



**UPSTREAM**  
Health, Safety & Wellbeing Specialists

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## SAFETY AUDIT

For

# GAELCHOLÁISTE NA CLOICHE LÉITHE



10<sup>TH</sup> – 29<sup>TH</sup> JUNE 2017  
KILWORTH

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*PROFESSIONAL INDEMNITY INSURANCE WITH HCC INTERNATIONAL, WALSINGHAM  
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*POLICY NO: 556984(16)-8812*

## BACKGROUND

Gaelcholáiste Na Cloiche Leithe will operate in Scoil Mairtín National School in Kilworth from July 10<sup>th</sup> – 29<sup>th</sup> 2017. This audit was undertaken to identify any hazards that may be present and to risk-assess and put preventative measures in place to ensure the protection of the Health & Safety of all staff and students in attendance during this three-week period.

An up to date Safety Statement for Scoil Mairtín National School is currently in place, and covers the general Health & Safety requirements of the school including the building and external areas. This audit is an addition to the Safety Statement, and in particular focuses only on the activities to be covered during the three-week period Gaelcholáiste Na Cloiche Leithe will operate.

While many schools and organisations manage health and safety effectively and sensibly, some have adopted over cautious approaches. This means that pupils are missing out on challenging and exciting activities and learning opportunities, and the chance to develop new skills. When developing learning opportunities, the focus should be on controlling the real risks, not eliminating all risks. Health and safety is about doing things safely, not finding reasons not to do them.

# HAZARD IDENTIFICATION AND RISK ASSESSMENT

Effective hazard identification and risk assessment is one of the most important factors in ensuring a safe and healthy workplace. Section 19 of the Safety, Health and Welfare at Work Act obliges employers to identify the hazards in the place of work under his or her control, assess the risks presented by those hazards and be in possession of a written risk assessment. In selecting appropriate control measures all persons carrying out Risk Assessment should have regard to Schedule 3 of the Act: General Principles of Prevention.

A hazard is something with the potential to cause harm. The hazards associated with a particular task or operations are identified using a prompt list. A Risk Rating for each hazard is then calculated, based on the potential severity of that harm and the probability of that harm occurring in the workplace. The tables below outline the process and criteria used in calculating risk ratings.

*Risk Frequency Assessment Table*

Severity Rating (S)	Rating Guidance			
	Effect on Organisational Objectives	Effect on Property	Personal Injury	Effect on Environment
<b>Negligible 1</b>	Little or no impact on the organisational objectives or processes.	Minor equipment damage	Injuries not requiring 1st aid treatment	No environmental impairment
<b>Minor 2</b>	Reduces the possibility of achieving the organisational objectives or process targets by 20%	damage to 20% of equipment	Minor First Aid injuries and no chronic health impacts	Minor environmental impairment. Requiring notification of authorities but not resulting in legal action
<b>Serious 3</b>	Reduces the possibility of achieving the organisational objectives or process targets by 20%. Significant impact upon the reputation of The Board of Management	Between 20% and 50% of property damaged	Where the injuries although medically serious are unlikely to have any chronic health impacts	Moderate localized environmental impairment risking legal action but not requiring remediation
<b>Very Serious 4</b>	Reduces the possibility of achieving the organisational objectives or process targets by 75%. Serious impact on the reputation of The Board of Management	Between 50% and 75% of property damaged	Injuries may become fatal, are serious with long term life impacts or have chronic health impacts	Significant environmental impairment involving legal action but no or minor remediation
<b>Catastrophic 5</b>	Reduces the possibility of achieving the organisational objectives or process targets by 100%. Very serious impact upon the reputation of The Board of Management	Catastrophic property loss	Fatality	Severe environmental impairment requiring extensive remediation action and involving legal action

*Risk Severity Assessment Table*

Probability Rating (P)	Rating Guidance				
	Approximate Frequency of Occurrence	During the Lifetime of an Employee	All Staff Exposed	During Work activity	During Equipment Lifetime
<b>Very unlikely 1</b>	Less than 1% chance of being experienced by an individual	Not impossible but not expected to occur	Occurs rarely but not impossible	Not expected to occur	Not impossible but not expected to occur during service life
<b>Unlikely 2</b>	Typically experienced once during the working lifetime of an individual	Isolated incident in occurring maybe once in the career of an individual	Occurs rarely as an isolated incident	Not expected to occur during work activity	Possible once in the service life of a piece of equipment
<b>Probable 3</b>	Typical experienced once every 10 years by an individual	At least once in a career	Likely to occur once to a member of Staff	May occur during work activity	Likely to occur during the service life of a piece of equipment
<b>Likely 4</b>	Typically experienced once every 5 years by an individual	Occurs several times in a career	Sporadically occurs to members of Staff	Will occur during work activity but not often	Will occur several times during the life of a piece of service equipment
<b>Almost certain 5</b>	Typically experienced once every 6 months by an individual	Occurs very often in a career	Occurs continuously to Staff	Expected to occur many times during work activity	Occurs often in the service life of equipment and several times while in use

### *Risk Significance Rating Calculation Matrix*

The Risk Significance Rating Calculation Matrix details the method the group used to calculate the risk rating. It involves using a numerical scale from 1 to 5, and is known as the Qualitative index.

In the probability Scale 1 represents Very Unlikely & 5 represents very likely.

Another numerical scale is used for Severity whereby 1 represents Negligible and 5 represents Catastrophic.

The risk rating is then calculated by the multiplication of the two values; i.e. 1 being low and 25 meaning Catastrophic.

The risk rating from table 5 is then applied to tables 6 and 7 where it is ranked as being tolerable, moderate risk, substantial risk or intolerable risk. Each of these priority risk rankings requires specific actions relative to the level of risk exposure

SEVERITY (S)	PROBABILITY (P)				
	1 Very Unlikely	2 Unlikely	3 Probable	4 Likely	5 Almost certain
Negligible	1	2	3	4	5
Minor	2	4	6	8	10
Serious	3	6	9	12	15
Very Serious	4	8	12	16	20
Catastrophic	5	10	15	20	25

### *Risk Raking*

Category of Risk	Evaluation of Tolerability
Negligible	Acceptable
Minor	Risks that should be reduced so that they are tolerable to acceptable
Serious	
Very Serious	
Catastrophic	Unacceptable
In this example these three categories are used to allow for the different types of actions or different timescales need to be applied according to the level of risk	

### *Risk Priority Ranking, Tolerability and Required Actions*

Staff and others with knowledge of the process, equipment or task to which the Risk Assessment relates are consulted and involved in the Risk Assessment Process at all stages. Likewise, the results of the Risk Assessment and the control measures in place are communicated to all those who may be affected by the activities to which the Risk Assessment pertains. General Risk Assessments are located in the Secretary's office and are available to view by all Staff.

Risk Level	Priority	Action
<b>Low</b> (1-4)	Tolerable	No additional controls are required unless they can be introduced at a low cost (Time Labour). Actions to further reduce these risks are assigned as low priority. Arrangements should be made to ensure that the controls are maintained.
<b>Medium</b> (5-9)	Moderate	Consideration should be given as to whether the risks can be lowered to a tolerable level and preferably to an acceptable level where acceptable; these reduction measures should be implemented within the defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk level is associated with harmful consequences
<b>High</b> (10-16)	Substantial	Substantial efforts should be made to reduce the risk. Risk reduction measure should be implemented 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 the interim risk control measures
<b>Very High</b> (20-25)	Intolerable	Any activities that fall into this category are unacceptable. Immediate improvements in risk controls are necessary so this rating is reduced to tolerable or acceptable level. All activity should cease, until all the necessary controls can be put into place. If it is not possible to bring the risk rating to a tolerable level the activity is to remain prohibited

## RISK ASSESSMENT SECTION





Risk Assessments carried out by Marion Kiely of Upstream based on site visit on June 6<sup>th</sup> 2017.

Hazard	Risk	Who is at Risk?	Location	Current Controls	Current Risk Rating			Further recommended Controls	Desired Risk Rating		
					P	S	R		P	S	R
Fire	Damage to individuals and property, asphyxiation, death.	Students and teachers.	Internal School Area	Fire register is up to date, fire doors and equipment inspected and up to date.	2	5	10	Fire drills to be ran regularly (at least once weekly). Outdoor evacuation location to be identified. Teachers & supervisors to be trained on the use of fire extinguishers & on evacuation procedures.	1	5	5
Lack of First Aiders	Injured person condition deteriorating, choking, death, further injury, risk of infection	All Staff, students, visitors and contractors	All areas	A competent first aider will be on site at all times (Joe Ahern).	1	5	5	n/a	1	5	5
Spillages and trip hazards	Slips, trips & falls	All persons	All areas	Safety precautions such as anti-slip signs etc will be in use.	2	3	6	Teachers & supervisors to be trained in managing accidents.	1	3	3

Hazard	Risk	Who is at Risk?	Location	Current Controls	Current Risk Rating			Further recommended Controls	Desired Risk Rating		
					P	S	R		P	S	R
Child Protection	Access to students by inappropriate individuals	Students	All areas	All teachers & supervisors will be Garda vetted in advance of course commencement.	1	4	4	n/a	1	4	4
Chemical Exposure	Burns, Fumes, Serious Personal Injury.	All persons	All areas	Chemical storage area will be locked during the duration of Gaelcholáiste Cloiche Léithe, so no access possible.	1	3	3	n/a	1	3	3
Inadequate teacher/supervisor to student ratio	Injury resulting from lack of supervision	Students	School grounds & nature walks to local woods	Class ratio will be 24:1, and the ratio of teacher/supervisor to students for walks will be 8:1. Role call will be conducted 3 times daily.	1	2	2	n/a	1	2	2

Hazard	Risk	Who is at Risk?	Location	Current Controls	Current Risk Rating			Further recommended Controls	Desired Risk Rating		
					P	S	R		P	S	R
High risk activities	Injury from high risk activities	Students	Excursions (woods)	No high-risk activities are incorporated into the Gaelcholáiste Cloiche Léithe curriculum (water sports, assailing, etc....)	1	1	1	n/a	1	1	1
Construction work out of school hours	Cuts, Wounds, Fumes, Amputation, Burns, Electrocution, Serious personal injury	Teachers, supervisors & students	All areas	No construction work to take place during duration of Gaelcholáiste Cloiche Léithe.	1	1	1	n/a	1	1	1

This concludes my audit report.

Signed: *Marion Kiely*



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