

RISK ASSESSMENT		CARETAKING DUTIES	
Establishment: <b>Killeen National School, Louisburgh, Co. Mayo.</b>	Assessment by: <b>Staff</b>	Date: <b>January 2019</b>	
Review By Date: <b>January 2021</b>	Approved by: <b>BOM</b>	Date:	

Hazard / Risk	Who is at Risk?	Normal Control Measures	Additional Control Measures	Residual Risk Rating H / M/L
<b>Responding to intruder alarm holiday periods / out of hours</b> accident, injury, Assault, delayed assistance in emergency	Caretaker	<ul style="list-style-type: none"> <li>Carry mobile phone to call for help.</li> <li>Before entering the grounds, notify the principal or chairperson of the situation, and the intention to investigate.</li> <li>Make regular calls to those notified above to update them as to the situation.</li> <li>If a break-in has occurred, do not attempt to enter the premises until the Gardai arrive.</li> <li>If confronted by intruder(s) before the Gardai arrive, do not attempt to tackle or restrain them.</li> <li>Restraining of intruders should be left to the Gardai who are trained in dealing with such situations.</li> </ul>		Low

<b>Use of hand tools</b> (drills, wood cutting equipment, hedge cutters, strimmers, etc.)	Caretaker Colleagues Teachers Pupils Visitors	<p>If there is a significant risk then ensure that a work equipment risk assessment is carried out which will identify:</p> <ul style="list-style-type: none"> <li>Any known significant risks,</li> <li>Guards that need to be in place,</li> <li>Servicing / inspection requirements,</li> <li>Training / instruction required.</li> <li>Is the equipment appropriate (being used for its intended purpose)</li> </ul>		Low
<b>Use of electrical equipment</b> Electrical shock Burns	Caretaker Colleagues Teachers Pupils Visitors	<ul style="list-style-type: none"> <li>All equipment PAT tested and carry out visual checks prior to use.</li> <li>Ensure all connections are properly fixed.</li> <li>A residual current device should be used in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.</li> <li>Use extension leads and adaptors only where necessary.</li> </ul>		Low
<b>Cleaning / using chemicals</b> health affected	Caretaker Colleagues Teachers Pupils Visitors	<ul style="list-style-type: none"> <li>Less hazardous chemicals used wherever possible.</li> <li>Restrict access by others when hazardous substances in use. Activities undertaken outside of school hours where possible.</li> <li>Immediate cleaning up of any spillage</li> </ul>		Low

<b>Repair / maintenance</b> Release of asbestos fibres	Caretaker Colleagues Teachers Pupils Visitors	<ul style="list-style-type: none"> <li>Check Site asbestos log information for location of asbestos containing material prior to undertaking any work which has the potential to disturb asbestos. Drilling, sanding cutting, etc.</li> <li>“Permit to Work” to be completed for any work on fabric of the building.</li> </ul>		Low
<b>Lone working</b> – locking / unlocking building  accident, injury, Assault, delayed assistance in emergency	Caretaker Colleagues Teachers Pupils Visitors	<ul style="list-style-type: none"> <li>Ensure there is adequate lighting. If possible follow different procedure daily.</li> <li>Building locked down as soon as possible at end of school day.</li> <li>Controlled access to building e.g. through coded doors etc.</li> <li>Challenging unknown visitors where safe to do so.</li> <li>Access to phone to call for help</li> <li>Post incident support</li> </ul>		Low
<b>Lone working</b> - working in school alone or in isolated locations  accident, injury, delayed assistance in emergency	Caretaker Colleagues Teachers Pupils Visitors	<ul style="list-style-type: none"> <li>Only agreed risk tasks to be undertaken, Avoid high risk activities (e.g. working at height);</li> <li>Mobile phone carried</li> <li>Reduce time spent working alone so far as is reasonably practicable.</li> </ul>		Low

<b>REVIEWS:</b>	
<b>DATE:</b> <b>REVIEWED BY:</b>	<b>COMMENTS:</b>

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