



Institúid Bhreisoideachais  
na Carraige Duibhe

Blackrock Further  
Education Institute

# **Safety Statement and Risk Assessment**

**September 2023**

# THE (2023) SAFETY STATEMENT

*of*

## Blackrock Further Education Institute

In accordance with the requirements of

- The Safety, Health & Welfare at Work Act (2005)
- The General Application Regulations (2007)
- The Work Safely Protocol for Employers and Workers (2022)

Originally Formulated in	
March 2015	
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Compiled and updated by



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This safety policy is intended to assist in reducing the possibility of accidents and ill health by bringing identified hazards (including a risk assessment) to the attention of Blackrock Further Education Institute.

Within constraints of time and resources every effort has been made to identify hazards and recommend remedies. It is not implied that all other hazards are under control at the time of inspection.

The recommendations are advisory and final risk control decisions must be made by management of Blackrock Further Education Institute.

Document amendments and revisions are recorded below:

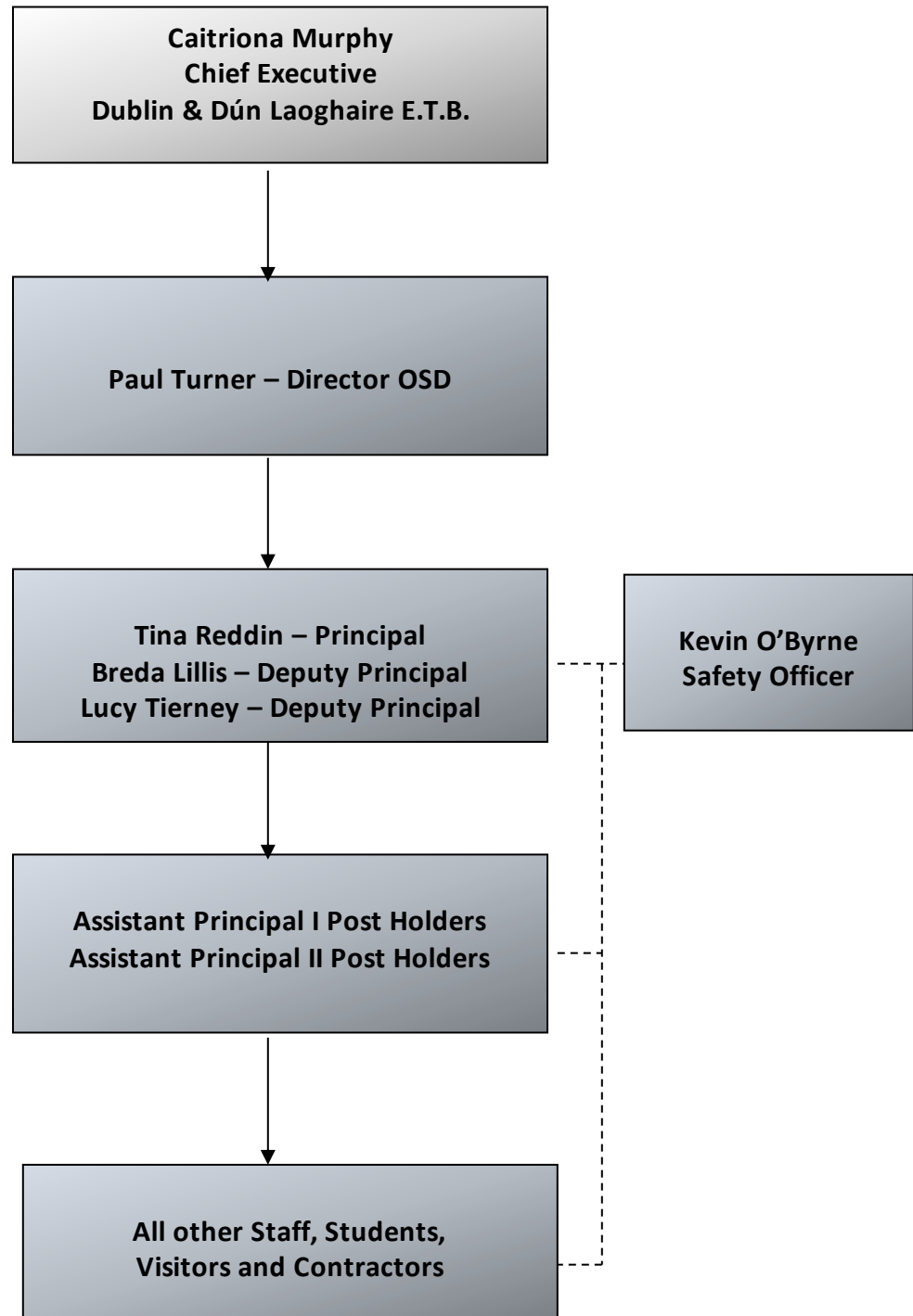
Issue Status	Date	Amendment/Revision
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Safety Statement Update 1	March 2016	Risk Assessment Update
Safety Statement Update 2	March 2017	Risk Assessment Update
Safety Statement Update 3	March 2018	Risk Assessment Update
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Safety Statement Update 7	August 2022	Risk Assessment Update
Safety Statement Update 8	August 2023	Risk Assessment Update
<b>Next Revision Due</b>	<b>August 2024</b>	

**In order to retain document compliance and quality control standards, this document may not be amended without the authorisation of Nascon.**

**The Safety Statement and Risk Assessments are for the exclusive use of Blackrock Further Education Institute and Dublin & Dún Laoghaire E.T.B. and are not to be circulated to third parties without the consent of Blackrock Further Education Institute.**

## **Safety Management Responsibility Structure Of Blackrock Further Education Institute (2023)**

All staff members have obligations under The Safety, Health & Welfare at Work Act (2005) and accordingly school management recognise their own further obligations to promote and manage safety in the workplace. The hierarchy below constitutes the safety management responsibility structure pertaining to Blackrock Further Education Institute from both a common law and statutory law perspective.



## **Safety Statement of Blackrock Further Education Institute (2023)**

### **1.0 - General Policy Statement**

#### **To each staff member, student, contractor and visitor**

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

Management will endeavour to achieve these objectives by providing adequate safety training, managing proper emergency planning, facilitating safety consultation, and provision of safe systems of work and safety conscious (competent) staff.

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

It is our intention to review this Safety Statement in the light of experience and developments at Blackrock Further Education Institute. Staff and others are encouraged to put forward any suggestions for continual improvement of the safety management system documented in this Safety Statement.

Signed \_\_\_\_\_

Date \_\_\_\_\_ 2023

**Tina Reddin**  
**Principal**  
**Blackrock Further Education Institute**

## **2.0 - Roles and Safety Responsibilities**

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

### **2.1 – Management Responsibilities**

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

#### **Dublin & Dún Laoghaire Education and Training Board**

The E.T.B. shall:

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

### **The Principal – Tina Reddin**

The Principal typically shall endeavour to:

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

### **The Deputy Principals – Breda Lillis & Lucy Tierney**

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

The Deputy Principals typically shall:

- Be fully familiar with the school's Safety Statement and ensure it is brought to the attention of all staff members.
- Support the Principal and/or Safety Officer in ensuring that the safety management system implemented within the school is functioning efficiently.
- Consider representations about health and safety from staff members.



- Ensure that regular health and safety inspections are carried out and remedial action taken where necessary.
- Review all incident/accident reports in conjunction with the Principal.

### **The Safety Officer – Kevin O’Byrne**

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

- Implementation of the health and safety policy programme in accordance with the Safety, Health and Welfare at Work Act, 2005, and in accordance with the recommendations set down in this Safety Statement.
- Review the hazard identification/risk assessment section of this Safety Statement (Section 6.2) and act upon the recommendations stated therein.
- Continuous vigilance in the area of hazard identification.
- Establish a consultative process with staff members and consult with any elected safety representative.
- Inform all staff of relevant safe work practice methods.
- Arrange a periodic review of the Safety Statement and revise accordingly.
- Ensure that all staff members receive adequate safety training, instruction and information appropriate to their tasks.
- Ensure that all staff members are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available.
- Ensure that good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed.
- Source safety information relating to hazardous substances, materials, or equipment being used in Blackrock Further Education Institute.
- Ensure that thorough and prompt investigations are carried out into all reported accidents and incidents and that an Accident Report Form is completed following any accident/incident.

### **Assistant Principal I and Assistant Principal II Post Holders**

Their main functions are;

- Assisting with the day-to-day management of health & safety in accordance with this Safety Statement.

- Assisting in drawing up & reviewing departmental health & safety procedures.
- Assisting with regular health & safety inspections of their appointed department/area and making reports to the Principal/Safety Officer on any health and safety issues identified.
- Conveying health & safety information received to relevant personnel within their remit.
- Ensuring all injuries are reported and recorded.

## 2.2 – Staff Member Responsibilities

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

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

Blackrock Further Education Institute additionally requires each staff member to immediately report to the Safety Officer (**Kevin O'Byrne**) any incident resulting in loss (e.g., equipment/property damage) or injury and any dangerous occurrence that could have resulted in loss or injury. There is also a requirement for staff to be aware of the risks (including new risks) in their immediate working environment.

### **3.0 – Safety Co-operation**

#### **3.1 – Staff Members**

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

The programme will not succeed unless each staff member co-operates fully by observing their legal safety obligations and by following safe work practices. Staff members are expected to read, understand, and work in accordance with the information and recommendations set forth in this Safety Statement.

Revised safety documentation will be produced periodically and made readily available to all personnel as appropriate. In such an event, all staff members will be required to comply with any new safety requirements as stated therein.

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

#### **3.2 – Contractors**

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

Contractors should assume responsibility for health and safety relating to their work practices and procedures.

## **4.0 – Safety Consultation and Information**

### **4.1 – Safety Representatives**

Under the Safety, Health & Welfare at Work Act, 2005, staff members have the right to elect a safety representative should they wish to do so. However, it is not mandatory to elect one.

Safety Representatives have the right to:

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

### **4.2 – Safety Information**

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

### **4.3 – Availability of the Safety Statement**

Each staff member has access to this Safety Statement and is encouraged and obliged to follow safe working practices. The Safety Statement of Blackrock Further Education Institute is available for inspection on the Policies section of the Institute's website.

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

## **5.0 – Safety Resources and Policies**

### **5.1 – Personnel Resources**

Considerable time and resources have been expended by management at Blackrock Further Education Institute in implementing the health and safety policy documented in this Safety Statement. Use of the hazard identification and risk assessment process, along with safety management strategies highlighted in the appendices to this Safety Statement are further resources allocated towards successful management of this policy. As part of our commitment to safety management at Blackrock Further Education Institute we have the following First Aid arrangements in place:

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

<b>Basement</b>	B03, Beauty Rooms B04 & B05
<b>Ground Floor</b>	Caretakers Office G01 (+ Defibrillator) & Staff Office G13
<b>First Floor</b>	Beauty Rooms 104, 105 & 106 Theatrical Media Make Up Rooms 114 & 115
<b>Second Floor</b>	Staff Office 207
<b>Third Floor</b>	Staff Room 304

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

### **5.2 – Maintenance Resources**

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

### **5.3 – Safety Training**

Training is being provided at Blackrock Further Education Institute on an ongoing basis with fire and evacuation drills, and other areas related to safety, which consumes financial and direct resources (e.g.; time, materials, equipment, etc.). Blackrock Further Education Institute is committed to ensuring all personnel have appropriate safety training where such is deemed necessary.

### **5.4 – Other Safety Resources**

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

- Completing safety audits
- Hazard identification and assessment of risk
- Accident and incident investigation
- Monitoring workplace practices
- Safety consultation
- Provision of safety information and hazard warning signage
- Provision of personal protective equipment (PPE)
- Implementing the risk control recommendations in this Safety Statement (Section 6.2)

### **5.5 – Bullying and Harassment Policy**

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

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

Staff should treat their colleagues with respect and dignity and should familiarise themselves with the following policies which are available on the DDLETB website:

<https://www.ddletb.ie/corporate/corporate-about-us/publications/publications-policies/>

- Dignity and Respect at Work Charter
- Bullying Prevention Policy – Complaint Procedure for ETB Staff
- Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff

Staff and students should also be familiar with the Anti-Bullying Policy for Learners which is available on the BFEI website.

### **5.6 – Pregnant Employee Policy**

Blackrock Further Education Institute adheres to its obligations under The General Application (Pregnant Employee) Regulations, 2007.

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

#### **The following hazards must be considered:**

- Physical shocks, including direct blows to the abdomen
- Handling a load
- Movement and postures, which are abrupt or severe, or give, rise to excessive fatigue
- Non-ionising radiation
- Chemicals: in particular any chemical which is harmful by inhalation or when absorbed through the skin (e.g., organic solvents).
- Biological agents (exposure to risk groups 2, 3 and 4 as categorised in the Biological Agents Regulations of 2020).

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

**Adequate control means:**

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

**These safeguards include:**

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

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

**5.7 – Stress Management Policy**

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

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

Certain causes of stress in the workplace can include:

- Poorly organised work patterns
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- The threat of (or actual) violence, harassment or bullying

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

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

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

- Ensure that management is aware of the potential causes of stress and the early warning signs.

- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken (e.g., through using the “Work Positive” climate survey tool).
- Invite staff members to consult with management on work related stress, and to attend review meetings to agree appropriate remedial action, where necessary.

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

### **5.8 – Accident/Incident Reporting and Investigation Policy**

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

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

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

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

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

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



H.S.A. contact details:

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

### **5.9 – Emergency Preparedness and Response Policy**

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

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

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

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

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

#### ***List of Emergency phone numbers***

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

Gas (Leaks etc)

1850-205 050

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

### **5.10 – Lone Working Policy**

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

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

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

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

**The designated contact persons are Tina Reddin (Principal), Breda Lillis (Deputy Principal), Lucy Tierney (Deputy Principal) and Michael Brennan (Caretaker).**

## **6.0 – Risk Assessments**

## **6.1 – Risk Assessment Methodology**

The risk assessment process that Nascon employs in determining a workplace risk profile for Blackrock Further Education Institute involves the following methodology:

- Identifying the significant hazards present in Blackrock Further Education Institute.
- Identifying what risks are associated with each hazard.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury - see page 26 for specific details).
- Suggesting control options in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The length of time specified for implementing control measures will vary and be dependent on the risk rating for the hazard i.e., the higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

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

### **The Hierarchy of Controls**

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

#### **1. Elimination:**

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

#### **2. Substitution:**

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

#### **3. Engineering Solutions:**

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

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

#### 4. Administrative Solutions:

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

For example:

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

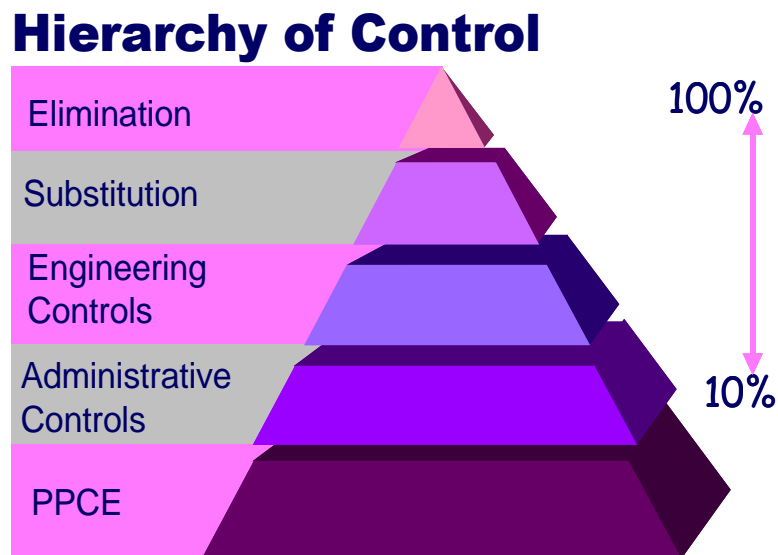
#### 5. Personal Protective Equipment & Clothing:

Personal Protective Clothing & Equipment should always be considered as a last resort; however, it is a very important risk control measure and can be used as an interim measure to reduce exposure to a particular hazard.

#### Summary

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

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



**Risk Assessment Scoring Methodology (HSG65 and BS 8800 Rating System)**

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

**Table 1 - Risk Scoring Matrix**

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

**Table 2 – Injury Severity Classification**

Slightly Harmful = 1	Harmful = 2	Very Harmful = 3
Superficial injuries Minor cuts & bruises Eye irritation from dust Nuisance & irritation Temporary discomfort	Lacerations Burns Concussion Serious sprains Minor fractures Temporary Deafness Dermatitis Asthma Minor disability	Amputation Major fractures Poisoning Fatal injuries Occupational cancer Life shortening disease Fatal disease Head injuries Eye injuries

**Table 3 – Risk Control Action Timeframes**

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

- Due to the varying nature of different organisations, it will be a management responsibility to dictate exact timeframes on each risk rating. For example, this will be based on personnel and financial resources available, in-house expertise, and changing circumstances (e.g.; accident/incident analysis).
- The risk ratings given to each hazard are based on a risk profile **without** any of the recommended risk control actions implemented. Colour coding is assigned to risk ratings as per Table 3 above.

## **6.2 - Specific Hazard Identification, Risk Assessment and Risk Control Actions**



Blackrock Further Education Institute			
Corridors, Toilets & Common Areas			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
1- Lift evacuation in event of emergency	Persons becoming trapped in the lift during emergency evacuation or power outage	Ensure that the lift service agents provide a demonstration on the manual release procedure (or provide an emergency release service) in event of lift power failure	Low
<b>Risk Control Action Taken – <i>Whelanapier have advised that release should only be done by certified lift engineers.</i></b>		<b>Date Actions Completed – Ongoing</b>	
2- Non-routine use of photocopier and printer (changing toner, unblocking, etc.)	Carbon monoxide ( <i>from toner</i> ) Fire if heat accumulation is excessive Cuts/grazes or electric shock ( <i>when clearing paper jams</i> ) Ultraviolet light exposure.	Use in well-ventilated areas and avoid contact with toner. Keep top panel closed on photocopiers when in use.  Isolate electricity before opening any panels to clear blockages.	Low
<b>Risk Control Action Taken – <i>Noted. Caretakers have been advised.</i></b>		<b>Date Actions Completed – Ongoing</b>	
3- Use of shredder	Entanglement	Ensure no loose clothing, hanging ties, or loose sleeves when using shredder. Maintain the warning signage already displayed.	Low
<b>Risk Control Action Taken - <i>Warning signs have been placed on shredders.</i></b>		<b>Date Actions Completed - April 2016</b>	

Corridors, Toilets & Common Areas continued...			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
4- Cracked and broken floor tiles in the stairwell on the ground floor <b>Risk Control Action Taken – <i>BFEI is in the process of securing a contractor to take remedial action.</i></b>	Trips and falls	Replace damaged tiles and in the interim place floor mat over the affected area. <b>Date Actions Completed – TBC</b>	Low - Medium
5- Dust (lint) build up on filters in dryers in Basement	Fire	All dust (lint) filters need to be cleaned after each use of dryer.  Highlight this requirement with equipment users and maintain warning signage as displayed. <b>Date Actions Completed – September 2022</b>	Medium
6- Refuge point procedure for disabled personnel during emergency evacuation of building	Disabled personnel isolated at refuge point during emergency evacuation	Ensure there is a dedicated procedure in place for dealing with disabled personnel at the designated Refuge Points covering; <ul style="list-style-type: none"> <li>• communication links</li> <li>• manual evacuation strategies</li> </ul>	Medium - High

**Risk Control Action Taken – *A Refuge Point procedure is in place.***

**Date Actions Completed – Ongoing**

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

Cafeteria (Outsourced Contract)			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
1- Hotplate hob countersunk into service counter (level with counter)		Place hot surface labels on the worktop around the hob, and ensure no articles/items are left on top of a hot hob surface. Ensure fire extinguishers are conveniently located.	Low
Risk Control Action Taken - <i>Noted. Contractor has been advised.</i>		Date Actions Completed – September 2023	
2- Use and maintenance of all kitchen equipment by Catering Contractor	Fire Electric shock Burns Trips and falls	As part of the contract agreement the College should seek copies of the <ul style="list-style-type: none"> <li>• Contractors Safety Statement</li> <li>• Site Specific Risk Assessment</li> <li>• Staff Training</li> <li>• Standard Operating Procedures for equipment use</li> </ul>	Medium - High
Risk Control Action Taken - <i>Noted. Contractor has been appointed by DDLETB.</i>		Date Actions Completed – September 2023	

Cafeteria continued...			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
3- Slippery floors when wet or damp	Slips and falls	Provide adequate ventilation, clean up any spillages immediately, and use non-slip mats when necessary.  Use hazard warning sign when floors are slippery and monitor floor conditions regularly.	Ongoing Risk Awareness Required
<b>Risk Control Action Taken - <i>Caretaking/cleaning staff have been instructed to use floor safety signage.</i></b>		<b>Date Actions Completed - Ongoing</b>	
4- Extract ventilation hoods over fryers	Grease build-up increasing likelihood fire damage	Implement regular cleaning programme for the hoods and the extraction ducting (flues). Maintain newly installed Ansul fire suppression system	Low
<b>Risk Control Action Taken – <i>Noted. Contractor has been advised.</i></b>		<b>Date Actions Completed – Ongoing</b>	
<b><i>Maintenance of Ansul Fire System is undertaken twice a year by KKS Fire Suppression.</i></b>			

Boardroom			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
1- Evidence of dampness and roof leaking	Slips and falls Electric shock Exposure to harmful spores	Source of leaks should be detected and remedial work completed.  All electrical systems contaminated need to be checked by competent electrician for damage and re-commissioning.	Medium
<b>Risk Control Action Taken - <i>Currently working with the Buildings Department of DDLETB to resolve these issues.</i></b>		<b>Date Actions Completed - TBC</b>	
2- Opening old style (sash) windows	Entrapping hands/fingers Falls from height (upper floors)	Ensure counterbalancing cable is not fatigued or worn and that window section moves freely upwards and downwards.  Windows on upper floors should have opening restrictors checked periodically.	Medium
<b>Risk Control Action Taken – <i>Survey of windows undertaken by the Health and Safety Officer annually. Restrictors have been fitted to windows on upper floors.</i></b>		<b>Date Actions Completed – Annually</b>	

Make-Up Rooms			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
1- Changing high ceiling lights	Falls causing fractures, concussion, etc	Utilise a mobile scaffold (or scissors lift) for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option. Preferably get competent contractors to complete task	Medium - High
<b>Risk Control Action Taken - <i>Noted. Caretakers have been informed.</i></b>		<b>Date Actions Completed - As necessary</b>	
2- Use of floor sockets  <b>Cable flap covers missing, loose edging and floor tile loose on socket panel in Room 114</b>	Trips and falls Electric shock	Keep all cables away from access routes.  Ensure sockets are covered when not in use with cable slots closed (flush with floor surface).  Any damaged/missing cable slot covers should be replaced.	Medium
<b>Risk Control Action Taken – <i>Noted. Remedial action will be taken.</i></b>		<b>Date Actions Completed – TBC</b>	
3- Opening old style windows	Entrapping hands/fingers	Ensure counterbalancing cable is not fatigued or worn and that window section moves freely upwards /downwards.	Ongoing Risk Awareness Required
<b>Risk Control Action Taken - <i>Survey of windows undertaken by the Health and Safety Officer annually.</i></b>		<b>Date Actions Completed - Annually</b>	

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



Learning Centre			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
1- Photocopier and printer “non-routine” use (changing toner, unblocking, etc)	Carbon monoxide ( <i>from toner</i> ) Fire if heat accumulation is excessive Cuts/grazes or electric shock ( <i>when clearing paper jams</i> ) Ultraviolet light exposure.	Use in well-ventilated areas and avoid contact with toner. Keep top panel closed on photocopiers when in use.  Isolate electricity before opening any panels to clear blockages.	Low
<b>Risk Control Action Taken - <i>Noted: caretakers are responsible for replacing toner and clearing jams.</i></b>		<b>Date Actions Completed – As necessary.</b>	
2- No immediate isolation switches evident (for electrical/computerised equipment)	Inability to terminate electrical fires, arcing or sparking from computerised equipment	Continue to ensure residual current device (RCD) trip-switches on the electrical circuit are tested for operability on a periodic basis.	Low - Medium
<b>Risk Control Action Taken - <i>Electrical contractors for the building have advised that it is not possible to install an isolation switch in this location. RCDs trip switches are tested annually.</i></b>		<b>Date Actions Completed – Annually</b>	
3- Changing high ceiling lights	Falls causing fractures, concussion, etc	Utilise a mobile scaffold (or scissors lift) for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option. Preferably get competent contractors to complete task.	Medium - High
<b>Risk Control Action Taken – <i>Noted. Caretaking staff have been advised.</i></b>		<b>Date Actions Completed – As necessary.</b>	

Learning Centre continued...			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
4- Opening old style windows	Entrapping hands/fingers	Ensure counterbalancing cable is not fatigued or worn and that window section moves freely upwards /downwards.	Medium
<b>Risk Control Action Taken - <i>Survey of windows undertaken by the Health and Safety Officer annually.</i></b>		<b>Date Actions Completed - Annually</b>	
5- Use of floor sockets under workstations  (Cable slot covers missing and others are loose)	Trips and falls Electric shock	Keep all cables away from access routes.  Ensure sockets are covered when not in use with cable slots closed (flush with floor surface).  Any damaged/missing cable slot covers should be replaced.	Low - Medium
<b>Risk Control Action Taken - <i>Covers have been replaced. Caretaking/cleaning staff monitor on an ongoing basis.</i></b>		<b>Date Actions Completed -</b>	

<b>Computer Rooms</b>			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
1- Smoke detector efficiency	Failure to detect fire/smoke	Ensure the alarm contractors test all detectors on an annual basis, with an aerosol spray ‘smoke detector tester’ and display test date sticker on unit or service schedule (IS:3218 Fire Detection & Alarm Systems for Buildings)	Medium
<b>Risk Control Action Taken - <i>Undertaken as part of the maintenance contract.</i></b>		<b>Date Actions Completed - Ongoing</b>	
2- No immediate isolation switches evident (for power to computer equipment) in Room 117	Inability to terminate electrical fires, arcing or sparking from electrical equipment	As an isolation switch cannot be installed in Room 117 then continue to ensure the RCD’s (trip switches) are tested periodically.	Low
<b>Risk Control Action Taken – <i>Isolation switches have been installed in Rooms G12 and B02. Electrical contractor has advised that it is not possible to install an isolation switch in 117. RCDs are tested annually.</i></b>		<b>Date Actions Completed – Annually</b>	

Computer Rooms continued...			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
<p>3- Non-routine use of photocopier in Room 116 (changing toner / unblocking / etc)</p>	<p>Carbon monoxide <i>(from toner)</i>                      Fire if heat accumulation is excessive                      Cuts/grazes or electric shock <i>(when clearing paper jams)</i>                      Ultraviolet light exposure.</p>	<p>Use in well-ventilated areas and avoid contact with toner.</p> <p>Keep top panel closed on photocopiers when in use.</p> <p>Isolate electricity before opening any panels to clear blockages.</p>	<p>Low</p>
<p><b>Risk Control Action Taken – <i>Noted: caretakers are responsible for replacing toner and clearing jams.</i></b></p>		<p><b>Date Actions Completed – Ongoing</b></p>	
<p>4- Potential lack of awareness of mains isolation switch operation (for electrical equipment)</p>	<p>Inability to immediately terminate mains supply in emergency situation</p>	<p>Ensure all staff are familiar with the switch locations, switch use and reset procedures.</p> <p>Maintain the signs highlighting each location and to keep free from obstruction at all times.</p> <p>Check operability of these switches on a quarterly basis.</p>	<p>Ongoing Risk Awareness Required</p>
<p><b>Risk Control Action Taken - <i>Electrical contractors have advised that power automatically switches off in the event of arcing/sparking. Notice to keep isolation switch free from obstruction has been posted up.</i></b></p>		<p><b>Date Actions Completed – Ongoing</b></p>	

Computer Rooms continued...			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
5- Opening old style (sash) windows in Room 116 & 117	Entrapping hands/fingers	Ensure counterbalancing cable is not fatigued or worn and that window section moves freely upwards / downwards	Low - Medium
<b>Risk Control Action Taken - <i>Survey of windows undertaken by the Health and Safety Officer annually.</i></b>		<b>Date Actions Completed – Ongoing</b>	
6- Changing high ceiling lights in Rooms 116 & 117	Falls causing fractures, concussion, etc	Utilise a mobile scaffold (or scissors lift) for safe access to heights. If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option. Preferably get competent contractors to complete task.	Medium - High
<b>Risk Control Action Taken – <i>Noted. Caretaking staff have been advised.</i></b>		<b>Date Actions Completed – As necessary.</b>	
7- Limited headroom at entrance area to Room 212	Head impact or laceration injury	Maintain the warning signage on the main entrance door.	Low
(Sharp corners on lights in this lowered section of ceiling)		If necessary, attach impact padding to exposed corners/edges along the inside of this room.	
<b>Risk Control Action Taken – <i>Warning signs have been displayed. It is not possible to re-configure furniture layout as the room has fixed furniture.</i></b>		<b>Date Actions Completed – May 2018</b>	

Computer Rooms continued...			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
8- Electrical experimental work on open computer processing units	Electrocution and electric shock	<p>Use temporary insulation and/or conductor sleeves where necessary. Only competent and trained personnel should work with live equipment.</p> <p>Power supply must be on a residual current device (RCD) with a tripping current of at most 30mA</p> <p>Equipment should be secured in clasps or jig to prevent accidental movement during testing.</p> <p><b>Date Actions Completed – Ongoing.</b></p>	Medium - High
<p><b>Risk Control Action Taken – <i>Noted. These issues have been brought to the attention of the relevant teacher and risk control actions will be implemented.</i></b></p>			

Staff Room & Offices			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
1- Microwave use	Burns and scalds Fire (obstructed vents)	Avoid overheating ('superheating'). Ensure first aid box has supply of burn relief cream or spray.  Maintain the warning sign highlighting a cooling off period before using any consumables microwaved. Keep vents free from obstruction.	Low
<b>Risk Control Action Taken - <i>Warning signs are in place and burn relief lotion is available.</i></b>		<b>Date Actions Completed - 2015</b>	
2- Use of toaster (if timer is set incorrectly)	Fire, or accidental activation of fire alarm system	Ensure the thermostat is operating correctly on the toaster and that smoke detection devices are located nearby. Never overset the timer for the product to be toasted.	Low
<b>Risk Control Action Taken - <i>Noted</i></b>		<b>Date Actions Completed – Ongoing</b>	
3- Opening old style (sash) windows in G13 (at height)	Entrapping hands/fingers Falls from height (upper floors)	Provide secure access for opening windows and ensure counterbalancing cable is not fatigued or worn and that window section moves freely upwards and downwards.  Periodically check that all windows on upper floors have opening restrictors that are operable.	Medium
<b>Risk Control Action Taken - <i>Survey of windows undertaken by the Health and Safety Officer annually. Restrictors have been fitted to windows on upper floors.</i></b>		<b>Date Actions Completed - Annually</b>	

Staff Room & Offices continued			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
4- Prolonged Visual Display Unit (computer) use  (Only if exposure is sufficient - hours of continuous use on a daily basis)	Eye strain Repetitive strain injury Headaches Back and neck pain	All VDU workstations must comply with the General Application Regulations (Part 2, Chapter 5), 2007, including completion of individual VDU workstation risk assessments.  Instruct users in proper posture and workstation set-up / layout.  Continuous workstation activity should be broken up to allow for changes in posture, standing up, walking around, etc.  Refer to Appendix 4 for further guidelines.	Low - Medium
<b>Risk Control Action Taken – <i>Noted.</i></b>		<b>Date Actions Completed – Ongoing.</b>	



Staff Room & Offices continued			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
5- Changing high ceiling lights in staff areas G13 and 207	Falls from a height	<p>Utilise a mobile scaffold (or scissors lift) for safe access to excessive heights.</p> <p>Work at height (following a 'work at height' risk assessment) must always be a minimum two-person task.</p> <p>Implement a 'permit to work' system for all work at height tasks.</p> <p>Use competent contractors (with secure access to height) to complete such tasks.</p>	Medium - High
<p><b>Risk Control Action Taken – <i>Noted. Caretaking staff have been advised.</i></b></p>		<p><b>Date Actions Completed – Ongoing</b></p>	

<b>Beautician Rooms</b>			
<b>Specific Hazard</b>	<b>Potential Injury or Damage Risk</b>	<b>Risk Control Action</b>	<b>Risk Rating</b>
1- Use and storage of flammable substances (acetone, isopropyl alcohol, ethanol, etc)	Fire, explosion, fume, vapour exposure	<p>Store chemicals according to the required standard specified on the safety data sheet</p> <p>Separate incompatible chemicals into designated and approved flame proof cabinets.</p> <p>Refer to appendices for guidance on chemical incompatibilities when storing</p> <p><b>Date Actions Completed – Ongoing</b></p>	<b>Medium - High</b>
<b>Risk Control Action Taken - <i>Noted.</i></b>			
2- Use of cleaning chemicals and disinfectants	Irritant, corrosive or toxic exposure	<p>Adhere strictly to manufacturer’s safety instructions and wear the required protective clothing &amp; equipment.</p> <p>Refer to associated Material Safety Data Sheets for further information on storage and handling.</p> <p><b>Date Actions Completed – Ongoing</b></p>	<b>Medium</b>
<b>Risk Control Action Taken - <i>Noted.</i></b>			
3- Trailing electrical cables to treatment tables	Trips and falls	<p>Route all cables away from walkways and access routes.</p> <p><b>Date Actions Completed – Ongoing</b></p>	<b>Medium</b>
<b>Risk Control Action Taken – <i>Electric beds need to be moved within rooms to accommodate various treatments undertaken during class time, therefore, it’s not possible to use cable ties or cover with protector strips. Staff are aware of the potential hazards and students are advised accordingly.</i></b>			

Beautician Rooms continued...			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
4- Use of IPL/laser machines	Fire, burns, radiation exposure	IPL/laser machines must be attended at all times and under constant supervision.  Manufacturer's safety information must be conveyed to and understood by all users.  Integrity of laser machine enclosures and housing should be checked prior to each use.	Low - Medium
<b>Risk Control Action Taken – <i>Noted: Teachers has been advised.</i></b>		<b>Date Actions Completed – Ongoing</b>	
5- Overuse of sauna	Burns Dehydration Heart Conditions	Always operate sauna in accordance with manufacturer's guidance. Personnel with pre-existing heart conditions should not use sauna.	Low
<b>Risk Control Action Taken – <i>Noted: Teachers have been advised.</i></b>		<b>Date Actions Completed – Ongoing</b>	
6- Slippery floors from fluid spillages	Slips and falls	Clean up any spillages immediately, restrict access and use hazard warning sign when floors are slippery. Monitor floor conditions regularly.	Medium
<b>Risk Control Action Taken – <i>Noted: Teachers have been advised.</i></b>		<b>Date Actions Completed – Ongoing</b>	

Beautician Rooms continued...			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
7- Infrared skin heater	Eye damage Skin burn (over exposure)	Ensure all users are instructed in correct operational procedures along with the manufacturer's safety precautions.	Low - Medium
<b>Risk Control Action Taken – <i>Noted: Teachers have been advised.</i></b>		<b>Date Actions Completed – Ongoing</b>	
8- Galvanic machine use	Risk to pregnancy/breastfeeding	Ensure all users are instructed in correct operational procedures along with the manufacturer's safety precautions.	Low - Medium
<b>Risk Control Action Taken – <i>Noted: Teachers have been advised.</i></b>		<b>Date Actions Completed – Ongoing</b>	
9- Handling sharps	Lacerations	Ensure all users are briefed in sharps management procedures along with use of approved disposal containers.	Medium
<b>Risk Control Action Taken – <i>Noted: Teachers have been advised.</i></b>		<b>Date Actions Completed – Ongoing</b>	
10- Handling biological waste	Infection Cross contamination	Adhere to cross infection prevention procedures.  Use the required PPE, waste receptacles and maintain adequate hygiene after handling waste.	Low - Medium
<b>Risk Control Action Taken – <i>Noted: Teachers have been advised.</i></b>		<b>Date Actions Completed – Ongoing</b>	

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

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

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

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



Front Office continued...			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
4- Changing high ceiling lights	Falls causing fractures, concussion, etc	Utilise a mobile scaffold (or scissors lift) for safe access to heights.  If a ladder is used then it must always be a two-person task, and only if there is no mobile scaffold or scissors lift option.  Preferably get competent contractors (with secure access to height) to complete task.	Medium - High
<b>Risk Control Action Taken - <i>Noted - Caretaking staff have been advised.</i></b>		<b>Date Actions Completed - As necessary</b>	
5- Trailing electrical cables from floor sockets alongside front workstation near window	Trips and falls	Secure all cables away from walkways and access routes. Use cable ties where appropriate or cover with cable protector floor strips	Medium
<b>Risk Control Action Taken - <i>Noted.</i></b>		<b>Date Actions Completed – Ongoing as necessary.</b>	

Front Office continued...			
Specific Hazard	Potential Injury or Damage Risk	Risk Control Action	Risk Rating
6- Accessing high shelves in wall storage cupboard	Slips and falls Musculoskeletal strain (over reaching)	Never store heavy items above shoulder height and ensure all items are stored in a secure manner.  Provide secure access facilities (pedestals, folding steps, etc) or extra shelving at lower height levels.	Medium
Risk Control Action Taken - <i>Noted.</i>		Date Actions Completed - Ongoing. Secure access facilities are available to staff.	

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

## **General Emergency Access & Egress Requirements**

- There should be at least two escape routes leading in opposite directions to a place of relative safety. These should require no one to travel more than 25 metres in high-risk areas and 60 metres in low-risk areas to reach open air on a smoke free fire resisting corridor, stairway or lobby.
- All escape routes should be wide enough to permit all personnel to leave the buildings without hindrance (or a target time determined by repeated evacuation drills).
- Escape corridors, lobbies, stairways should be enclosed by a structure of half-hour fire resistance and fitted with fire resisting doors.
- Escape routes should lead directly to the open air at ground level.
- All escape routes should have emergency lighting and be well ventilated.
- Lift shafts in the building should be enclosed by fire resisting doors or shutters.
- All emergency exits should be clearly marked.
- All emergency exit routes should be free of obstruction and all emergency doors kept unlocked.

## **7.0 - Revision of Safety Statement**

## 7.0 - Revision of Safety Statement

- 7.1 The Safety Statement of Blackrock Further Education Institute will be reviewed periodically by the responsible person in consultation with any required external expertise.
- 7.2 Representations made by staff members through any elected safety representative will be considered and if necessary be incorporated in the review.
- 7.3 The Safety Statement may require revision between annual reviews arising from changes in legislation or at the request of The Health and Safety Authority, and such revisions will be arranged by the Safety Officer or competent external advisor.
- 7.4 The annual revision of this Safety Statement will incorporate an updated risk assessment in accordance with Section 19 of The Safety, Health & Welfare at Work Act (2005).
- 7.5 The Safety Officer will review all relevant safety procedures following all accidents/incidents or dangerous occurrences.

**7.6 THIS SAFETY STATEMENT AND RISK ASSESSMENT IS DUE FOR REVIEW AND UPDATE IN AUGUST 2024.**

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

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

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

### **Format - Nascon (2023)**

**8.0 – Staff Member Declaration**

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

Name	Date	Name	Date