



## Safety, Health & Welfare Statement

Revision	Update
Date	October 2021
Description	Safety Statement
Approved	Principal & BOM



## School Information

**Name:** Holy Family School,

**Location:** Balloonagh,  
Tralee,  
Co. Kerry,  
Ireland.  
V92 R239

**Telephone:** 066 7124161

**Email** info@hfstralee.com.

**Roll number:** 19536W

**Principal** Maria O' Regan

**Deputy Principal** Linda Hanafin

**Health & Safety Officer** Maria O' Regan



## EMERGENCY TELEPHONE NUMBERS

Name/Place	Tel No:
Tralee Medical Centre	066 712 2677
Southdoc:	1850 335 999
Ambulance:	112/999
University Hospital Kerry:	066 718 4000
Fire Brigade:	112/999
Garda:	066 7102300
Emergency	112/999
Health & Safety Authority:	1890 289 389

### Introduction

This safety statement details Holy Family School Health Safety and Welfare Policy.

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school. The safety statement specifies how Holy Family School plans to minimise the risk of injury and ill health at work.

Holy Family School is confident it has the full support of all employees in achieving its aims of ensuring Health Safety and Welfare.

It is therefore very important that you read the following document carefully and understand your role and the overall arrangements for health and safety throughout the school.

**EIRCODE**  
**V92 R239**

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## Holy Family School Description

Holy Family School is a mixed Catholic Primary School which strives to provide the children of the community with a caring, happy and secure learning environment where the intellectual, spiritual, physical, moral, social, and cultural needs of the pupils are identified and nurtured by a dedicated and enthusiastic teaching staff.

A Roman Catholic school (which is established in connection with the Minister) aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and in life, death and resurrection of Jesus Christ.

The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.

Our main aims are:-

- ☐ To enable the child to live a full life as a child.
- ☐ To nurture in the child a spirit of co-operation, kindness, self discipline, respect, enthusiasm and independence.
- ☐ To ensure a sound social, moral and religious development.
- ☐ To enable the child to have a strong grasp of literacy and numeracy.
- ☐ To foster skills in handwriting, handcrafts, music and other creative arts and to have an appreciation of nature and the environment.
- ☐ To develop a knowledge and appreciation for one's heritage, through promotion of the Irish language and through the study of history, geography and nature studies.
- ☐ To encourage an enjoyment of physical activities.

It is only with your co-operation that we can achieve them.



## General Statement of Policy

Holy Family School will dedicate adequate resources to ensure the Safety Health and Welfare of its employees, students and people affected by the School's 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 and applicable regulations made there under.

All personnel employed by Holy Family 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.

### Holy Family School's aims are summarised below

- To provide and maintain and manage a safe and healthy working environment, safe equipment and safe systems of work for all employees, students and visitors.
- 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 its employees and students while at work.
- To ensure the prevention, of improper conduct or behaviour of its employees and students at work as far as is reasonably practicable.
- To prepare and maintain adequate procedures and plans to be followed in any emergency.

Holy Family School will review this policy annually and in the light of experience, developments and legislative changes. Employees are encouraged to put forward suggestions for improvements to the statement.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

CHAIRPERSON  
Holy Family School

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINCIPAL  
Holy Family School



## Applicable Regulatory Requirements

Non exhaustive list of health safety and welfare legislation that particularly applies to Holy Family School

Safety, Health and Welfare at Work Act, 2005.

Safety, Health and Welfare at Work (General Application) Regulations 2007 as amended & 2016

Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001, 2010

Fire Services Act 1981

Childcare Act 1991/2001

Children First: National Guidance for the Protection and Welfare of Children

Children First 2017 Support Documents

Audit of Religious Orders, Congregations and Missionary Societies Safeguarding Arrangements and Management of Allegations of Child Sexual Abuse - Volume II

Protection of Children and Young Persons - These guidelines were amended in 2016 to take account of the Safety, Health and Welfare at Work (General Applications)(Amendment)(No.2) Regulations 2016. This Guide is aimed at safety and health practitioners, employers, managers, employees and safety representatives.

Tusla Child & Family Agency

COVID 19 Best Practice Guidelines issued by Gov.ie the HSE/HSA and WHO.

## Additional actions during the year

If any issues arise which should be included in the safety statement, they should be included manually as per the sample below.

This will assist Safety Matters to include these additional actions in the safety statement review and subsequent update.

Sample Issue	Further Action Required	Action by Whom	Action by When	Date Completed



## Section on Responsibilities

### Responsibilities of the Employer (BOARD OF MANAGEMENT)

The Board of Management will ensure that:/to:

1. Adequate resources of time, personnel and finance are available for the effective implementation of the School's Safety Health and Welfare Policy
2. The provisions of this policy statement are executed at all times.
3. All personnel recruited are suitable for and competent to carry out their duties.
4. Adequate protection and procedures are in place to protect others.
5. There is no improper conduct or behaviour in the workplace such as bullying etc.
6. Design, provide and maintain a safe place of work that has safe access egress.
7. Provide and maintain 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.
8. Prevent risks to employees and students from the use of any articles or substances and from noise, vibration, radiation or any other physical agent.
9. Plan, organise, maintain and revise systems of work
10. Provide and maintain adequate welfare facilities.
11. Inform, instruct, train & supervise employees in a format, manner and language that can be understood by all.
12. Provide and maintain suitable protective clothing and equipment.
13. Prepare and revise emergency plans and measures to be taken when there is an emergency or a risk of serious or imminent danger.
14. Report to the Health & Safety Authority any notifiable accidents and disease, and dangerous occurrences.
15. Obtain, where necessary, the services of a competent person for the purpose of ensuring the safety, health & welfare of employees.
16. Upon consultation with employees designate persons with specific health safety and welfare duties.

Any temporary or fixed term worker is deemed by the 2005 act to be an employee so all of the duties of employers to their employees also apply for these workers

Employers cannot pass on to employees any financial cost associated with duties relating to safety, health & welfare at work.



## Section on Responsibilities

### Responsibilities of School Principal & Deputy Principal

1. Acquire full and accurate knowledge and understanding of Holy Family School Safety Statement and ensure that all subordinates appreciate their responsibilities.
2. Ensure that all new employees receive adequate safety induction training.
3. Ensure all personnel receive adequate instruction and training with respect to their duties
4. Plan and organise work to minimise risks and ensure adequate supervision at all times.
5. Ensure that work equipment is used and maintained in a good and safe condition.
6. Ensure the safe delivery, stacking and storage of materials, and ensure that Material Safety Data Sheets are available for any hazardous substances and those SDS recommendations are implemented.
7. Make arrangements to maintain work areas in a tidy state and free of accumulated refuse.
8. Make arrangements to inspect and maintain the work premises, fire prevention/ fighting equipment, welfare facilities and first aid supplies.
9. Ensure that any required personnel protective equipment is available, issued, replaced when necessary and that it is used correctly by employees.
10. Ensure periodic Safety, Health and Welfare inspections. Report findings to management and review and implement improvements.
11. Ensure all accidents / incidents are recorded in Holy Family School accident book.
12. Ensure appropriate accident/ incident reports and investigations are completed and notification given to H.S.A where applicable .
13. Ensure recommendations from safety, health and welfare reviews or accident investigations are implemented.
14. Ensure that visitors / customers/ suppliers to Holy Family School are aware of and comply with the organisations safety rules.
15. Give good example in all safety matters.



## Section on Responsibilities

### Responsibilities of Teacher's, SNA's and Ancillary Staff

**It is the responsibility of all employees of Holy Family School to**

1. 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.
2. Ensure that she / he 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.
3. Submit to any appropriate, reasonable and proportionate tests for intoxicants in accordance with Regulations under the 2005 Act.
4. Co-operate with Holy Family School and any other person to enable them to comply with safety and health legislation.
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.
6. Attend any training and undergo assessment of the training required by his employer or that as required by safety and health legislation.
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.
8. Employees also have a duty not to endanger themselves or others and to be alert to dangerous situations.
9. Employees must not carry out any tasks which they feel they are not competent to carry out or which involves unreasonably high risks
10. Safety equipment must be worn whilst at work as required by legislation or by this Holy Family School Safety Policy Statement.
11. Employees are encouraged to make suggestions, or raise concerns and are hereby consulted initially on Health and Safety matters.
12. Where health and safety legislation requires certain training in relation to any work activity, then employees must not misrepresent themselves in regard to the level of training they have received when entering into a contract of employment.
13. 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 and health of any person at risk.
14. 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.



## Section on Responsibilities

### Responsibilities of Safety Representatives if and when appointed

The Safety, Health And Welfare At Work Act 2005 entitles employees to select and appoint safety representatives to represent them in consultations with Holy Family School on matters of safety, health and welfare at the place of work.

The safety representative will (where elected);

1. Acquire the information, training and knowledge to fulfil their functions outlined below by attending safety talks, seminars, training courses etc provided by the School.
2. Acquire a knowledge and understanding of the Holy Family School Safety Statement and Safety Health and Welfare at Work legislation
3. Be involved in consultation of maintaining safety health and welfare standards in the workplace and make representations to management as required.
4. Give time to periodic inspections of the workplace, report immediately any hazardous conditions to those responsible and keep records of all such inspections and hazards.
5. Investigate complaints, accidents and dangerous occurrences
6. Accompany a HSA. Inspector on any inspection. Receive advice and information from an Inspector and make representation as required.
7. Foster safety awareness in the workplace, promote safe working practices

Safety representatives are protected from suspension, lay-off or dismissal or the threat of such action, demotion, transfer or change of duty, place of work, wages or working hours, imposition of any disciplinary action or reprimand or penalty, coercion or intimidation where they exercise their powers under safety and health legislation.



## Designated Persons

Holy Family School upon consultation with employees will ensure that competent employees are appointed to the following positions

### First Aid Personnel

See First Aid / Accident / Emergency Arrangements

Principal to coordinate first aid and emergency arrangements –each group to contact Principal or designated person in their absence.

### Fire Safety and Evacuation Personnel

See Fire/ Emergency Arrangements

Principal to coordinate first aid and emergency arrangements – each group to contact Principal or designated person in their absence.

### Safety, Health and Welfare Advisor

The Safety, Health and Welfare Advisor will engage the services of a competent person to advise on general management of safety health and welfare in the workplace

**Introduction  
Sessions**

**Further Action  
Required**

**Action by  
Whom**

**Action by  
When**

**Date  
Completed**



## Arrangements and Procedures

### Consultation

The Principal 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 accidents, ill health, diseases and dangerous occurrences at that place of work that require notification to the HSA.
- Persons who will be designated duties under the emergency plan.
- 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.

The Board of Management will consult with their employees in the following way,

#### General Safety Consultation.

1. The Principal will consult with employees on routine Safety, Health and Welfare matters on a day to day basis.
2. The Holy Family School promotes employee feedback or suggestions on safety, health and welfare issues in daily communications with Principals
3. Employees can communicate any Safety, Health and Welfare concerns via the safety officer (if elected) or to the Principal. The Principal should remedy any bona fide hazard as soon as is reasonably practicable if he/she has control over the area involved. Otherwise the matter will be communicated to the Holy Family School management.

Consultation	Further Action Required	Action by Whom	Action by When	Date Completed
Health and safety to be included once a month at meetings				
Consult with work force about new safety statement and arrangements				



## Competent Persons

Where hazards and risks are complex Holy Family School will obtain the services of competent personnel for the purpose of ensuring the safety, health & welfare of employees.

Competent Persons	Further Action Required	Action by Whom	Action by When	Date Completed
Safety Matters have carried out a health and safety audit and risk assessment for the school prior to reopening				

## Information

Holy Family School will provide employees and others with information on hazards, risks and measures taken as regards safety, health and welfare and the names of emergency staff and safety representatives.

The following information is provided:

- Holy Family School Safety, Health and Welfare Statement
- Holy Family School Safety Induction
- Equipment manuals and operating instructions
- Work procedures
- Posting of emergency procedures in prominent locations.
- Posting of personnel & telephone no's of the emergency services.
- Signage erected throughout work place
- Material Safety Data Sheets
- Other information as is applicable to specific tasks and risks

The safety statement will be brought to the attention of all staff on an annual basis or when it is amended. A copy of the Safety Statement is held in a central location and questions or queries are to be dealt with immediately. Employees of another employer working in the place of work must also be informed.

Information	Further Action Required	Action by Whom	Action by When	Date Completed
Information in relation to health and safety and best practice will be communicated to all staff prior to reopening				



## Training & Instruction

Employees are entitled to receive safety and health training, which must take place during work time and without loss of remuneration-

### Arrangements for Safety Training

Safety is the responsibility for every worker on the job. The more workers are educated, interested and encouraged to participate in accident prevention measures, the better the result will be for the school. Holy Family School is committed to providing Health and Safety training at all levels in the organisation.

#### Training will be given when;

- First recruited.
- On transfer and change of task
- When new technology, work equipment or systems of work are introduced.
- If required by safety and health legislation.

Principals are responsible for identifying training needs.

### Induction Training

#### General Training

Every employee is continually trained in the safe procedures to do with their job, how to recognise and avert hazards associated with their job, and is given adequate supervision to ensure they continue to work safely.

#### Specialist Courses

Specialist training is provided for employees using specific equipment. Covid 19 compliance training.

#### First - Aid Courses

These courses are carried out by a recognised authority and certificates issued to trained persons. Refresher courses are organised when necessary.

### Manual Handling

#### Management Courses

Management seminars to update, improve or reiterate the policies of the School towards safety and health and enhance the understanding throughout the management structure are arranged periodically.

All training records are contained in the School files. Courses will be carried out by a recognised authority / competent trainers and certificates issued to trained persons where applicable. Refresher courses are organised when necessary.

### Training Matrix Appendix

Training	Further Action Required	Action by Whom	Action by When	Date Completed
Induction Covid 19 Compliance First Aid Response				



## Supervision of Employees

Holy Family School will provide adequate supervision for its employees and assess the extent of supervision required with respect to the following;

- Nature of hazards and level of risk employees are exposed to at work.
- The number of employees involved
- The level of competence (the ability of employees to identify and handle health and safety issues.
- Employees new to a job,
- undergoing training,
- doing a job which presents special risks,
- or dealing with new situations may need to be accompanied a first.

The higher the risk, the greater the level of supervision required.  
It should not be left to individuals to decide whether they require assistance.

Holy Family School will constantly review the provision of adequate supervision for its employees.

Supervision of Employees	Further Action Required	Action by Whom	Action by When	Date Completed
Appoint officers				

## Supervision of Suppliers and Visitors

Holy Family School so far as is reasonably practicable will ensure the safety, health and welfare of those who are not their employees but who may be exposed to risks to their health or safety at the place of work.



## Place of Work

The employer has a duty to provide and maintain safe premises.

### Holy Family School arranges for

- Preventative Maintenance of Equipment.
- Preventative Maintenance of office and office equipment.
- Preventative maintenance of welfare facilities.
- General areas of the workplace to be regularly cleaned.

Employees are encouraged to report any faults with the premises, equipment and conditions to the Principal.

Place of Work	Further Action Required	Action by Whom	Action by When	Date Completed
Staff are encouraged to report and defects or hazards in the workplace to the principal, deputy principal or appointed safety representative/worker representative				

## Working Environment

The employer is to provide and maintain a safe and healthy working environment and will ensure;

- Access walkways are clearly marked and maintained free of trip hazards and obstructions.
- Emergency exits are maintained free of obstruction and in good working order at all times.
- General lighting is provided to an approved lighting standard and is maintained in good working order.
- Adequate access and egress lighting to premises is provided, and maintained in good order.
- Adequate workspace is provided for each workstation for ease of movement and safe operation.
- Adequate heating is provided in all indoor workplaces to maintain workplace temperature without exposing employees to fume's or uncomfortable hot areas, and will not cause a fire hazard.
- Adequate ventilation will be provided to ensure a clean air supply.
- Noise and dust levels to be monitored and suitable controls implemented



## Welfare Facilities

The employer shall provide and maintain suitable and sufficient welfare facilities and ensure;

- Every place of work shall be kept in a clean state and accumulations of dirt, refuse, trade refuse and waste shall be removed at least once every day by a suitable method, and the floor shall be cleaned at least once every week by a suitable method.
- Sanitary facilities are provided and are of adequate number to accommodate all employees within the premises.
- Where applicable arrangements may be made to use welfare facilities of others.
- Holy Family School will ensure any facilities used are kept in a clean orderly state.
- Adequate supply of wholesome drinking water is provided
- Suitable facilities for sitting are provided where required.
- Suitable and adequate facilities for boiling water and taking meals are provided and maintained for the use of employed persons.
- Access to all facilities shall be kept clear.
- Facilities will be used exclusively for the use and welfare of employees and in no circumstances be used for the storage of any materials.

### Accommodation For Changing And Storage Of Working Clothes.

Adequate and suitable changing facilities are provided for personnel.

Adequate facilities are provided for storage of work clothes and equipment and storage of street clothes while at work.

Welfare Facilities	Further Action Required	Action by Whom	Action by When	Date Completed
Staff and students have their own separate toilets.  Strict Cleaning regime is in place				



## Pregnant Employees

This School is aware of its responsibilities under the Safety, Health and Welfare (General Applications) Regulations 2007.

Controls will be put in place to ensure that pregnant employees and their unborn children are not exposed to adverse Health and Safety risks.

Pregnant Employees	Further Action Required	Action by Whom	Action by When	Date Completed
Relevant forms are completed and recorded				

## Smoking

In line with The Tobacco Smoking (Prohibition) Regulations (S.I. No. 481 of 2003) employees are not permitted to smoke within the curtilage of Holy Family School.

This policy applies to all employees, consultants, contractors and visitors.



## Waste Management Policy

Holy Family School will seek to minimise the creation of waste by avoiding unnecessary wastage of materials and recycling materials that cannot be directly reused as far as practicable.

All employees are required to comply with this policy by minimising waste creation and co-operating actively with recycling programmes. Where waste is created, it shall be safely placed in appropriate storage receptacles, care being taken not to overload the storage.

Suitable waste receptacles are provided and arrangements are made for the collection/emptying of receptacles at suitable periods.

Waste shall be kept in a clean, accessible condition with due regard to fire protection and suitable containers.

All waste, for recycling or disposal, shall be collected by either local authority employed refuse collectors or by authorised waste carriers

Waste Management	Further Action Required	Action by Whom	Action by When	Date Completed
Waste collectors are licensed.				

## Fire Safety

Holy Family School operates the following fire policies;

### Fire Prevention

Prohibition. (No smoking policy / hot spot controls etc.)

Regular maintenance of work equipment

Suitable and maintained electrical supply and equipment.

### Regular housekeeping

### Fire Control

Fire fighting appliances installed at office, hospital, welfare facilities and other applicable areas, maintained and serviced.

Emergency exits and procedures established and maintained.

Fire Safety	Further Action Required	Action by Whom	Action by When	Date Completed
Assess work areas and current fire control arrangements				
Sufficient number of staff trained in use of fire fighting equipment and emergency procedures.				
Designate persons with fire emergency responsibilities				



## Materials / Substances

The employer shall ensure that employees are not at risk from any hazardous materials or substances used at work. Materials and substances are to be used stored, transported or disposed as per manufacturer documentation and instruction.

Holy Family School personnel to comply with Safety Data Sheets (SDS) arrangements.

Materials Substances	Further Action Required	Action by Whom	Action by When	Date Completed
Safety Data Sheet (SDS) register to be kept at a central location.  Employees are to be informed of any risks associated with materials or substances used at work and instructed and trained in the safe handling storage and disposal procedures				

## Plant and Equipment

### Selection of equipment

Holy Family School ensures suitable selection of plant and equipment with regard to fitness of purpose for

- The task and the environment
- The people using it and associated risks.

Equipment replacement will consider noise, dust and vibration reduction

### Use of equipment

- Risk assessment of equipment
- Training in the safe use of equipment.

### Preventative Maintenance of Plant and Equipment.

The Principal will ensure that work equipment is inspected and maintained with regard to manufactures recommendations and statutory requirements (where applicable)

Plant & Equipment	Further Action Required	Action by Whom	Action by When	Date Completed
All machines and equipment provided is to be identified and logged eg photocopies, scanners, floor cleaners etc.  Safe Work Procedures for equipment with particular risks.  Inspection and maintenance register to be compiled.				



## Traffic Management

Holy Family School does not own any vehicles. However, there is a Policy for dropping off and collecting children to the school. Only Designated Persons are allowed to collect a child from the school grounds. No parent is allowed into the school without prior appointment in line with COVID 19 Best practice guidelines and risk assessment.

Traffic Management	Further Action Required	Action by Whom	Action by When	Date Completed
Holy Family School to review the use of vehicles and make suitable arrangements for safe systems of work.				

## Protective Clothing and Equipment (PPE)

Holy Family School will select and provide suitable and sufficient Personal Protective Equipment to all employees in compliance with regulations and where required by School risk assessments and statutory requirements.

The arrangement for wearing PPE is obligatory to all personnel.

PPE supplies are organised through the principal.

Other PPE requirements will be specified in specific risk assessments or operating manuals / procedures.

Principals will help identify the personal protective equipment necessary in each project and for specific tasks and will ensure that information instruction and training is provided to employees so that PPE is used as intended.

It is the policy of this School to provide the required PPE and to replace it according to manufactures specifications when it is worn or defective.

Responsibility for supplying and identifying the appropriate protective equipment lies with the Principal who will obtain advice and aid from the manufacturers/supplies and Health and Safety Specialists if required.

Employees must take reasonable care of any equipment and wear and use any equipment provided as directed. Defective or worn PPE is not to be used by employees and must be replaced.

Personal Protective Equipment	Further Action Required	Action by Whom	Action by When	Date Completed
Include PPE use storage and replacement as part of safety induction				



## Health Surveillance

Holy Family School will provide health surveillance to employees appropriate to the health and safety risks that may be incurred at their place of work where required by risk assessment or by any relevant safety and health legislation.

Health surveillance will be made available for the purpose of protecting health and preventing occupationally related disease, and so that any adverse variations in employee's health which may be related to work conditions are identified as early as possible.

Any health surveillance procedures to be developed by a suitably competent person (a qualified medical practitioner).

Health Surveillance	Further Action Required	Action by Whom	Action by When	Date Completed
Staff are encouraged to take an eyetest annually and monitor their own wellbeing, follow correct lifting guidelines and report any hazards present.				

## Medical Fitness to Work

Employees who become aware that they are suffering from any disease or physical or mental impairment, which affects their performance of work and could give rise to risks to the safety health and welfare of persons at work, must notify the employer or the employer's nominated registered medical practitioner.

Where specific regulations require an assessment of the medical fitness to work of employees a registered medical practitioner nominated by the employer will carry out the assessments.

If the registered medical practitioner is of the opinion that an employee is unfit to perform work activities, she / he must notify both the employer and the employee as soon as possible giving the reasons for the opinion and the likelihood of early resumption of work for rehabilitative purposes.

The employer when notified of the unfitness of an employee to work shall immediately take appropriate action to ensure the safety health and welfare of the employee at the place of work.

Medical Fitness To Work	Further Action Required	Action by Whom	Action by When	Date Completed
Return to work form may be required from a GP for staff who have been ill and returning to work				



## Intoxicants - Drug and Alcohol Use

The Safety Health and Welfare at Work Act 2005 defines "intoxicant" as including alcohol and drugs and any combination of drugs or of drugs and alcohol.

The abuse of alcohol and drugs impairs motivation, memory, health, personality, attitude and the perception of risk.

Employees must not be under the influence of an intoxicant to the extent that they are in such a state as to endanger their safety and health or that of any other person.

Holy Family School prohibits the illegal use of any drug, narcotic or controlled substance. Holy Family School would encourage employees with drug or alcohol-related problems to seek the support of medical advice and counselling.

The Act gives scope for regulations to be made that can allow for employees to be required to undergo appropriate, reasonable and proportionate tests for intoxicants carried out by or under the supervision of a registered medical practitioner.

Intoxicants	Further Action Required	Action by Whom	Action by When	Date Completed
Zero Tolerance				

## Stress

Stress in the workplace is now an ever-increasing problem and can cause ill effects on the individual and on the organisation.

Employees who feel that they are under unreasonable stress or anyone who notice personnel who seem to be suffering stress should bring the problem to the attention of the Principal of Holy Family School or The Board of Management.

Stress To Work	Further Action Required	Action by Whom	Action by When	Date Completed
Management supports are in place and there is an open door policy between teachers and the principal				



## Improper Conduct

The employer is committed to providing an environment, which supports and encourages the rights of all individuals. All who work here are expected to respect the right of each person to dignity in their working. The employer has a specific responsibility to prevent Improper Conduct.

The Holy Family School will not tolerate any form of behaviour that includes

- Bullying
- Violence or
- Sexual Harassment.

If anyone feels that they are a victim or has witnessed improper conduct, we would request that management be notified so that the necessary steps can be taken to identify the problem behaviour, persons responsible, and organise support / counselling and make sure that it does not continue.

Bullying is defined as "any person who treats another, on a regular basis, in an aggressive, intimidating or derogatory manner, which is perceived by the recipient as offensive, demeaning and / or threatening. The bully, intentionally or unintentionally, misuses the power of their position, knowledge or personality to domineer or humiliate others. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying."

Violence at work occurs where persons are verbally abused, threatened or assaulted in circumstances related to their work.

Sexual harassment includes acts of physical intimacy, or requests for sexual favours or any act or conduct by a perpetrator, including spoken words, gestures, written words, pictures or other material that is unwelcome to the recipient and could reasonably be regarded as sexually offensive, humiliating or intimidating to the recipient. The unwanted nature of sexual harassment distinguishes it from flirtatious or sexual behaviour, which is entered into freely and mutually. It is the damaging impact of the unwanted behaviour on the recipient, not the intention of the perpetrator, which counts.

## Reporting Procedure for Improper Conduct

If any employee feels they are a victim of or has witnessed improper conduct they should do the following:

- In the first instance raise the issue informally with the person who is creating the problem pointing out that their conduct is unwelcome, offensive or interfering with work and request that it stop immediately.
- Alternatively, if the employee feels uncomfortable with direct approach, they could raise the issue with a Principal, director who through confidential, non-confrontational discussion with the persons involved, seek to resolve the issue informally.
- If an informal approach is inappropriate or if after the informal stage, the improper conduct persists, they should note the incidences, what was said, done or gestured, dates, times, locations, witnesses and inform the employer in writing so that formal proceedings can be undertaken.



## Investigation Procedure for Improper Conduct

If and when a report of improper conduct is received by any member of Management they are committed to dealing with it seriously and confidentially and should do the following:

1. Listen to the complaint privately, sympathetically taking note of all details available
2. Report it to Principal or The Board of Management immediately and confidentially.
3. An investigation will be instigated which will involve detailed interviews of both the employee making the complaint and the alleged person involved in improper conduct. Interviews of any witnesses will also take place to determine what happened.
4. In the interests of natural justice the alleged person responsible must be made aware of the nature of the complaint and be given every opportunity to respond and to rebut the detailed allegations made and be allowed representation if requested.
5. If, following a thorough investigation, there is a reasonable belief that there has been improper conduct, then, depending on the seriousness of it, appropriate disciplinary action will be taken. This may be anything from a verbal warning to dismissal.
6. Transferring one or both employees from anyone department may be an option. However, care should be taken, in cases that have been proven, not to place a penalty on the complainant whose complaint was found to be well based.
7. If it is found that the perpetrator's behaviour had been misinterpreted and that they were genuinely unaware of the effect of their behaviour and actions, further procedures may not be necessary and the outcome of the investigation will be that the improper conduct ends.
8. In cases where there are conflicts of evidence and perhaps no witnesses the investigating Member will have to weigh up the credibility of each party, whether the details are vague or specific etc. in order to reach a conclusion.

Improper Conduct	Further Action Required	Action by Whom	Action by When	Date Completed
Disciplinary Policies and procedures are in place				



## Disciplinary Action

Where advice and persuasion fails to achieve compliance with the Safety Health and Welfare requirements detailed in this statement it is the policy of Holy Family School to pursue the matter through a disciplinary procedure.

First offence  
Second offence  
Third offence  
Fourth offence

Verbal warning  
Written warning.  
Final written warning  
Dismissal proceeding

Disciplinary Policy	Further Action Required	Action by Whom	Action by When	Date Completed
Follow correct procedures at all times				

## Other Schools Persons in Control of a Place of Work

Arrangements for these matters are not applicable to the Holy Family School at this stage. This does not restrict the employer responsibilities and arrangements will be reviewed should applicable circumstances arise.

Other	Further Action Required	Action by Whom	Action by When	Date Completed
Visiting teachers will have to follow our schools best practice policies and procedures				



## Contractor & Visitors

Prior to contractors coming into the premises their insurances should be checked so that it is sufficient and appropriate for the nature of work to be carried out. This should be checked out by The Safety Officer.

Insurance certificates must be up to date covering employers liability, Public Liability, Motor insurance and other insurances as may be required. All required certificates must be produced for checking by Schools insurance Brokers before work is started.

Any damage caused by the Contractors on the premises must be reported to the School Safety Officer/ Manager –

- Contractors must agree to comply with the Safety Statement.
- Contractors using hazardous materials must provide documentation of their content.
- Contractors must identify themselves as approved visitors.
- Contractors must comply with the safety statement. Contractors must identify themselves as approved visitors.
- Contractors must supply and use their own work equipment and tools. School equipment etc. will not be provided to, and should not be taken by contractors without prior discussion and agreement with the company safety officer.
- Contractors/Sub Contractors must supply their own PPE AND CLOTHING FOR THE TASK.
- Contractor's proposal for completion of project must include agreed safety precautions and procedures.
- All contractors are deemed competent either by previous experience or by referees and must possess relevant qualifications for task involved.
- Contractors must produce their own safety statement for examination

Contractors Visitors	Further Action Required	Action by Whom	Action by When	Date Completed
Pre qualification questionnaires to be completed by any contractors and insurance details provided to the principal and BOM				



## Electrical Safety

### Planning:

All electrical equipment and electrical installations must be installed maintained used and protected as to prevent danger.

### Physical controls / procedures:

- Installation of suitable electrical system by competent person. Electrical system to be periodically checked by a competent person.
- Trip switches installed in electrical system.
- Overloading of sockets/ cables to be avoided.
- Sufficient power sockets provided to reduce need for extension cables.
- Suitable environment maintained regular housekeeping (removal of dust and paper refuse)
- Suitable electrical equipment selected.
- Equipment used and maintained in accordance with the manufacturer's instructions.
- Regular check of electrical equipment.
- Regularly check of plugs, leads and sockets to check for wear, fraying or other defects.
- Faults to be reported and equipment not used till checked by competent person.
- Maintenance and repair to any electrical equipment to be carried out by competent person.

Electrical Safety	Further Action Required	Action by Whom	Action by When	Date Completed
PAT Testing is carried out by a competent electrician. Staff to alert management if they identify any hazards in the school NO NOT USE FAULTY EQUIPMENT				



## Protective Clothing and Equipment (PPE)

Holy Family School will select and provide suitable and sufficient Personal Protective Equipment to employees in compliance with regulations and where required by the School risk assessments and statutory requirements.

**The arrangement for wearing PPE is obligatory to all personnel.**

PPE supplies are organised through the supervisor.  
Other PPE requirements will be specified in specific risk assessments or operating manuals / procedures.

Supervisors will help identify the personal protective equipment necessary in each scheme project and for specific tasks and will ensure that information instruction and training is provided to employees so that PPE is used as intended.

It is the policy of this School to provide the required PPE and to replace it according to manufactures specifications when it is worn or defective.

Responsibility for supplying and identifying the appropriate protective equipment lies with the supervisor who will obtain advice and aid from the manufacturers/supplies and Health and Safety Specialists if required.

Employees must take reasonable care of any equipment and wear and use any equipment provided as directed. Defective or worn PPE is not to be used by employees and must be replaced.

Personal Protective Equipment		
Action by Whom	Action by when	Date completed
<b>Board of Management</b>		
<i>Include PPE use, storage and replacement as part of safety induction</i>		

Note: Hazard Data Sheets will be obtained and retained by the safety officer  
These must be consulted and instructions followed.



## Lifting and Handling

Insofar as possible mechanical means should be used for the movement of goods within the premises, including loading and unloading of vehicles. This will include the use of pallet trucks and the like and other mechanical aids deemed suitable e.g. hand trolleys, hand carts etc.

### Manual Handling:

Many accidents and injuries result from poor manual handling techniques. Examples include the following:

- Poor posture
- Over Exertion
- Over reaching
- Bending rather than squatting for loads at low levels.
- Stepping over, rather than around, objects on the floor while carrying.

Correct Procedures include:

- Size up load, check weight remove possible hazards e.g. sharp edges.
- Watch for traps against other objects.
- A load must never be stacked above chest height.
- One person must be in charge of team lifting to observe the full operation.
- Relax and Bend knees, take up a broad base.
- Take up correct grip, firm and with both hands.
- Raise head keep chin in.
- Keep back straight.
- Keep arms and elbows close to body.
- Stand up keeping back straight, with load close to body. If load is awkward get help lifting it.
- If two people are lifting a load, make sure the load is lifted together.
- These provisions apply for setting down a load as well.
- Appropriate instructions and safe systems of work will be devised for specific tasks of moving items, putting down items and loading as demand requires.



## Visual Display Units:

Staff regularly using VDU's may result with eye strain.

- Work areas where they are in use must be maintained with a comfortable level of light and heat.
- Suitable chairs must be given to operators to reduce potential back strain.
- Keyboards should be detachable to avoid strain to arms and hands.
- Document holders must be available.
- Equipment must be regularly checked to ensure that problems such as unnecessary flickering of the screen are avoided.
- Cleaning sprays are available for the removal of dusts from screens.
- Management should be advised if staff is suffering from eyesight problems as a result of usage of VDU Screens.
- Eyesight screening of VDU users to be provided.
- Anti-glare screens are provided.

It is accepted however, that a large dependence on screens is not necessary in this school at present. This will be reviewed in light of any future changes.

Visual Display Units	Further Action Required	Action by Whom	Action by When	Date Completed
Display Screen Equipment assessment carried out and correct work station set up put in place to prevent Injuries				



## Violence & Aggression

Holy Family School recognises both their moral and legal responsibilities under the Safety, Health & Welfare at Work Act 2005 to identify hazards, assess the risk of violence or aggression and put in place appropriate safeguards.

Holy Family School shall endeavour to comply with the aforementioned duty by adopting the following policy.

1. It is strictly forbidden for any member of Holy Family School staff to enter into an aggressive verbal exchange with any visitor, colleague or customer. He/She should remove him/herself from the situation in an attempt to defuse the situation and report the incident to the appropriate Manager/Supervisor.
2. If an incident does occur on the premises, the employee involved should remove him/herself to a place of safety and report the incident to the Production Manager. The employee must cooperate completely with the Garda or manager. This may involve making factual statements of the incident that occurred, to anyone who has the authority to ask for said information; if necessary the employee must be prepared to appear in court to give testimony on what he/she witnessed.
3. If any employee is subjected to either verbal or physical bullying during the course of his/her duties or is harassed in any way whatsoever, he must inform his manager/supervisor immediately of the situation, to allow appropriate action to be taken. Any member of staff found to be harassing another member of staff will be disciplined and may find his contract of employment terminated.
4. The management will provide all necessary support to any employee who acts appropriately where an incident of violence or aggression takes place. Any employee who fails to follow this policy will not receive the aforementioned support and will be subject to disciplinary action that may result in the termination of his employment.

Violence & Aggression	Further Action Required	Action by Whom	Action by When	Date Completed
Policies and Procedures are in place.				



## Arrangements for Monitoring / Auditing / Review

### Inspections

Safety inspections are a means of identifying and appraising problems with working conditions and work practices. Conditions are constantly changing therefore unsafe working conditions and methods need to be continually identified, analysed and the appropriate corrective action taken.

Principals Inspections shall be carried out on the working environment and job tasks. The purposes of these inspections are to ensure that the control measures in place fully meet the level of risks identified and to further identify hazards and risks.

### Reports on Inspection

Safety inspections reports will be presented to The Board of Management and discussed at board meetings. Items requiring immediate attention should be set out and highlighted. Follow up action will be outlined to ensure items are attended to without unreasonable delay.

### Safety Auditing

### Review

Holy Family School will annually review the health and safety statement and revise arrangements accordingly and whenever else required ;

- after an accident/ incident or dangerous occurrence
- changes in health and safety legislation
- changes in work practices/ equipment
- changes in personnel employed
- undertaking of new projects

Health and safety is included in the agenda for Holy Family School meetings.

Monitoring Auditing	Further Action Required	Action by Whom	Action by When	Date Completed
Establish the requirements of inspections and auditing				
Designate specific people and time frames				
Establish specific inspection check sheets				



## Emergency / Accident Procedures

1. The Principal will review and establish foreseeable emergency arrangements and designate emergency personnel.
  2. Designated emergency persons will be aware of all persons who are at the work location and conduct roll calls in the case of emergency.
  3. Designated emergency persons will be aware of,
  4. Each work location will have a means of raising an alarm.
  5. Each work location will have a first aid kit
  6. Each work location will have means to contact first aid or other assistance.
  7. If fire is a foreseeable hazard each work location will have suitable fire control equipment.
  8. Where other specific foreseeable hazards exist at the workplace working at height/ confined space/ water etc.. suitable emergency procedures and equipment will be provided and personnel trained
  9. Training will be organised for the above eventualities and accident /fire / emergency drills will be practised periodically.
-



## Fire / Evacuation Workplace Emergency Procedures

### ASSEMBLY POINT LOCATION:

Persons to be contacted in the event of an Accident /Emergency: Principal

### On discovering a fire –

- Make safe any equipment or machinery you are using
- Raise the alarm by alerting those nearest you.
- Call the Fire Brigade by dialling 999.
- Attack the fire if it is safe to do so with the appliances provided but do not take personal risks.
- If the fire is beyond control, evacuate the site/ building by the nearest exit, closing as many doors and windows as possible, and evacuating people as you go.
- Proceed to the Assembly Point.

### On hearing the alarm –

- Make safe any equipment or machinery you are using.
- Alert and assist any customers, visitors or other persons in your area to leave the building and direct them to the assembly point.
- Leave the building by the nearest exit, closing as many doors and windows as possible.
- Proceed to the Assembly Point.

### The designated person should determine –

- That all persons on the premises have been safely evacuated.
- That the fire brigade/ emergency services have been notified
- If any person is trapped or injured and notify the Ambulance and Garda
- Nominate persons to meet with fire brigade and other services

### Fire Wardens:

#### Fire Warden Duties include:

- To be familiar with the location of all fire alarm points, fire exits, fire extinguishers and fire blankets.
- Be familiar with the location of main cut-off switches/valves for the electrical system (including fireman's switch, if installed) and gas supply system so that you can advise attending Fire Brigade crew.
- To have first priority in the event of discovering a fire or raising the alarm.
- To have second priority in the event of an extremely minor fire, of using a suitable extinguisher provided this does not compromise the safety of yourself or other persons.



## First Aid Arrangements

Holy Family School will ensure provision of adequate numbers of designated trained first aid personnel and provision of adequate first aid supplies and facilities.

Designated First Aid Personnel are to regularly check first aid supplies and inform the Principal when additional supplies are required.

First Aid Equipment Locations:	Staffroom One on each corridor / secretary's office
First Aiders:  Nominated persons in their temporary absence:	
Person(s) responsible for checking and restocking First Aid kits:	

### Designated First Aid Responders will;

- Assess the accident situation.
- Arrive at a diagnosis for each casualty or illness.
- Give immediate and adequate treatment, bearing in mind that some casualties will require more urgent attention than others.
- Arrange without delay for the safe disposal of a casualty according to the seriousness of his/her condition.

### First Aid Supplies

See Appendix for recommended general contents of first aid boxes & kits

### Medications:

First Aid personnel (or any other staff) are not empowered to dispense analgesics, pills or medications. Supplies or such items will not be kept in the First Aid Box. Individual employees who might have a need for such items are responsible for their own supplies.

First Aid	Further Action Required	Action by Whom	Action by When	Date Completed
Clarify first aid arrangements – designated persons for first aid				



## Accident Procedures

**When a serious accident occurs**, the following procedures must be followed

The **designated first aid persons** must take charge of the proceedings as follows;

- Observe accident location and status of injured person
- If there is a risk of further injury, move injured person to safety.
- Call for immediate medical assistance or emergency service.
- See that first aid etc is administered as required.
- If ambulance is called, make sure the exact location is given and that the ambulance can access the area as near as possible to the injured person.
- Establish location of hospital and appoint a suitable person to travel with the injured person.
- Notify family of injured person and if required arrange for transport for them to go to the hospital.

## Accident Investigation

In the aftermath of the accident (as soon as is possible) the Board of Management shall;

Gather all information, obtain witnesses statements, and write them down as they occur  
Complete Accident Report Book and Report Form (see Appendix). Where applicable report to H.S.A.  
This is necessary only if the injured person is to be out of work for three days or more.

Take sketches/photographs of area where the accident happened.

If the H.S.A is to inspect the scene of the accident, do not move anything unless further serious risks have to be avoided.

Seek guidance on further reports and investigations

Accidents	Further Action Required	Action by Whom	Action by When	Date Completed
Report and record all accidents/incidents				



## Reporting Accidents and Dangerous Occurrences

It is School policy to evaluate and record (in the Accident/ Incident Book) all accidents or incidents, adversely affecting employee safety health and welfare, that occur during work activities in order to prevent reoccurrence and instigate improvements, where practicable.

Accident Reporting Procedure.

All accidents / near misses must be reported to the Principal immediately.

Principals are to record all accidents/ incidents in the Accident / Incident book located in Principals office.

All serious accidents and dangerous occurrences are reported to Principal immediately, who will then notify the management.

School Accident / Investigation forms to be completed by all necessary personnel as soon as possible where applicable.

Notify the Health and Safety Authority on the Standard Approved Accident Report Form or Dangerous Occurrence Report Form.

In the case of a death resulting from an accident or injuries received at work, The Principal of Holy Family School will notify the Health and Safety Authority immediately by phone and the local Garda Station.

Details of an accident or dangerous occurrence shall be kept in the form in which they were reported to the Authority. All such records shall be kept for a period of at least ten years.



## First Aider PPE Requirements

The following PPE requirements will be located at each First Aid station:

- Disposable gloves (nitrile / latex)
- FFP2 face masks/ Surgical Masks
- Plastic aprons
- closed eye protection

## Application & Disposal of PPE

- First Aiders will ensure that the mask covers both their mouth and nose and is fitted correctly to create an adequate seal to the face
- Following first aid treatment, disposable PPE and any waste will be disposed of appropriately and reusable PPE cleaned / disinfected thoroughly.
- First aider to wash hands thoroughly with warm water and soap before putting on and after taking off PPE.
- PPE stock to be replenished as appropriate. The First Aider will notify the C-19 Compliance Officer to ensure any issues with First Aid PPE are resolved in a timely a manner as possible.

## Deliveries

Management shall:

- Ensure all delivery transactions enforce physical distancing
- Agree a delivery protocol with suppliers which includes prior completion of C19 Screening questionnaire by vehicle drivers.
- Plan all deliveries allocating times for collections / appointments / deliveries
- Make arrangements for paperless delivery acceptance and acknowledgement with suppliers to ensure materials management and material reconciliation's are accurate.
- Ensure that hand washing facilities are available convenient to set down and goods inward locations.
- Ensure there are appropriate sanitising arrangements at points of access, egress and set down area for raw materials and stock.

## Cleaning to Prevent Contamination

Enhanced cleaning procedures to be in place to prevent cross contamination, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles
- Handrails
- Machinery and equipment controls
- Food preparation and eating surfaces
- Communication equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day, ensuring planned frequent collection of waste skips by waste contractors.
- Regular cleaning of contact surfaces and all welfare facilities.



## Risk Assessments

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

### 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.

### 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:  $\text{Likelihood of Occurrence} \times \text{Hazard Severity}$
- Holy Family School must identify the potential of the hazard being realised, and the potential consequences if the risk occurred.

### Development of Preventative / Control measures

- Examine the existing measures in place to control the risk and assess
- Develop further measures to eliminate or reduce the exposure 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.



## The Risk Assessment Form

There is a need to assemble all the pertinent information regarding the Hazards and Risks 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. Do not be concerned with the trivial. The whole picture of the real hazards and risks should then be clear.

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

Once each risk 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 Holy Family School 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.

Particular attention must be paid to risk assessments made with regard to persons:

Young Persons under the age of 18 years

No young person is to be employed where the work:

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

### Pregnant Employees

The School intends to do all that is reasonably practicable in complying with its obligations under the Safety, Health and Welfare at Work (General Application) Regulations 2007 Sensitive Risk Groups, as well as other relevant legislation. The Holy Family School accepts that no Pregnant Employees health status or the unborn child should be put at risk by her work duties.

Any other vulnerable persons



## Hazards & Risk

The Board of Management, in consultation with the Teaching Staff, has identified the following areas of school life and activity, as requiring special care in order to prevent injury or damage to members of the school community.

- Activity outside the classroom.
- Activity within the classroom.
- Restricted Areas.
- Hygiene.
- Fire Drill.
- First Aid.

### Activity outside the classroom

- Supervision is provided from 9 am. School begins at 9.00 am, all teachers will be present to exercise the required supervision over their classes at that time. It is recognised that the short break mid morning and the lunch break will require special attention and care. Attention of the teaching staff is directed again by School policy rules.
- In all pupil activity, involving games of whatsoever kind, teachers will exercise prudent judgment on the level of safety required and bring to the notice of the Principal Teacher any matter requiring corrective action.
- Activities which involve pupils traveling from the school, such as School Tours, School Sports, etc. will require specific rules to ensure the safety of all participating. In these instances the rules will often be specific to the nature of the places being visited and the activities being engaged in.
- When completing the Enrollment Application Form parents will be asked to include the names of any persons into whose care their children should not be allowed.

### Activity within the classroom

Within the classroom and the school building during normal school business, the potential hazards for all within the school are:

- Activity involving the use of tools of any kind, e.g. scissors, craft knives, pointed implements, etc.
- Activity involving the use of electrical power.
- Moveable furniture.
- Our teachers are professional people, trained to conduct group activity. However some accidents occur due to oversight or the postponement of rectifying defective equipment, e.g. defective plugs, defective furniture, etc.
- Teachers and Ancillary Staff are requested to conduct periodic safety checks of their classrooms and/or work-place and to effect or to request immediate corrective action. For this purpose it is recommended that each teacher keep a written record of the safety checks conducted and the action taken. This record is to be made available on request to the Principal Teacher. This recommendation equally applies to the Clerical Staff and to Caretakers.

### Restricted Areas

The Restricted Areas in our school are as follows:

- The pump house, which contains electrical equipment.
  - The storage shed, which contains tools and lawnmower.
  - The Cleaner's store room, which contains cleaning equipment and chemicals.
- These are restricted to authorised personnel only and such authorisation may only be granted by the Principal Teacher.



## Hygiene

- Hygiene is the concern of everyone in our school. Good hygiene practice is essential for the health and welfare of all in the school. For this reason any infringement of the Code of Conduct in this regard will be viewed with particular seriousness. Teachers are requested to train their pupils in good hygiene practice. The Staff - Teaching and Ancillary - is requested to be vigilant in this regard and to bring to the notice of the Principal Teacher any corrective action which may be deemed necessary.

## Fire Drill

- The Board draws attention to the dangers of fire and to the loss of life that may be caused in the event of a fire in the school. Each teacher shall instruct her/his pupils in the fire drill to be observed in the event of fire.
- Fire Drill and Evacuation instructions are included in Appendix 2.

## First Aid

- In the event of accidents, it may be necessary to administer First-Aid. A designated member of staff will be the Safety First Aid Officer for the school and is in charge of the First-Aid equipment. As Principal Teacher, overall responsibility for First Aid and First Aid Equipment resides with him/her.
- Information on the procedure the school will follow in the event of a pupil needing medical attention will be communicated to parents/guardians.

Medical information the school would need in the event of a pupil needing urgent medical attention will be sought on the pupil Enrollment Application Form.

## Accident/Illness

- The procedure to be followed in the event of a pupil requiring medical attention as a result of an accident or illness is laid out in Appendix 3.

This Safety Statement has been prepared on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated so as to accommodate any changes in these conditions.



## Specific Hazards

It is the policy of Holy Family School that:

- There is an adequate supply of fire extinguishers which deal with any type of fire. In particular, because of the presence of computers in each classroom, all classroom fire extinguishers will be capable of being used on electrical fires.
- All fire equipment is identified and regularly serviced.
- Regular Fire Drill takes place.
- Instruction is given to staff in the use of fire extinguishers for specific materials/equipment.
- Signs are clearly visible to ensure that visitors are aware of the exit doors.
- All electrical equipment will be unplugged or turned off outside school hours and when the school is vacated for long periods.
- An Assembly Area is designated outside the school building.
- Those leaving the school premises should inform someone in authority.
- Exit signs are clearly marked and Exit Doors never obstructed.
- The school and equipment have been checked by a fire officer and all recommendations made by him/her have been implemented.

## Constant Hazards

- Machinery and Electrical Appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.
- All chemicals, detergents, etc. be stored in clearly identifiable containers bearing instructions and precautions for their use, and kept in a locked area. Protection provided to be used when handling them.
- Medicine only administered in compliance with Medicine Admin Policy.
- Floors not to be polished to a slippery finish. Washing of floors will be conducted after school hours to ensure, as far as reasonably practicable, the elimination of the danger of slipping.
- The Code of Discipline of the school provides for a level of behaviour to minimise personal risk or stress to any employee.
- Access to employees is by consent. When an employee feels at risk from, or threatened by, a particular person on school property, this must be drawn to the attention of the Board of Management. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees. Such measures will include meetings by appointment, with/without witnesses, and, in extreme circumstances, an injunction/barring order and any necessary legal steps.
- The whole school has been designated a Smoke Free Zone.
- No children are allowed to bring drinks to school in glass bottles, to minimise the risk of breakages and cuts.
- Spread of COVID 19 all schools will have to follow Gov.ie HSE and HSA Guidelines. Ensure Physical distancing is practiced, correct handwashing/sanitising, correct respiratory etiquette and robust cleaning regime.



### **Visual Display Units / Projector Screens**

Proper procedure regarding the use of Visual Display Units and Projector Screens is to be followed carefully. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

### **Infectious Diseases**

1. As far as reasonably practicable staff, permanent, temporary or voluntary, will be protected against infectious diseases, to include Hepatitis 'B'.
2. There will be adherence to sound principles of cleanliness, hygiene and disinfection and provision of disposable gloves to be used for all First-Aid applications, cleaning jobs, etc.

### **Trained First Aid Personnel**

1. All teachers should be trained to apply First-aid to other employees and pupils.
2. All required remedies and equipment are made available for First-Aid function.
3. There will be a properly equipped First Aid Kit available at all times to staff, which will include the approved materials needed under current Health & Safety Regulations 2007.



COVID-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection.

### Details of Corona Virus

- The virus is not a living organism, but a protein molecule (DNA) covered by a protective layer of lipid (fat), which, when absorbed by the cells of the ocular, nasal or buccal mucosa, changes their genetic code. (mutation) and convert them into aggressor and multiplier cells.\* Since the virus is not a living organism but a protein molecule, it is not killed, but decays on its own. The disintegration time depends on the temperature, humidity and type of material where it lies.
- The virus is very fragile; the only thing that protects it is a thin outer layer of fat. That is why any soap or detergent is the best remedy, because the foam CUTS the FAT (that is why you have to rub so much: for 20 seconds or more, to make a lot of foam). By dissolving the fat layer, the protein molecule disperses and breaks down on its own.
- HEAT melts fat; this is why it is so good to use water above 25 degrees Celsius for washing hands, clothes and everything. In addition, hot water makes more foam and that makes it even more useful.
- Alcohol or any mixture with alcohol over 65% DISSOLVES ANY FAT, especially the external lipid layer of the virus.
- Any mix with 1-part bleach and 5 parts water directly dissolves the protein, breaks it down from the inside.
- Oxygenated water helps long after soap, alcohol and chlorine, because peroxide dissolves the virus protein, but you have to use it pure and it hurts your skin.
- **NO BACTERICIDE SERVES.** The virus is not a living organism like bacteria; they cannot kill what is not alive with antibiotics, but quickly disintegrate its structure with everything said.
- **NEVER** shake used or unused clothing, sheets or cloth. While it is glued to a porous surface, it is very inert and disintegrates only
  - between 3 hours (fabric and porous),
  - 4 hours (copper, because it is naturally antiseptic; and wood, because it removes all the moisture and does not let it peel off and disintegrates). )
  - 24 hours (cardboard),
  - 42 hours (metal) and
  - 72 hours (plastic).
- But if you shake it or use a feather duster, the virus molecules float in the air for up to 3 hours and can lodge in your nose.
- The virus molecules remain very stable in external cold, or artificial as air conditioners in houses and cars. They also need moisture to stay stable, and especially darkness. Therefore, dehumidified, dry, warm and bright environments will degrade it faster.
- UV LIGHT on any object that may contain it breaks down the virus protein. For example, to disinfect and reuse a mask is perfect. Be careful, it also breaks down collagen (which is protein) in the skin, eventually causing wrinkles and skin cancer.
- The virus CANNOT go through healthy skin.
- Vinegar is NOT useful because it does not break down the protective layer of fat.
- NO SPIRITS, NOR VODKA, serve. The strongest vodka is 40% alcohol, and you need 65%.
- LISTERINE IF IT SERVES! It is 65% alcohol.



The more confined the space, the more concentration of the virus there can be.

The more open or naturally ventilated, the less.

It is important that you wash your hands before and after touching mucosa, food, locks, knobs, switches, remote control, mobile phone, watches, computers, desks, TV, etc. And when using the bathroom.

C-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2.

From what is known about other coronaviruses, the spread of C-19 is most likely to happen when there is close contact with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread C-19:

- Infection can be spread to people who are nearby (within 2 metres) or possible could be inhaled into the lungs; It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose or eyes (such as touching contaminated surfaces) e.g. door knob) or shaking hands then touching own face).
- A combination of good personal hygiene and management of social distancing is at the core of this procedure. This will ensure we protect the health and welfare of our employees, supply chain and our community.

## Symptoms

It is critical that all personnel shall be informed that they are not, under any circumstances, to attend work if they are C-19 symptomatic - fever (temperature), cough, shortness of breath, breathing difficulties. Persons displaying symptoms must self-isolate and not attend work for 14 days. Also, any person living with someone who is self-isolating or waiting a C-19 test must restrict their movements for 14 days. All personnel arriving to the workplace initially will complete a C-19 screening questionnaire. The questionnaire is designed to seek confirmation that personnel attending site have no symptoms of C-19 and is not waiting a C-19 test.

## Hygiene Practices

Personnel hygiene practices are important to prevent spread of C-19. Signage shall be prominently displayed throughout the premises. Reference to hygiene practices shall be noted in all documentation.

## Hand Washing

All personnel will be reminded to wash hands properly and regularly and especially:

- After coughing or sneezing and after toilet use; Before eating; If in contact with a sick person, especially those with respiratory symptoms.
- All personnel will be advised on correct hand washing etiquette, as per the HSE guidelines, which include using soap and water and washing for over 20 seconds. Touching of the face will be avoided.
- Regular hand washing with soap and water is effective for the removal of C-19. Between washing use of hand sanitisers (70% alcohol base) is recommended.



## Mouth Covering

All personnel will be reminded to cover their mouth when coughing and sneezing. Advice to personnel will be to cover their nose and mouth with disposable tissues and if no tissues are available, cough or sneeze into your arm or sleeve (not hand), put used tissues into a sealed bin and then wash your hands. Face or mouth coverings must be worn correctly and if reusable coverings are being used they must be washed each evening at temperatures over 60 Degrees Celcius. Face coverings must be changed if they are wet or soiled, place in a zip lock bag for safety.

## Social Distancing

Social distancing, or physical distancing, is a set of interventions or measures taken to prevent the spread of C-19 by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. Social distancing measures will be implemented. This will be achieved in a number of ways including:

- Prominently displaying signage reminding personnel of social distancing guidelines Keeping a distance of 2 metres (6.5 feet) between personnel;
- Avoiding making close contact with people (i.e. do not shake hands);
- Utilising screens or barriers where possible; Implementing a queue management system with correct distance markings;
- Allocating times for collections and deliveries; Staggering break times and shift times;
- Removing tables/chairs from the canteen and restricting the number of personnel per table;
- Reducing office density through working from home or split shift arrangements;
- Use of technology for video/virtual meetings;
- Isolating individual buildings (e.g. no travel permitted between manufacturing and design buildings).
- Utilise one-way systems on access routes throughout the workplace where possible.
- Where possible widening pedestrian routes so social distancing can be maintained on main walkways.
- Mark up walkways / areas to give an indication of what 2-metre spacing looks like.

## Toilet Facilities

To ensure social distancing and good hygiene practice is maintained the following points will be adhered to:

- The number of people using toilet facilities will be restricted to ensure there is a social distance of 2m maintained while using the toilet facility.
- Appropriate C-19 hygiene regime shall be implemented.
- Soap and hand washing pictorial guides will be provided for washing hands.
- Cleaning regimes for toilet facilities will be enhanced particularly door handles, locks and the toilet flush handle.
- Suitable and sufficient rubbish bins will be provided for hand towels. These rubbish bins will be regularly removed and disposed of correctly.



## Compliance

Whilst social distancing is everyone's responsibility, We shall appoint a C-19 Compliance Officer's in line with the Government's recommendations to monitor Social Distancing.

An assessment shall be made and noted in the C-19 Response Plan identifying how many C-19 compliance officers will be required. The nominated compliance officer and their deputies shall also be noted in the C-19 Response Plan. The nominated C-19 Compliance Officer shall be clearly identifiable. Ensuring compliance with the 2m social distancing rule and good hygiene will be supported by management.

The Compliance Officer will be clearly identifiable with a distinguished high-viz vest or badge with C-19 Compliance Officer written on them.

The role of the C-19 Compliance Officer is both a proactive and reactive role. The proactive role will entail:

- Monitoring the day to day activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the C-19 virus.
- Ensuring personnel complete relevant C-19 questionnaires.
- Being a constant presence to monitor compliance with social distancing. In instances where there is non-conformance with social distancing the C-19 Compliance Officer is to intervene.
- Maintain a log and complete C-19 inspections to ensure compliance is documented and improvements recorded and implemented
- Ensure there is sufficient up to date signage erected onsite to educate all personnel about the C-19 controls at the workplace.
- Promote and coach good hygiene practices to all personnel at work.
- Ensure regular cleaning of welfare facilities, handrails, door handles etc. is being undertaken.
- Ensure hand wash liquid / soap and hand sanitisers are replenished as and when required
- Ensure hot water is available for correct handwashing techniques.
- Make representations to management with regards any C-19 concerns raised by personnel
- Ensure personnel are adhering to staggered break time schedules and limiting numbers in canteens and smoking areas cognisant of the 2-metre social distancing guideline.
- Ensure all personnel have designated breaks remove their PPE correctly and continue to adhere to social distancing guidelines.
- Report any areas of non-compliance to management and ensure these are addressed.
- Consider provision of additional controls for exceptional circumstances.
- Keep up to date on HSE guidelines.



The reactive role will entail:

- Informing management if there is a confirmed case or if they have been made aware of an individual with C-19 symptoms.
- Isolating an individual with symptoms in an isolation room / segregated away from other personnel.
- Following correct protocol for individuals with C-19 symptoms
- Assist in contact tracing should there be a confirmed case of C-19.

## First Aid

C-19 infects people through contact with the mucous membranes. First Aider will think of these as being the mouth, nose and eyes. It does not infect through the skin.

The greatest element of risk for a First Aider is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands with the eyes, nose or mouth). The key interventions to manage this risk will be to minimise hand contamination, avoid touching your face and to clean your hands frequently with soap and water or alcohol-based hand gel.

There is also a significant risk of direct transfer of the virus on to mucous membranes by droplet transmissions, that is, by direct impact of larger infectious virus droplets generated from the person's respiratory tract landing directly in your eyes, nose or mouth. This risk will be managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette). If a First Aider, cannot avoid close contact with a person who may require some level of first aid, this would be the preferred option. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident or cardiac arrest, heart attack, choking, stroke.

## Key Control Measures:

- Standard infection control precautions will be applied when responding to any first aid incident in the workplace. Hand washing with warm water and soap or alcohol-based hand gel will be performed before and after providing any first aid treatment.
- Any person presenting with symptoms consistent with COVID-19 will be treated as a suspected case and the individual will be moved to an isolated room to minimise risk of infection to others.
- Only one First Aider to provide support / treatment, where practical.
- Additional PPE will be worn by First Aider when responding to all first aid incidents where close contact cannot be avoided. A mask shall also be given to the injured party.
- If the First aider suspects the injured party has experienced a cardiac arrest, do not listen or feel for breathing by placing your ear and cheek close to the person's mouth.
- If the First Aider is in any doubt about confirming cardiac arrest, the default position will be to start chest compressions only until help arrives. A person in cardiac arrest must have compression only CPR applied.
- A First Aider shall, where practical, avoid close contact with an injured party who has sustained minor injuries (cuts, abrasions, minor burns), and will advise the injured party what steps to take in treating their injury. All reusable equipment must be cleaned / disinfected appropriately before being returned to the First Aid box.



## First Aider PPE Requirements

The following PPE requirements will be located at each First Aid station:

- Disposable gloves (nitrile / latex)
- FFP2 face masks/ Surgical Masks
- Disposable overalls / plastic aprons
- closed eye protection

## Application & Disposal of PPE

- First Aiders will ensure that the mask covers both their mouth and nose and is fitted correctly to create an adequate seal to the face
- Following first aid treatment, disposable PPE and any waste will be disposed of appropriately and reusable PPE cleaned / disinfected thoroughly.
- First aider to wash hands thoroughly with warm water and soap before putting on and after taking off PPE.
- PPE stock to be replenished as appropriate. The First Aider will notify the C-19 Compliance Officer to ensure any issues with First Aid PPE are resolved in a timely a manner as possible.

## Deliveries

Management shall:

- Ensure all delivery transactions enforce physical distancing
- Agree a delivery protocol with supplies which includes prior completion of C19 Screening questionnaire by vehicle drivers.
- Plan all deliveries allocating times for collections / appointments / deliveries
- Make arrangements for paperless delivery acceptance and acknowledgement with suppliers to ensure materials management and material reconciliation's are accurate.
- Ensure that hand washing facilities are available convenient to set down and goods inward locations.
- Ensure there are appropriate sanitising arrangements at points of access, egress and set down area for raw materials and stock.

## Cleaning to Prevent Contamination

Enhanced cleaning procedures to be in place to prevent cross contamination, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles
- Handrails
- Machinery and equipment controls
- Food preparation and eating surfaces
- Communication equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day, ensuring planned frequent collection of waste skips by waste contractors.
- Regular cleaning of contact surfaces and all welfare facilities.



## Hazard Identification

### Understanding the Safety Matters Assessment of Risks

Location <b>Work / Public Areas</b>	Who is Affected <b>Staff - Visitors - Public</b>	ASSESSMENT DATE <b>October 2020</b>
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Activity or Business Area

What People does this affect

When it took place

The Safety Matters Risk Assessment is determined by taking into account the likelihood of an incident occurring and the likely severity of any injury as a result of the incident.

Safety Matters calculate a scored risk using the following 5 x 5 Risk Matrix formula:  
 $(\text{Likelihood}) \times (\text{Severity}) = \text{Scored Risk}$   
 (Possible score between 1 and 25).  
 A score of 1 represents a very low risk.  
 A score of 25 represents a very high risk.

Likelihood (L)	
1	Extremely Unlikely
2	Unlikely
3	Likely
4	Extremely Likely
5	Almost Certain

Severity (S)	
1	Minor Injury (First Aid)
2	Moderate Injury (Lost Time)
3	Serious Injury (Reportable)
4	Major Injury (Reportable)
5	Catastrophic Injuries (Fatality)

The Safety Matters Risk Matrix is scored using the calculation table on the right.  
 The level of Risk is identified and the result is coded into three colours  
 Green - Low Level Risk (Score 1 - 4)  
 Yellow - Medium Level Risk (Score 5 - 10)  
 Red - High Level Risk (Score 11 - 25)

Severity (S)	5	M	M	H	H	H
4	L	L	M	H	H	H
3	L	L	M	M	H	H
2	L	L	L	M	M	H
1	L	L	L	L	M	M
	1	2	3	4	5	
Likelihood (L)						<b>Risk (R) Matrix</b>

Risk Level (R)		
Low	Medium	High

The level of risk for a particular activity is assessed by a specialist auditor representing Safety Matters  
 The Risk Matrix score is colour coded representing the level of risk ascertained by the trained auditor.

REF	HAZARDS	RISKS	RISKS BEFORE CONTROLS			MEASURES TO CONTROL RISK
			(L)	(S)	(R)	

Safety Matters will Risk Assess the particular activity or area of your business following an initial audit of your business, your safety compliance will be scored as per the Safety Matters Risk Matrix.

Safety Matters will suggest a number of measures to control or limit the risk in any activity or area in your business, if all the suggested control measures are implemented the re-assessed risk score will be shown in the section marked "Risks after controls"