor or hospital was called?

What further action was taken, if any:

Signature of person making report _____

Date _____

Signature of person receiving report _____

Date _____

Signature of person(s) involved: _____

Date: _____

Signature of person(s) involved: _____

Date: _____

Signature of witness (if any): _____

Date: _____

4 Fire Evacuation Notice

FIRE DRILL PROCEDURE

- a) On hearing the fire alarm ring, each teacher should check if any student in his /her class has gone to the toilet or is out of the room.
- b) Students should then rise and **calmly proceed in line to** the nearest **Exit** door.
- c) Students should **walk** Smartly, Quickly and Quietly to the appointed **Fire Assembly Point**

1. BRING YOUR Attendance List WITH YOU

- a) On reaching the Fire Assembly Point, have the students stand in line and check quickly from your Attendance List if any student is missing.
- b) Remain at the Fire Assembly Point until it is ascertained if all your class is present or not.
- c) In no circumstances allow students back to a fire-hazard area to collect coats, etc.

2. FIRE ASSEMBLY POINT

The **FIRE ASSEMBLY POINT** is located in **the School Carpark**
All Classes assemble in their respective lines in the School Carpark.
The teachers responsible for those classes communicate to the
Director as regards their count.