

RISK ASSESSMENT	CONTRACTORS ON SITE			
Establishment: Killeen National School, Louisburgh, Co. Mayo.	Assessment by: Staff	Date: January 2019		
Review By Date: January 2021	Approved by: BOM	Date:		

Hazard / Risk	Who is at Risk?	Normal Control Measures	Additional Control Measures	Risk Rating H/M/L
Use of external companies / contractors Poor workmanship Poor practices	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> Registered contractors used. Where this is not possible, contractors thoroughly vetted to satisfy selection criteria e.g. (have H&S Policy and adequate insurance etc.), and be competent to undertake the tasks for which they are commissioned. Risk assessments and method statements provided. Appropriate public liability insurance in place Pre-contract meeting School monitors work of the contractors and have regular liaison meetings. Construction, Design and Management Regulations (CDM Regulations) must be adhered to and for larger projects (over 30 days or 500 person days), are notifiable to the HSA. 		

Access / egress Blocked exit routes Unauthorised access Contact with children	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Designated access route to and from work area. • Restricted access to construction areas all staff advised during team briefing. • Children advised of hazards and risks during assembly. • Contractors to report to school staff if pupils breach area. • Ensure all debris is removed from walkways and disposed of safely. 	Managers may need to change access routes or close areas (e.g. doors and corridors) whilst contract work is carried out. If this is the case, all staff may need to be informed.	
		<ul style="list-style-type: none"> • Construction work undertaken out of normal working hours wherever reasonably practicable or in a separate secure area. • Adequate supervision in the vicinity of the work area if contact is possible. • Agreed programme of work with school. 		
Vehicular access Ineffective pedestrian vehicle segregation	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Restricted access, contractors advised accordingly. • Contractors' vehicles not permitted into school grounds at start of school, during breaks, lunchtime and at end of school day. • Pedestrian walkways maintained • If vehicular access is required during school day, permission to be obtained from Principal. 		

Asbestos Ill Health, asbestosis	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Copy of asbestos survey, permission to work (PTW) and all related documentation retained on the school premises in the asbestos log. • Where invasive work is being carried out (i.e. work which involves the fabric of the building, pipe work or services) permission to work must be given • Contractors must read and sign the asbestos permission to work log, prior to commencing the work. • All such work on fabric of building to be authorised by a schools 'Authorising Officer'. 		
Electrical equipment & sockets Using poorly maintained equipment Electrocution Fire Trailing cables- trips and falls	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Electrical tools and equipment subject to a Portable appliance testing regime • All portable electrical tools on site to be 110v or protected by RCD's. • All electrical equipment to be removed and/or stored appropriately at the end of each working day. • Cable covers to be used. • Ensure good housekeeping is maintained. • Safe route to workplace has been agreed. 		

Health and Safety Information	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Contractors made aware of schools emergency procedures including evacuation and first aid. • Exchange of Health and Safety Policies between school and contractors. • School provides all relevant information to enable contractors to control risks. 		
Hazardous substances	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Contractor to inform school of any hazardous substances brought onto the site. • Hazardous substances not left unattended. Clearly labelled and securely stored. • Contractor to ensure dust/fume production is minimised. • Appropriate PPE provided and worn by contractors • Visitors to site made aware of hazards and not allowed on site unless wearing suitable PPE. 		

Work at height Falling objects / Injury Unauthorised access	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Work area to be agreed between contractor and school • Ladders adequately secured/removed at end of each working day. • Area below work to be securely fenced off with warning signs displayed. • Working platforms used to have toe boards and mesh panels to prevent falling objects • Restricted access. Pupils reminded of hazards during assembly/breaktimes. 		
Security Unauthorised entry to premises Theft	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Principal contractor to record all contractors on site and advise Reception of all persons on site. • Adequate site security, fencing etc. 		
Noise	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Noise is kept to a minimum or agreed working times have been arranged for any noisy working activities. • If noise to affect neighbours cooperation and communication has taken place. 		

Stored materials Fire risk, injury	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Materials stored on site to be kept to a minimum. • Storage only in agreed designated secure compound. • Access restricted to authorised persons. • Appropriate fire fighting equipment is available and maintained for use 		
Waste material Health risk, fire risk	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • So far as is reasonably practicable, waste to be removed from the site daily or in secure skips. • Waste stored on site to be in a suitable container according to type of waste and in a secure area 		
Fire Burns scalds Property damage / loss	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • All Staff and contractors advised of procedures and any alternative routes during contract work. • Smoking not permitted on site. • Hot works permits used where applicable • Combustible materials to be stored in agreed areas unless required for immediate use. 		

		<ul style="list-style-type: none"> • Appropriate fire extinguishers available. • Flammable liquids / compressed gases appropriately stored. 		
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