

# **Safety Statement**



**Loreto Secondary School**

**Brick Lane**

**Tankardstown**

**Balbriggan**

**County Dublin**

**K32R248**

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## Part 1

### General Information and Responsibilities

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# 1                    **General Policy Statement**

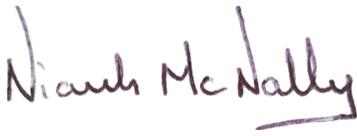
This document sets out the Health and Safety Policy of Loreto Secondary School and specifies the means provided to achieve this policy. The objective is to provide a safe and healthy work environment for all employees and to meet our duties to students, parents, contractors and members of the public who may be affected by our operations. The success of this policy depends on the cooperation of all those who make up the school community. It is important therefore that this document is read carefully and that the role of each employee is understood to ensure the success of school policies. It is the intention that this document will be amended regularly in the light of experiences and will take into account any changes in legislation which may be relevant. Employees and others will be encouraged to put forward suggestions for the improvement of this Safety Statement.

## **The policy of the Board of Management is:**

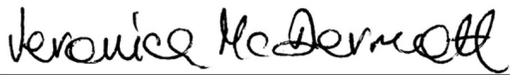
- ◆ To comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and all relevant safety legislation in the Republic of Ireland
- ◆ To ensure the safety, health and welfare at work of all employees in so far as is reasonably practicable
- ◆ To ensure that people, including students, not in our employment who may be affected by our work activities, are not exposed to health and safety risks
- ◆ To consult with all employees and subcontractors on issues of safety, health and welfare at work, take account of their representations, as far as is reasonably practicable and notify them of their specific duties under the 2005 Act
- ◆ To make available information, instruction, training and supervision on safe working practices, as detailed in the Safety Statement, to the entire workforce
- ◆ To ensure that all necessary resources, structures and procedures are in place to allow effective implementation and maintenance of the Safety Statement and make any changes deemed necessary.

## Implementation

This policy statement will be implemented by Ms. Niamh McNally with the assistance of the pertinent staff, as detailed in the statement.

Signed:  Date: Oct. 20th 2025  
**Principal**

I, the undersigned, endorse and take responsibility on behalf of the Board of Management of Secondary School for the implementation of this policy statement.

Signed:  Date: Oct 20th 2025  
**Chairperson**

## 2 Brief description of the School

Loreto Secondary School Balbriggan under the trusteeship of the Loreto Order is inspired by the vision of Mary Ward.

Loreto is committed to holistic development and the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised. It is a process informed and influenced by the teaching and example of Jesus Christ and is conducted in an atmosphere of care, respect and joy.

Loreto Balbriggan is committed to ongoing whole school development in collaboration and partnership with the Board of Management, staff, parents and the wider community. The school offers a broad-based educational programme to girls. This is provided by a multidisciplinary team who teach a wide range of subjects for both Junior and Leaving Certificate examinations.

Students who have completed the Junior Cycle proceed to Transition Year and then Fifth and Sixth Year.

Access to the school is through a gated entrance. Staff parking currently is to the front and rear of premises.

**Subjects taught are:**

English	Irish	Mathematics	Religion
Careers	Geography	History	CSPE
SPHE	Science	Physics	Biology
Chemistry	Technology	Art	Music
Physical Education	Business Studies	Economics	Accounting
French	German	Home Economics Social & Scientific	Politics & Society
Spanish	Applied Maths	Computer Science	TY Modules
Graphics	Climate Action & Sustainable Development	Classics	

**3 Board of Management****October 2025 – September 2028****Trustee Nominees**

Ms. Veronica McDermott (Chairperson)

Mr. Edward Fynes

Ms. M. Downey

**Staff Nominees**

Ms. Emma Purcell

Ms. Mairead McNally

**Parent Nominees**

Ms. Lesley Banim

Mr. Richard Dawson

Ms Niamh Mc Nally (Secretary)

## **4 Duties of the Board of Management**

Section 8 of the Safety Health and Welfare at Work Act 2005 requires every employer to ensure, so far as reasonably practicable, the safety, health and welfare at work of all his employees. The Board of Management is responsible for ensuring that personnel, planning and financial investment are adequate to meet the commitments of the general policy statement and the detailed commitments on control of hazards which are made later in this statement.

The Board of Management has the responsibility to constantly review the performance and standards achieved in relation to the health and safety of all operations in the school and to consider all of the risks to which employees, students, contractors and visitors are exposed. The Board of Management accepts the following specific responsibilities:

- ◆ Ensure that an effective statement on Safety, Health and Welfare is available within the school and direct its implementation.
- ◆ Apply the school's policies on health, safety and welfare.
- ◆ Co-ordinate and prioritise for action any health and safety issues raised by checks and audits or by individual employees.
- ◆ Ensure that all systems of work are regularly reviewed for health and safety reasons.
- ◆ Ensure that plant, equipment, buildings and facilities are maintained to a high standard and are as safe as reasonably practicable.
- ◆ Ensure that new systems and equipment being introduced are as safe as practicable.
- ◆ Consult with individual employees on health and safety issues which affect them and take appropriate action arising out of consultations and matters raised at the staff and subject department meetings.
- ◆ Ensure that all statutory and recommended safety inspections and certifications are recorded for equipment such as fire equipment.
- ◆ Prevent improper conduct or behaviour (for example, violence, bullying or horseplay at work)
- ◆ Ensure the design, provision and maintenance of:
  1. safe workplaces
  2. safe means of access to and egress from the workplace
  3. safe plant and machinery

- ◆ Ensure that adequate resources of personnel and finance are available to enable compliance with the Safety Statement.
- ◆ Ensure safety and prevention of risk from the use of any substance or article, from noise, vibration or ionising or other radiations or any other physical agents at the place of work.
- ◆ Ensure that all personnel at management level enforce the safety standards as set out in the Safety Statement and that adequate instruction, training, supervision and any necessary information is provided for all employees.
- ◆ Ensure that safe systems of work are in place.
- ◆ Ensure the preparation of adequate plans and procedures to be followed in the case of an emergency or the presence of serious or imminent danger.
- ◆ Direct and support the work of the School Principal.
- ◆ Review the effectiveness of the Safety Statement annually and ensure that it is modified as necessary.
- ◆ Arrange for insurance cover for all risks especially in relation to injuries to employees, students, and parents, members of the public and loss or damage to school property.
- ◆ Report accidents and dangerous occurrences to the Health and Safety Authority (HSA) as required
- ◆ Review insurance and claims records periodically and make any changes deemed necessary.
- ◆ Provide a financial review on safety, health and welfare to be included in the annual accounts.

## **5 Duties of Principal**

- ◆ Take responsibility for safety, health and welfare in school facilities
- ◆ Acquire a full and accurate knowledge and understanding of the Safety Statement and ensure that all personnel under her supervision appreciate their responsibilities
- ◆ Understand and implement all school safety policies and statutory requirements
- ◆ Ensure all school activities are planned and organised to minimise risk and to create a safe working environment
- ◆ Ensure that employees adhere to safe systems of work and ensure that the equipment they are using is kept in safe condition

- ◆ Ensure that all necessary suitable Personal Protective Equipment (PPE) is provided and maintained where risks cannot be eliminated and all personnel (including students) are wearing the appropriate protective equipment and following the correct safety procedures for the tasks they are involved in
- ◆ Ensure adequate welfare facilities are provided and maintained
- ◆ Provide adequate supervision at all times, to ensure that all safety rules are observed and adhered to
- ◆ Ensure that all accidents and dangerous occurrences are reported and are entered in the Incident File.
- ◆ Review absences due to accidents, injury or illness at work and ensure that occurrences are notified to the Insurance Company (when likely to lead to a claim) and to the Health and Safety Authority (Form IR1) when an employee is off work for more than three days
- ◆ Cooperate with the Board of Management in implementing the school safety policy
- ◆ To arrange, in consultation with the Board of Management, that adequate funds and facilities are made available to implement the safety policy
- ◆ To arrange for the maintenance of all fire equipment and ensure that all relevant certificates (as required under Health and Safety legislation) are available for inspection
- ◆ To make provision for appropriate safety training and instruction
- ◆ To maintain the safe upkeep of the premises
- ◆ To provide full executive support for all staff who have been given responsibility under this statement of policy
- ◆ To provide feedback and evaluation to the Board of Management of the extent to which this policy has been put into effect
- ◆ To review with staff, the safety standards in their areas
- ◆ To set a personal example
- ◆ To release staff for training where necessary
- ◆ To assist in compiling the Annual Health and Safety Report of the school

## **6 Responsibilities of Health and Safety Coordinator**

- ◆ To conduct an annual safety audit of equipment in the school and maintain a hazard report file.

- ◆ To oversee the Health and Safety statement ensuring it is compliant with national standards and guidelines.
- ◆ To review the medicines and first aid policies and ensure the first aid equipment and defibrillator are well placed and properly stocked.
- ◆ To organise, monitor and review fire drills -two or three per academic year.
- ◆ To organise and oversee staff training in relation to Health, Fire and Safety, First Aid, Manual Handling and to communicate relevant information to the whole school community when necessary.
- ◆ To liaise with the Healthy Eating committee with regards to matters pertaining to responsibility for Health and Safety.
- ◆ The above are agreed with the Board of Management.

## **7 Responsibilities of the Deputy Principals**

- ◆ To assume the responsibilities of the Principal (see section 4 above) in safety and health matters in the absence, for any reason, of the Principal.
- ◆ To assist (following consultation with the Health and Safety coordinator) in the assessment of the health and safety needs of the school on an annual basis.
- ◆ To make provision, in consultation with the Principal, for appropriate safety training and instruction.
- ◆ To retain all relevant information that will assist in the compilation of the annual Health and Safety Report
- ◆ To know the statute requirements and ensure that they are observed
- ◆ To insist that sound and safe working practices are observed at all times.
- ◆ To ensure that safety precautions are accounted for when employing outside contractors.
- ◆ Meet regularly with Health and Safety Coordinator to ensure that proper reporting, recording, investigation and costing procedures are in place
- ◆ To insist that the protective clothing and equipment provided is used
- ◆ To ensure that high standards of hygiene throughout the school are observed.
- ◆ To be familiar with fire drills and evacuation procedures within the buildings and the school grounds.
- ◆ Consult with the Health & Safety Coordinator on first aid suppliers.

## **8 Responsibilities of Teachers / SNAs / Supervisors (where applicable)**

- ◆ To comply with all statutory obligations on employees as required by the 2005 Safety, Health and Welfare at work Act.
- ◆ To co-operate with school management in the implementation of the safety statement.
- ◆ To ensure that students carry out all their routines in a safe manner and do not create danger for themselves or for others
- ◆ To supervise and control the entry of students to and from the school and to prevent loitering in the corridors, classrooms, toilets and social areas and outside the buildings.
- ◆ Supervise their students and not to leave their class unattended.
- ◆ To be familiar with and ensure that their charges are familiar with evacuation procedures
- ◆ To be familiar with the location of fire-fighting equipment and to be able to identify and use the correct fire extinguishers
- ◆ To notify the Principal, Deputy Principal or Health and Safety Coordinator of any accidents or incidents that occur and to record them as per the reporting system
- ◆ To insist that all staff and students wear protective clothing and use protective equipment where necessary
- ◆ To identify hazards intrinsic to their own disciplines and to ensure that they eliminate or take protective action against them
- ◆ Use notices liberally to highlight problem areas
- ◆ To set an example for all.
- ◆ To observe high standards of cleanliness and hygiene
- ◆ To comply with all developing Safety and Health legislation as circulated by the Principal and Health and Safety Coordinator
- ◆ To encourage safe practise in their own working area
- ◆ Report any Health & Safety issue that needs action

## **9 Responsibility of the Caretaker.**

- ◆ To work in a manner that is safe to themselves and others
- ◆ To use the proper tools and equipment for each task they undertake

- ◆ To report any hazard that is encountered
- ◆ To use proper protective clothing and equipment where necessary
- ◆ To ensure that no people have access to areas which are hazardous or whilst work is in progress
- ◆ To be familiar with fire drills and evacuation procedures
- ◆ To be familiar with the use of fire-fighting equipment
- ◆ To dispose appropriately of any items that are damaged
- ◆ To prevent the build-up of rubbish and especially of combustible material
- ◆ To maintain heating and ventilation plant in proper working order
- ◆ To ensure that all exits, entrances, fire-fighting equipment and fire alarm points are not obstructed
- ◆ To help ensure toilets are in good working order

## **10 Responsibilities of All Employees**

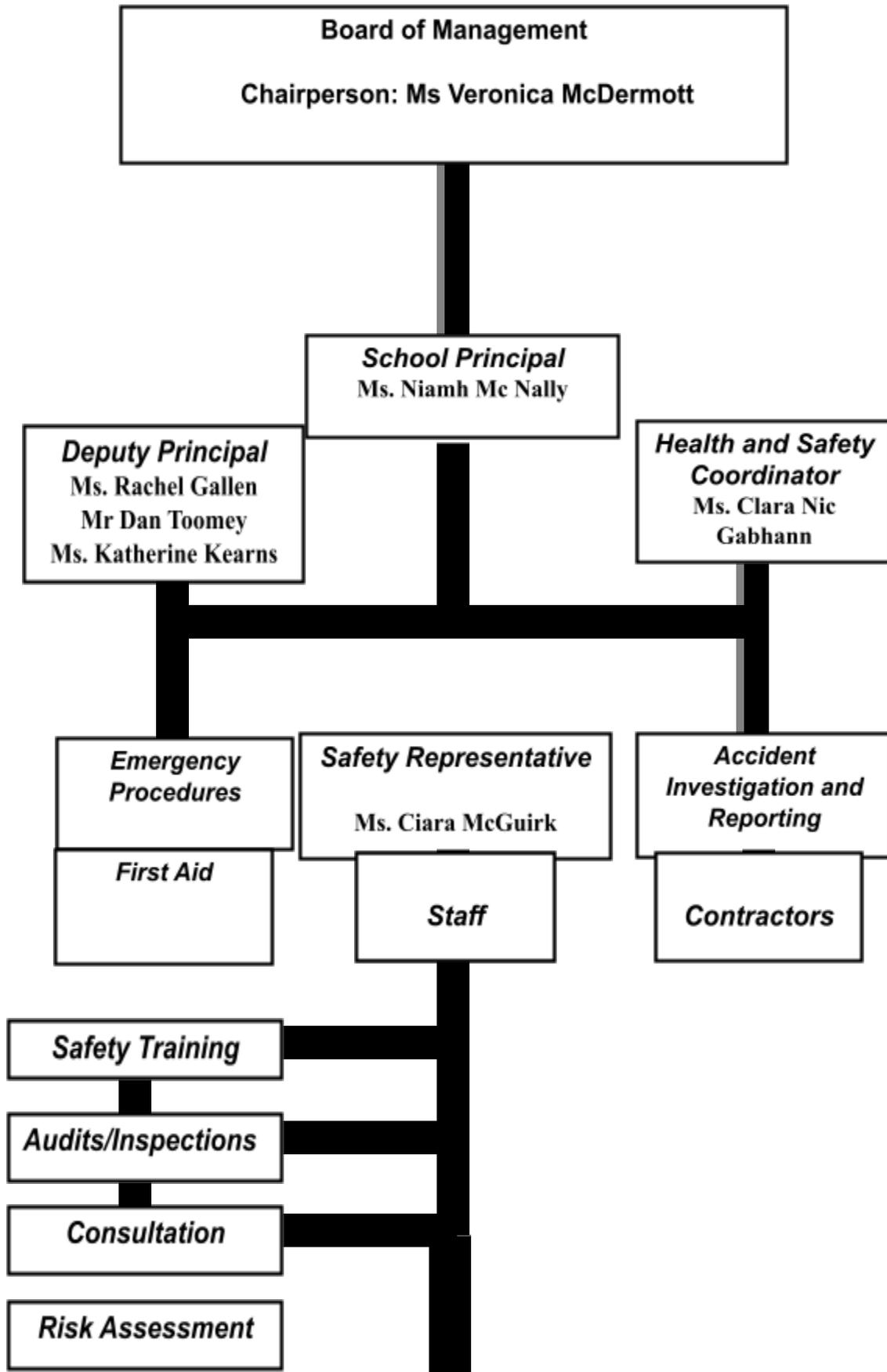
Employees are reminded that Section 13 of the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

- ◆ Comply with the various statutory provisions
- ◆ Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work
- ◆ Cooperate with the Principal or any other person, as necessary, to assist them in complying with statutory obligations
- ◆ Correctly use any appliance, convenience, Personal Protective Equipment (PPE) or means provided for use at work or for his or her protection
- ◆ Attend appropriate training and instruction (where it is relevant to a particular task) arranged by the Principal
- ◆ Not be under the influence of alcohol or drugs or a combination of alcohol or drugs to the extent that he or she is likely to endanger their own safety, health or welfare at work or that of any other person
- ◆ Report to the Principal without unreasonable delay:
  1. any work which is being carried out or likely to be carried out in a manner which may endanger the safety of personnel
  2. defects in plant, equipment, place of work or systems of work, which might endanger safety, health or welfare
  3. breaches of statutory provisions likely to endanger themselves or another person

- ◆ Not engage in improper conduct or behaviour which could endanger their safety, health and welfare or that of another person
- ◆ Not misrepresent themselves as regards the level of health and safety training they have received.

Section 14 also prohibits any person from intentionally or recklessly interfering with or misusing anything provided under law for securing health and safety or place at risk the safety of people in connection with work activities.

## Safety Management Structure



## 11 Purpose of the Safety Management Framework:

- ◆ Provides a framework to manage Occupational Health and Safety issues within the school
- ◆ Establishes and maintains commitment to safety by all
- ◆ Puts in place organisational structures to address health and safety at all levels
- ◆ Provides for consultation
- ◆ Ensures that adequate resources are made available
- ◆ Through monitoring and reviewing systems, feedback will be provided on the effectiveness of safety structures within Loreto Secondary School thereby allowing amendment where necessary
- ◆ Provides the staff with direction, skills, confidence, motivation, techniques and equipment to perform their work in a safe way.



## 12 Responsibilities towards Third Parties

The Board of Management has responsibility for the application of the legislation in accordance with this policy statement and must ensure that:

- ◆ All third-party visitors including parents, contractors, visitors and other members of the general public are made aware of all known hazards and means of escape by means of notices
- ◆ Where contractors and subcontractors are on the premises, the Board of Management must designate a pertinent member of staff to advise employees, students, parents, visitors and other third parties likely to be affected, of the potential hazards arising from the work being undertaken
- ◆ There is no interference with contractors' staff in the performance of their duties, but where it appears that unsafe practices are being followed, they should contact the contractor's supervisor
- ◆ That the contractor or sub-contractors' equipment is in good repair and in a safe condition
- ◆ All the contractors and sub-contractors have submitted a written site- specific Safety Statement.

**Note:** The Board of Management, in determining the regulations and activities governing the use for community purposes of the school buildings or grounds at times which do not affect school work, shall include the appropriate legislative requirements in Safety and Health matters.

## Part 2

### First Aid

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	Responsibility for Checking and Stocking First Aid Boxes
	Staff trained in First Aid

## **14 General**

The Safety, Health & Welfare at Work (General Applications) Regulations, 2007 Part 7, Chapter 2 states “It shall be the duty of every employer to designate at each place of work under his or her control such number of occupational First Aiders as is necessary to render first-aid at the place of work concerned and to ensure that the number of first aiders, their training and the equipment available to them is adequate, taking account of the size or hazards (or both) of the undertaking or establishment”.

It is the policy of Loreto Secondary School to comply with this requirement.

### **Location of First Aid Boxes**

First Aid boxes are placed in the following locations:

- ◆ PE Hall
- ◆ Home Economics Kitchens
- ◆ Art Rooms
- ◆ Science Labs
- ◆ Technology Room
- ◆ Office

### **Location of defibrillator:**

Defibrillators are placed in the following locations:

- ◆ Staff Room Main Building
- ◆ Mary Ward House outside the Technology Room.
- ◆ Outside the Gym Hall (foyer), Gracefield House
- ◆ Gym Office

### **Responsibility for Checking/ Stocking First Aid Boxes**

Regular checks will be carried out on each first aid box and stocks replenished as required by the Office Staff / H & S Coordinator and teachers

**Staff trained in Basic First Aid and Defibrillator Use.**

<b>Staff Members trained .</b>	<b>Certification Dates</b>
Michelle Gordon	2025 to 2027
Abina Ferris	2025 to 2027
Jack Lennon	2025 to 2027
Lauren Garraway	2025 to 2027
Paula Gartland	2025 to 2027
Paula Grace	2025 to 2027
Adam Murphy	2025 to 2027
Niamh Russell	2025 to 2027
Mary O' Connell	2025 to 2027
Ciara Lattimore	2025 to 2027
Jenna O' Toole	2024 to 2027
Eadaoin Moore	2024 to 2026
Lesley Kenny	2025 to 2027
Deirbhile O' Keefe	2024 to 2026
Colin Doyle	2025 to 2027
Clara Nic Gabhann	2024 to 2026
Mary Harford	Rescue Emergency Care Level 3 (expires May 2027)

A First Aid Kit is brought away to sporting events by staff.



## Part 3

# Fire and Emergency Procedures

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18	Fire Assembly Points
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### 15 Aim

The aim of this section is to outline evacuation and emergency procedures and to establish a system whereby regular checks of all fire-fighting equipment and emergency exits are carried out.

### Evacuation and Emergency Procedures, Staff and Students

There is a designated space for every class group in the school located in the Basketball courts (Assembly Area A) and the Astro Turf pitch/ Hockey Pitch, (Assembly Area B). Students and staff are aware of these positions. These designations are indicated by signs on the fence. At present Area B is in use as there is more space there.

Two or three Fire Drills take place every year and First years practice an extra Fire Drill on their own.

In Form Class the procedures are explained at the beginning of every term with the aid of a Fire Drill video of the evacuation of the school.

Each year group has a volunteer Fire Officer (teacher) to assist with the cross check of absences at the Assembly point when an evacuation occurs.

### **On hearing the fire alarm**

- Subject teachers should stand at the door to ensure that the proper evacuation sequence is observed.
- The class should leave in an orderly and quiet manner.
- All books and bags to be left in the classroom
- Classroom doors are to be closed - not locked.
- Any student not in the classroom at the time of the alarm should go immediately to the assembly area.

All students should assemble at their labelled designated area based on their Form class e.g. 1A, 5C. Classes line up alphabetically. Every teacher must sign in with the designated person who is checking the staff list. Then each Form Teacher takes a roll for their assembled Form class.

The Form teacher then reports any student missing to the school Volunteer Fire Officer for their year group. These are clearly visible with a hi viz jacket with the year group name on it. These volunteer Fire Officers then cross check their absences with the administrative staff that have the daily attendance register. Stand-by Volunteer Fire Officers or Year Heads fill in for absent Volunteer Fire Officers.

Teachers who are free will seek to ensure that exit routes are unimpaired and that there is free movement through the exit doors to ensure safe and timely evacuation.

The assembled school waits in the Assembly area until the All Clear is given.

### **Volunteer Fire Officers 2025-2026**

<b>Year Group</b>	<b>Name</b>	<b>Substitute</b>
<b>1</b>	<b>Claire O'Brien</b>	<b>Emily O'Doherty</b>

<b>2</b>	<b>Fiona Mc Master</b>	<b>Maura Lynch</b>
<b>3</b>	<b>Paul Mc Carthy</b>	<b>Ciara Lattimore</b>
<b>TY</b>	<b>Niamh Russell</b>	<b>Aisling Lennon</b>
<b>5</b>	<b>Shauna Bailey</b>	
<b>6</b>	<b>Kate Mc Adams</b>	

**The Volunteer Officer should;**

1. On hearing the evacuation announcement/ fire bell go to the assembly area.
2. Check in with the staff wearing pink high vis vests who are taking the staff roll.
3. Go to the Fire Box which the admin staff will bring to the assembly area.
4. Collect your clipboard and high vis jacket which will have your year group on it from the Fire Box. Put on the high vis vest.
5. Go to the area where your year group is.
6. Tick off absences from each Form teacher for their class (this will be easy to fill in on the clipboard sheet) There will be a spare roll at the back of the clipboard should the Form Teacher/ Prefect have no roll.
7. When you have listed all the absences for the allocated year group go to the admin staff.
8. Read out your list to the admin staff (Elaine or Suzanne will do seniors and Mary juniors). They will crosscheck with their list of absences and any unaccounted for student will be noted.
9. Once you have reported your year group absences return to the year group area
10. Wait for the all clear and return to the school building.

## Know Your Code

Colour	Type	Type of Fire	Not to be Used on
<b>Red</b>	Water Extinguisher	For wood, paper, textile, fabric and similar material (anything that turns to ashes)	Burning Liquid electrical or inflammable metal fires
<b>Yellow</b>	*Foam Extinguisher	For use on burning liquid fires	Electrical or inflammable metal fires
<b>Blue</b>	Dry Powder Extinguisher	For use on burning liquid and electrical fires	Inflammable metal fires
<b>Black</b> 	Carbon Dioxide Extinguisher	For use on burning liquid and electrical fires	Inflammable metal fires
<b>Green</b> 	B.C.F. Liquid Extinguisher	For use on burning liquid and electrical fires, suitable for burning vehicles, communication equipment, computers etc.	Inflammable metal fires These are banned
<b>Red</b> 	Fire Blanket	For use in Kitchens	

**Note:** Recent fire extinguishers have the identifying colour as a label or tab rather than the extinguisher itself.

\* Yellow labelled Foam Extinguishers are currently being phased out due to the environmental damage they are believed to cause.

## 17 Fire Prevention / Safety

The following procedures will apply:

- ◆ No refuse or wrappings to be left anywhere in the school campus but at the points intended for this purpose.
- ◆ Rubbish will be removed regularly by caretakers/cleaners. If allowed to accumulate it becomes a fire hazard.
- ◆ Corridors, stairs and other escape routes to be kept free from obstacles (e.g. school bags, baggage, wrappings, cleaning and maintenance materials) which obstruct the escape path and / or render alarm equipment, extinguishers, arrows or signs indicating fire exits invisible.
- ◆ In places where lighting is required at night, it should be turned on early and any faults in the lighting equipment reported to the caretakers or principal at once.
- ◆ Faults in electrical equipment, fire alarm and extinguishing equipment and door gear should always be reported to the office and the Principal
- ◆ No smoking or naked lights are allowed within any school buildings
- ◆ Ensure adequate ventilation to all electrical equipment to prevent overheating
- ◆ The designated exits and entrances will remain locked during normal school hours to prevent unauthorised access to the building but should automatically go into free access in the event of an alarm activation. They will be kept clear at all times and will be adequately signposted
- ◆ In accordance with standard practice 20% of extinguishers will be discharged each year and employees instructed in the safe and effective use of this equipment
- ◆ It is imperative that immediately following this 20% discharge, that the stock of extinguishers on the school premises is replenished by the contracted supplier.
- ◆ The school has a contract with Aqua FIRE PREVENTION, Cookstown Industrial Estate, Tallaght, Dublin 24, on an ongoing basis to service and replenish the Fire extinguishers and to provide Fire Extinguisher training.

## 18 **Fire Assembly Points**

- ◆ Fire Assembly Points Area: located at Assembly Area A Basket Ball Courts and Assembly Area B the Astro Turf or Hockey pitch. (The Hockey pitch is the Assembly point currently used)
- ◆ The locations of all fire-fighting equipment in the school complex are designated as “**Fire Points**” and marked as such
- ◆ There must be clear access to all fire points at all times
- ◆ Teachers whose permanent classrooms are located close to the fire exits in the various parts of the school building have a responsibility for fire prevention and maintaining exits in their classroom clear.
- ◆ The caretaker will carry out regular checks of all fire-fighting apparatus on the premises and keep a record of such checks
- ◆ The statutory annual checks of all fire-fighting apparatus are performed by the contracted company Aqua and records will be retained in the general office by the Principal

## 19 **Evacuation Exits**

Are clearly marked throughout the buildings.

## 20 **Evacuation Drills**

- ◆ Formal evacuation procedures will be carried out at least three times per school year and a record maintained by the Health and Safety Coordinator.
- ◆ Time taken to evacuate and any deficiencies encountered are noted by the Principal. These matters are discussed at staff safety meetings and suggestions to improve evacuation procedures are recorded.
- ◆ Each classroom has a clearly visible notice designating the assembly point outside the building and how to get there.
- ◆ The attention of students should be brought to these notices on a regular basis by teachers. A fire drill video specific to Loreto Balbriggan is shown in each form class at the beginning of every term in preparation for the Fire Drill.
- ◆ Students should be encouraged to ensure that school bags do not present unnecessary obstacles in the event of an emergency evacuation.

- ◆ A list of Volunteer Fire Officers for each year group who assist with cross checking of absences at the assembly point is renewed each year and displayed in the staff room.

## Part 4

### Accident Reporting and Investigating

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23	Procedures in the event of an Accident
24	Arrangements for other emergencies
25	'At Risk' Students

## 22 General

An **Accident** is "any unexpected, unforeseen or unplanned occurrence that interrupts or interferes with orderly progression of an activity."

A **Dangerous Occurrence** is "an occurrence which occurs at the place of work as specified in the Safety, Health and Welfare at Work (General Application) Regulations 2007."

## **Accident Reporting Procedures**

All accidents must be reported immediately or without unreasonable delay to the Principal, Deputy Principal or Health and Safety Coordinator

All accidents / incidents should be reported on by filling in an ' Accident Report Form'. These forms are located in a folder in the staffroom kitchen. Once filled out , the form should be brought into the school office and put into the appropriate tray. The administrative staff will then put the form on file.

## **Notification of Accidents and Dangerous Occurrences**

All accidents and dangerous occurrences will be notifiable to the Health and Safety Authority by the Principal on the Accident Report **Form IR1** and Dangerous Occurrences **Form IR3** respectively.

As a summary of the General Application Regulations, the following accidents or incidents are reportable as above:

- ◆ If due to any injury received at work a person dies or is prevented from performing his normal work for more than three days (excluding the day of the accident but including any holiday or weekend).
- ◆ Any person who is not at work but as a result of an accident related to a place of work or work activity dies or receives an injury resulting in that person requiring medical treatment (i.e. injury to a member of the public, student, contractor or sub-contractor).

## **23 Procedures in the event of an accident**

### **Minor accidents:**

Appropriate first aid should be administered by a staff member and professional advice sought when in doubt. Parents/guardians should be contacted if the injured party needs reassurance or if external medical assistance is being sought.

### **Serious Accidents:**

When a serious accident occurs the most senior staff member present takes charge of the proceedings and the following procedures are followed:

- ◆ Administer first aid if appropriate while waiting for external medical assistance or the emergency services
- ◆ If there is a risk of further injury move the injured person to safety, otherwise do not move them
- ◆ If emergency services are summoned ensure they are given the exact location so they can access the injured person
- ◆ and establish location of hospital
- ◆ Notify family/guardian and appoint a suitable person to travel with the injured person to hospital
- ◆ Ensure that the scene of the accident is not disturbed and if the Health and Safety Authority is to inspect the scene do not move anything unless further serious risks have to be avoided
- ◆ Gather all information immediately about the accident. Obtain statements and take photographs or draw sketches of the scene
- ◆ Complete the school **Accident Report Form** and give assistance to the Principal, Health and Safety Coordinator and Health and Safety Authority Inspector if/when they carry out an investigation. Accident /Incident report forms are filed in the office.
- ◆ Get clearance from the Principal before resuming the particular task on which the injured person was involved.

## **24 Procedures in the event of other emergencies**

Accidents and dangerous occurrences to be investigated will also include substantial damage to property, or near misses.

Once the cause has been established the Board of Management will initiate procedures to have the cause eliminated either by removing the particular hazard or having it guarded in such a manner so as to prevent any further accidents and if this is not possible have the “hazard” included in the Safety Statement and outline appropriate risk reduction measures. All preventative measures recommended will be issued to all staff.

## **25 ‘At risk’ Students**

Students who have diabetic or other controlled conditions may need medical interventions during the school day. For instance; students with diabetes have an emergency supply bag which is kept in the school. It is school policy that pertinent Staff

will be informed and trained on how to deal with an emergency situation of 'at risk' students in their classrooms when the need arises. Administer Medicines Policies signed in the case of any student who needs medicine administered due to a medical condition, Parents are responsible for ensuring that the medication is in date.

## **Part 5 Consultation**

### **Table of Contents**

26	Introduction
	Safety Representative Duties of School Principal
27	Staff Meetings
28	Induction Training
	Training
29	Welfare Facilities

Part 4 of the Safety, Health and Welfare at Work Act 2005 provides for consultation between employers and employees with regard to safety, health and welfare at work to help ensure cooperation in the prevention of accidents and ill health in the workplace. As part of the consultation process employees have the right to select and appoint a safety representative or by agreement with their employer more than one safety representative to represent them in consultations with the employer on matters of safety, health and welfare at the workplace. The employer must also provide information on safety, health and welfare at the workplace to employees or their safety representative.

### **Safety Representative**

**Ms. Ciara McGuirk** is the safety representative for the school. The school principal and the Board of Management support the appointment. This appointment will be reviewed annually. Should an objection be made to an appointment or further nominations are received for the position, the Board of Management will support the election of the Safety representative by the staff employed at the time.

### **Duties of the School Principal.**

As an employer the Board of Management with the **School Principal** will:

- ◆ Consult with all employees and / or their safety representative /and or the Health and Safety coordinator on any proposed measures likely to substantially affect their safety, health or welfare at work
- ◆ Provide employees and / or their safety representative with the results of all risk assessments and consult with them on the preparation of the safety statement
- ◆ Provide employees or their safety representative with other relevant information, including details of any reportable accident, illnesses or dangerous occurrences, the names of any competent persons appointed to advise on safety and health matters and the preventative and protective measures to be taken to avoid risks (i.e. a copy of the Safety Statement) This information will be in a form manner and language likely to be understood by the employees.
- ◆ Consult with the Health and Safety Coordinator in relation to the annual safety inspection and Hazard Assessment forms distributed to teachers at the end of the academic year.

- ◆ Refrain from penalising any employee for acting in accordance with safety and health laws or for reporting complaints regarding safety and health matters at work
- ◆ Recognise that the safety representative has various rights including the right to:
  - a) Inspect the place of work
  - b) Investigate accidents and dangerous occurrences (as long as this does not interfere with an investigation being carried out by an Inspector)
  - c) Investigate complaints made by employees (after giving reasonable notice to the employer)
  - d) Be given time off work, without loss of remuneration, to receive appropriate training
  - e) Accompany an Inspector carrying out an inspection at the workplace
  - f) Make representations to the employer on safety, health and welfare
  - g) Make representations to and receive information from an Inspector
  - h) Consult and liaise with other appointed safety representatives.

## **27 Staff Meetings**

The Principal, Deputy Principal, the Health and Safety Coordinator and the Safety Representative are available at all reasonable times to discuss and examine all health and safety issues of concern to employees, students or contractors/visitors.

Safety is the responsibility of every person on the school premises and the more people educated, interested and encouraged to participate in health and safety at Loreto Secondary School the better. Meetings are a valuable tool in successfully implementing and improving key elements of the safety programme within the school. There are about 5 staff meetings per year and health and safety is included on the agenda when required. The safety agenda will include the following:

- Progress report on the implementation of the policies as set out in the Safety Statement
- The accident record will be examined and compared to that at the last meeting
- Preventative recommendations of any recent serious accidents or dangerous occurrences will be analysed
- Consideration of inspection reports
- Reports and feedback on safety training courses attended

- Other safety matters will be attended to.

It is essential for the success of the safety management system within the school for the reduction / elimination of hazards and risks that:

- The Board of Management commits the necessary resources of personnel, time and money to the process
- Sensible recommendations from the staff meetings are taken into account and acted upon by the Board Committee and Principal
- In line with current practice Health and Safety remains on the agenda of all staff and Board Committee meetings.

## 28 Induction Training

A short period of induction will be given by the Principal, Deputy Principal or a designated post holder for new employees joining the staff. This will include:

- ◆ A tour of the premises for familiarisation purposes
- ◆ Fire emergency procedures, location of exits, assembly points and training on fire-fighting apparatus
- ◆ Details of accident reporting and investigation procedures
- ◆ A discussion on the hazards in the workplace, preventative measures in force and the Safety Statement.
- ◆ An explanation of the consultative process, safety representative and staff meetings
- ◆ A detail of the new employee's safety responsibilities
- ◆ Details of further training required
- ◆ The Safety Statement is shared with every member of staff on our Google Suite and new staff members are encouraged to view it at the first staff meeting of the year.

### Training

It is the policy of the Loreto Secondary School to ensure that all employees are adequately trained in the policies and procedures that apply in the school. Training includes the identification of the risks associated with hazardous situations or substances they may come in contact with during their working day. At the end of every academic year HSA Hazard Assessment forms are used by Practical teachers to assist in the identification and elimination of hazards.

Training on various issues to do with the professional development of staff including health and safety is arranged by the School Authorities.

The most recent staff training in Health & Safety:

**First Aid** January 2025 and September 2025 **Fire Extinguisher Training.**

## **29 Welfare Facilities**

The staff room is located on the ground floor of the main building just off the entrance lobby. It is equipped with modern facilities including ‘always –on’ water heater, Buffalo water heater, microwave cookers, kettles, 2 fridges, sandwich toasters, coffee machines and dishwashers, tables, chairs and a sofa to cater for staff. It has a fire blanket and a fire extinguisher. Signage is in place for Caution Hot and very hot surfaces and hot water.

All facilities are maintained in a clean and hygienic condition at all times and access to all facilities shall be kept clear.

The independent catering company PLM Catering distributes pre prepared and ordered hot school lunches in the Atrium area. All students have designated areas that are supervised for lunch.

Separate staff toilets are provided throughout the school for staff use.

Students have their own toilets and changing facilities.

Transgender students use the wheelchair accessible toilets.

## **Part 6**

### **School Policies and Procedures**

The most up to date version of the following policies and procedures are available on the school website.

<b>Administration of Medication Policy</b>
<b>Acceptable Use Policy</b>
<b>Close Circuit Television Policy</b>
<b>Code of Behaviour</b>

<b>Critical Incident Policy</b>
<b>Data Protection Policy</b>
<b>Dignity in the Workplace Policy</b>
<b>Bí Cineálta Policy</b>
<b>Intimate Care policy</b>
<b>Loreto Attendance Strategy</b>
<b>Loreto Wellbeing Policy</b>
<b>Mobile Phone Policy</b>
<b>Protected Disclosure Policy</b>
<b>RSE Policy</b>
<b>School Tour Policy</b>
<b>Substance Misuse Policy</b>
<b>Suspension and Expulsion Policy</b>
<b>SPHE Plan</b>
<b>Use of School Facilities</b>

## **Part 7**

### **Hazard Identification and Risk Assessment**

#### **Table of Contents**

30	Introduction to Risk Assessments
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31	Methodology used for hazard identification and control
32	Risk Assessment Index

## 30 Introduction to Risk Assessments

The school management is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, all members of staff are encouraged to co-operate in securing freedom from accidents and are encouraged to identify and report any potential hazards that may exist so as to ensure that a risk assessment is carried out.

A **hazard** is anything with the potential to cause harm to the safety, health and welfare of employees, students, visitors etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

### **Control measures:**

A control measure is an applied measure that reduces the level of risk. Good control measures can comprise physical measures, management/training, or combination of some or all of these.

### **Control measure principles:**

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the school undertakes to apply these principles (where practicable) in dealing with all hazards identified.

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress

- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

### **31 Methodology used for hazard identification and control**

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) and using the HSA Guidelines on Managing Safety Health and Welfare in Post Primary Schools 2018 the school principal carries out the risk assessments in consultation with pertinent staff for each hazard identified. Following this process, and in line with section 26 of the Safety Health and Welfare at Work Act 2005, the results were related to the Board of Management for approval and amendment, where necessary.

It is envisaged that hazard inspections will be undertaken on a regular basis to ensure that all information remains accurate, that controls are adequate and where necessary risks are re-assessed.

A visual hazard inspection takes place every year by the Health and Safety Coordinator and a representative of the admin staff. The Hazard Assessment forms from the HSA 2018 publication Guidelines on Managing Safety, Health and Welfare in Post Primary School are used as a guide. A report is submitted to the Principal and remedial work takes place.

Hazard Assessment in **practical subject areas**; using the HSA hazard assessment forms as a guide (from 2018 publication Guidelines on Managing Safety, Health and Welfare in Post Primary School) the Health and Safety Coordinator and the practical teachers assess their classrooms and equipment usually at the end of the academic year. A report is compiled by the Health and Safety Coordinator from the collated forms filled in by the Practical teachers and it is submitted annually to the Principal and remedial work or updates and requests for purchase of new equipment, takes place over the summer months.

Risk assessments will be reviewed when there has been a significant change in the matter to which they relate or when they are no longer valid (i.e. change in legislation,

new European Directives, new equipment, changes in work practices etc.). In line with best practice and the advice of the Health and Safety Authority (Guidelines on managing Health and Safety in Post-Primary schools) they will also be reviewed on an annual basis.

When hazards are identified it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) according to the following methodology. Numerical values of between 1 and 4 were applied to both the **severity** of the consequences and the **probability** of the event occurring (as per the **risk rating** charts in the next page). When the severity numerical factor and the probability numerical factor were multiplied together, they produced a numerical value.

### Severity x Probability = Risk Rating

Severity Rating	Interpretation	Numerical Value
Catastrophic	Single or multiple fatalities, widespread illness, large scale property or equipment damage	4
Major	Serious injury or illness, significant property or equipment damage	3
Minor	Minor injury or illness, minor property or equipment damage	2
Insignificant	No significant injury or illness, no significant property or equipment damage	1
Probability Rating	Interpretation	Numerical Value
Probable	Likely to occur either immediately or in the short term	4
Possible	Could occur in time or if repeated enough	3
Unlikely	Though unlikely, may occur over time	2
Remote	Unlikely to occur at all	1

### Risk Rating

<b>Numerical Value</b> Severity x Probability	<b>Descriptive risk rating</b>	<b>Interpretation</b>
12 – 16	High	Risks are unacceptable and immediate action required justifying special maintenance. Activity should be stopped until the hazard is eliminated or appropriate risk controls are put in place.
6 – 9	Medium	Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.
2 – 4	Low	Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
1	Negligible	No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.

**\*Note:** A **descriptive risk rating** (rather than a numerical rating) has been used in the risk assessment sheets whereby the risk potential for the hazard identified is described as **High (H)**, **Medium (M)**, **Low (L)** and **Negligible (N)**. A similar rating is used when describing the level of risk after the control measures have been put in place. This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all members of staff.

## 32 Risk Assessments Index

The school follows the guidelines from the HSA Guidelines (Managing, Safety, Health and Welfare in Post Primary Schools 2018) for hazard assessment. Templates from the risk assessment are used to assess all practical areas and before specific events e.g The school musical. Rumbek Day or Inter-Cultural Day.

## Part 8

### Appendices

#### Table of Contents

33	Annual Health and Safety Report template
34	Forms IR1 and IR3
35	Recommended Contents of First Aid Kit
36	General Safety Rules for the Science Rooms, Home Economics, Art Rooms, Music Room  Hazardous Substances
37	Bibliography

**Loreto Secondary School**

The following is a report of progress with our Health and Safety policy:

1. Safety Training

During the year, the following safety training courses were attended by staff:

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2. New Safety Arrangements

The following new safety arrangements were put in place during the year:

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3. Purchase of Safety Equipment

The following items of safety equipment were purchased during the school year:

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## 6. Safety Consultation Group

(Number) meetings of the consultation group took place during the year and they reviewed the following issues:

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## 7. List of Accidents on School Premises

a) Accidents resulting in absences in excess of three days:

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b) Minor Accidents:

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Alternatively the HSA may be contacted at: 1890289389.

## Form IR3

### FORM OF NOTICE OF DANGEROUS OCCURRENCE

APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS, 1993

(Before completing this form, please see INSTRUCTIONS overleaf)

S.I. No. 44 of 1993

#### EMPLOYER/SELF-EMPLOYED INFORMATION

Name of business or company name:	Phone No: (+ STD Code)	
Address of Head Office:	Date of Incident:	
Address of establishment where incident took place if different from above:	Approximate no. employed at establishment:	Approximate total no. employed by business:

#### TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE

What activity was being undertaken at the time of the incident (e.g. construction, road transport, chemical processing)
Where did the incident take place (e.g. inside buildings, underground, field, public road, shop etc.)

#### CIRCUMSTANCES OF THE INCIDENT

Description and cause:
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#### DETAILS OF NOTIFIER

Notifier: <input type="checkbox"/> Employer/Self Employed <input type="checkbox"/> Person in control of workplace <input type="checkbox"/> Person Providing Training <input type="checkbox"/> Other	Date:
Address and telephone number for acknowledgement/clarification if different from above:	Signature:  Position:

Return to Health & Safety Authority, 10 Hogan Place, Dublin 2.

Form No. IR3

INQUIRIES CONCERNING THIS FORM CAN BE MADE TO THE HEALTH AND SAFETY AUTHORITY (TEL. (01) 6147000) FROM WHICH DETAILED GUIDELINES ARE AVAILABLE

E-MAIL: [web\\_info@hsa.ie](mailto:web_info@hsa.ie)

NOTE: THESE FORMS CAN BE PHOTOCOPIED

### 35 Recommended Content for First Aid Boxes and Travel Kits

MATERIALS	First-Aid Travel Kit Contents	First Aid Box Content	
		1-5 persons	6-25 persons
<b>h</b>			
Adhesive Plasters	11	11	20
Sterile eye pads (Bandage attached)	-	-	2
Individually wrapped triangular bandages	2	2	6
Safety pins	2	2	6
Medium Individually wrapped sterile unmedicated wound dressings (~10 x 8cm)	-	-	6
Large Individually wrapped sterile unmedicated wound dressings (~13 x 9cm)	1	1	2
Extra Large Individually wrapped sterile unmedicated wound dressings (~28 x 17.5cm)	-	-	3
Individually wrapped wipes	8	8	8
Paramedic shears	1	1	1
Pairs of disposable gloves	1	1	2
Sterile eye wash (where there is no clear running water)	1	1	2

Other items might include creams to deal with caustic burns, suntan lotion, and hand cream.

## **Science Rooms, Home Economics Rooms, Art Rooms, Music Rooms, Technology Rooms**

### **EACH TEACHER SHALL ADD ADDITIONAL SAFETY RULES THAT PERTAIN TO THEIR SPECIFIC SUBJECT/CLASSROOM AREA**

- ◆ Classroom equipment or machinery must not be used / operated without prior instruction and permission from the teacher.
- ◆ Safety guards must be in their proper position when operating any machine or piece of equipment.
- ◆ Damaged or malfunctioning equipment must be reported to the teacher immediately and this information must be acted upon to ensure safe equipment is used.
- ◆ Protective clothing must be worn (where appropriate). Special protective gear such as safety glasses, gloves, etc. will be provided as required.
- ◆ All injuries must be reported to the teacher (no matter how small) and an incident report complete as necessary
- ◆ Students must not operate power machinery or equipment while wearing loose clothing.
- ◆ Do not distract other students from the job they are performing.
- ◆ Fooling or horseplay in the classroom is prohibited.
- ◆ Throwing of any objects is strictly forbidden.
- ◆ Good housekeeping procedures must be practised in all areas of the class to ensure the safety of all students.
- ◆ Unsafe or hazardous conditions within the classroom must be reported to the teacher immediately.
- ◆ Students must never take unsafe shortcuts.
- ◆ All apparatus / equipment should be returned to its own place after use, clean and ready for next user
- ◆ All appliances are to be turned off after each class
- ◆ Students shall adhere to all additional safety rules that will be identified from time to time.

**THE ABOVE GENERAL SAFETY RULES ARE ESTABLISHED FOR THE PROTECTION AND SAFETY OF ALL STUDENTS.**

**IF THERE IS ANYTHING YOU DO NOT UNDERSTAND, AFTER HAVING THE ABOVE**

**SAFETY RULES EXPLAINED TO YOU, ASK YOUR TEACHER FOR AN EXPLANATION.**

The School Student Journal contains a section on safety in the laboratories and in practical rooms. This is reviewed annually and the parent and student must sign that they have viewed and agree to the rules outlined.

## Hazardous Substances Warning Symbols

**Safety Data Sheets (SDS)** must be obtained for each chemical being used in the school and filed, in the area where the chemical is stored.

A Safety Data Sheet is the EC term for a document which gives detailed health and safety information about a chemical. These sheets must be provided by the supplier of a chemical to those using the chemical.

All staff must be taught to recognize the standard warning signs on chemicals.

NEW Standard Warning Signs and Risk Phrases			
Acute Toxic Hazard		Hazard: Caution:	The substances are very hazardous to health when breathed, swallowed or in contact with the skin and may even lead to death. Avoid contact with human body and immediately consult a doctor in cases of malaise.
Health Hazard		Hazard: Caution:	This symbol designates substances which may have an irritant effect on skin, eyes and respiratory organs. When taken up by the body, these substances cause slight damage. Do not breathe vapours and avoid contact with skin and eyes.
Chronic Health Hazard		Hazard: Caution:	When taken up by the body, these substances can cause long term damage. Avoid contact with human body, including inhalation of the vapours and in cases of malaise consult a doctor.
Corrosive substances		Hazard: Caution:	Living tissues as well as equipment are destroyed on contact with these chemicals. Do not breathe vapours and avoid contact with skin, eyes and clothing.
Flammable, substances		Hazard: Caution:	Flammable substances/ liquids Liquids with a flash point below 21 C. Keep away from open fires, sources of heat and sparks.
Oxidizing substances		Hazard: Caution:	Oxidizing substances can ignite combustible material or worsen existing fires and thus make fire-fighting more difficult. Keep away from combustible material.
Explosive substances		Hazard: Caution:	This symbol designates substances which may explode under definite conditions. Avoid shock, friction, sparks and heat.

			
Dangerous for the environment		Hazard: Caution:	This symbol denotes an environmental hazard Dispose of using SDS information, environmental toxicity
Gas Cylinder		Hazard: C caution:	Fire and explosive hazard Gasses under pressure

## 37 Bibliography:

- Health and Safety Authority, (2006) Guidelines on Risk Assessments and Safety Statements
- Guidelines on Managing Safety, Health and Welfare in Post Primary School HSA (2018)
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