



## Health and Safety Statement

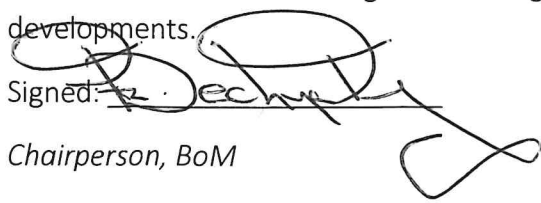
### Clonfert National School Safety, Health and Welfare Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of Clonfert National School to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school. It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- continually improve the system in place for the management of occupational safety, health and welfare? and review it periodically to ensure it remains relevant, appropriate and effective;
- consult with staff on matters related to safety, health and welfare at work;
- provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of management of Clonfert National School is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: 

Chairperson, BoM

School Date: 31/1/24

## School Profile

Clonfert NS is a Roman Catholic Primary School in county Galway. The school is under the Patronage of the Bishop of Clonfert, Bishop Michael Duignan and operates under the guidelines of the Department of Education and Skills the (D.E.S).

We are a co-educational primary school with a current enrolment of 48 pupils. We have 3 mainstream classrooms, 1 full time SET ,1 part time SET , 1 Special Needs Assistant and a secretary make up the staff team at Clonfert National School.

School Tuition starts at 9.20am. Infants finish at 2:00 pm and 1st to 6th Class at 3:00pm.

## Resources for Health, Safety and Welfare

The following resources are in place within the school;

- Fire extinguishers alarm point units and a fire alarm system is in place in the school and are maintained annually in line with fire safety guidelines.
- A stocked first aid bag is kept in the GP store room and brought onto the yard for break and lunch. Ice - packs are also available. Each classroom also has a mini first aid kit with plasters, wipes and disposable gloves.
- Policies regarding behaviour in the school and the schoolyard, bullying and administrations of medicines are in place in the school.
- New employees are given induction on the health and safety practices in the school.
- The Accident Report File (Google forms) is used by all staff to upload accident reports. Parents are also notified.
- Procedures are in place for the monitoring of visitors/workers to the school.
- Access to the school is carefully monitored and procedures are in place for the safe collection of children.
- The health and safety officer on the Board together with the principal/health and safety representative undertake safety audits and arrange for repairs as necessary.

## Roles and Responsibilities

### Board of Management (Safety Officer) To be appointed

Overall responsibility for safety and health matters rests with the Board of Management and the Board has nominated one of its members as safety officer. This officer shall monitor safety generally and operation of safety procedures within the school.

The Health and Safety Officer on the Board of Management liaises with the principal to: Ensure that the school has written risk assessments and an up to date safety statement.

- Guide and advise on all health, safety and welfare at work matters.
- Ensure that safety procedure are adequately communicated to staff

- Review the implementation of the safety management system and the safety statement at least annually or when changes that might affect workers' safety, health and welfare occur.
- Set safety, health and welfare objectives.
- Receive regular reports on safety, health and welfare matters.
- Allocate adequate resources to deal with safety, health and welfare issues.
- Appoint competent persons as necessary, to advise and assist the board of management on safety, health and welfare at the school.
- Arrange for the appointment of a safety rep within the school.

#### Principal - Ms Nicola Kilmartin

In consultation with the safety officer, the principal has responsibility for co-ordination of all safety and health matters including;

- Complying with the requirements of the 2005 Act;
- Managing safety, health and welfare in the school on a day-to-day basis
- Communicating regularly with all members of the school community on safety health and welfare matters. Bring any changes to the attention of staff.
- Ensuring all accidents and incidents are investigated and all relevant statutory reports completed
- Coordinating fire drills, training etc. with the relevant post holder
- Ensuring that fire fighting equipment is tested annually.
- Carrying out safety audits with the safety officer and safety rep.
- Ensuring that all contracts provide a safety plan to the school before commencing work.

#### Relevant Post Holder/Safety Rep - Ms Edel Burke

The responsibilities of the safety representative include;

- Assist with organizing fire drills on a regular basis and updating evacuation plan as necessary.
- Bringing to the attention of the safety officer any items of health and safety that need attention
- Ensuring an adequate supply of first aid kits for use on school trips.
- As far as reasonably practicable, taking account of any representations made on the subject of safety by the employees.
- Supplying a copy of the Safety Statement, together with additional information or instructions as they become available, to all present and future staff.
- Affording all possible co-operation to inspectors and officials of the relevant bodies concerned with safety and health standards.
- File and compile checklist and hazard control measure reports / documents once completed.

## Employees

Employees have a specific responsibility (section 13 of the safety and Welfare at Work Act, 2005) for their own safety and that of any person who may be affected by his/her acts or omissions while at work. All staff are required to;

Co-operate with school management in the implementation of the safety statement;

- Inform students of the safety procedures associated with individual subjects, rooms, yard, hall or tasks
- Ensure that all activities are planned so that they may be carried out safely.
- Check classroom/immediate work environment to ensure it is safe and free from fault or defect.
- Ensure that all electrical appliances are turned off at the mains before going home.
- Co-operate with the employer and any other person to such extent as will enable the employer or the other person to comply with any of the relevant statutory provisions.
- Use in such a manner as to provide the protection intended, any appliance, protective clothing, convenience equipment or other means or thing provided (whether for own use alone or for shared use) for securing fire safety, health or welfare while at work.
- Report without delay, any health and safety issues or concerns to the school Health and Safety representative or Health and Safety officer on the Board of Management.
- Work according to the premise of never intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.
- Attend such training as may be required by the Board of Management.
- Inform the principal if he/she is suffering from a health condition that adds to his/her own risk or that of others in the workplace.

### Other school users

Other school users such as students, parents, volunteers, visiting speakers, sales people and all other visitors must comply with school regulations and instructions relating to safety, health and welfare.

### **Large scale works contractors:**

Contractors must comply with statutory obligations as designated under the *Safety, Health and Welfare at Work Act 2005*, the *Safety, Health and Welfare at Work (General Application) Regulations 2007* and any other relevant legislation such as the *Safety, Health and Welfare at Work (Construction) Regulations 2013*.

- The Board of Management will make available the relevant parts of the safety, health and Welfare statement and safety file to any contractors working in the school on behalf of the school.
- The Board of Management will provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out
- Contractors must make available their public liability insurance certificates before commencement of work.
- If the school is sharing a workplace with a contractor it will co-operate and coordinate school activities in order to prevent risks to safety, health and welfare at work.

### Short duration, low risk, single contractor works involving routine maintenance, cleaning, decorating or repair

Where this work involves a single contractor and where there are no particular risks present and task duration will not exceed 30 working days or 500 person days, to comply with safety, health and welfare requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:

- The board of management must ensure that the contractor is competent. This means that the contractor is suitably qualified and experienced and is registered. For instance, an electrician should be registered with the Register of Electrical Contractors of Ireland (RECI) or the Electrical Contractors Safety and Standards Association (ECSSA)
- The contractor and the principal will meet before the project commences to ensure communication links are established before work starts and throughout the contract.
- The contractor must advise the principal about the likely duration of the work, any possible hazards, and how these will be addressed. The contractor must also provide the principal with a copy of its safety statement including any relevant risk assessments for the project to be undertaken. Likewise, the principal will advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during school time.

### Substantial building works, (e.g. extension to school building):

Where substantial building work lasting more than 30 days or 500 person days is being considered, the Board of Management take on the responsibility of "client".

The client (Board of Management) will:

- Appoint, in writing before design work starts, a Project Supervisor for the Design Process (PSDP) who has adequate training, knowledge, experience and resources;
- Appoint, in writing before construction begins, a Project Supervisor for the Construction Stage (PSCS) who has adequate training, knowledge, experience and resources;
- Co-operate with the project supervisors and supply any necessary information;
- Notify the HSA of the appointment of the PSDP on Approved Form AF1 "*Particulars to be notified by the Client to the Health and Safety Authority before the design process begins*";
- Retain and make available the safety file for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation.

Prior to carrying out any construction work the board of Management, as client will familiarize itself with its legal health and safety responsibilities, as detailed in the *Safety, Health and Welfare at Work (Construction) Regulations 2013*. The Board of Management will follow

the advice laid down in the technical guidelines published by the Department of Education and Skills

## Risk Assessment

The Board of Management is committed to identifying and eliminating any hazards in the school through a risk assessment and annual audit. The Board will make use of advice available from such sources as the Department of Education, relevant national authorities such as the National Authority for Safety, Health and Welfare at Work. Where necessary, competent consultants and bodies with special skills and services may be used for training and to augment the internal audits. The Board through its risk assessment will;

- Identify the risks
- Evaluate the risk in proportion to the hazard
- Put in place the appropriate control measure to eliminate or minimize the risk
- Consult with employees

A detailed risk assessment of the various areas within the school is included in the appendices (Appendix 1). The board of management may delegate the task of completing the risk assessment to the appropriate person for example the individual teacher of each classroom. There is no need to consider every minor hazard or risk that we accept as part of our lives. The Board will ensure a risk assessment is carried out annually.

### Monitoring Hazards

Hazards will be monitored on an ongoing basis by all members of staff. High risk hazards identified by staff are reported to the Health & Safety Officer as soon as possible. Steps are taken to reduce or eliminate any risks noted. Any changes made are done in consultation with the Principal in accordance with the availability of resources.

## Emergency Procedures

### Fire

- A Fire and Emergency Plan has been prepared covering the building. A copy of the plan is attached to this safety statement (see appendix 2). This plan has been given to all employees and they are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.
- The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- The Staff Safety Officer will ensure that fire drills shall take place at least once a term. Records of fire drills will be kept in the Fire and General Register Book.
- All doors and corridors/entrance areas shall be kept clear of obstruction and shall be able to be opened at all times from within the building. It is the responsibility of each teacher to ensure doors/entrance areas/exits in his/her classroom are kept clear.
- There is a designated fire assembly point outside the school building which is clearly

- marked with a sign
- All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- All recommendations made by a Fire Officer in addition to these provisions shall be implemented.
- An adequate supply of fire extinguishers is provided and correctly suited to meet statutory and insurance requirements.

## First Aid

- It is the policy of the Board of Management of Clonfert National School that all members of staff shall be trained to provide First Aid to staff and pupils.
- SNA to take care of First Aid Bag during yard breaks.
- First Aid Bag will be taken on all out of school excursions e.g school tour. Class teacher will be responsible for this.
- Box with plasters, antiseptic wipes and gloves will be kept in each classroom. (stored up high).
- Disposable gloves must be used at all times in administering First Aid
- Notices are posted in office, staff room and GP store room detailing:
  - arrangements for giving first aid,
  - location of first aid boxes,
  - procedure of calling ambulances etc....,
  - Eircode
  - telephone numbers of local Doctor, Gardaí, Hospital. (Appendix 3)
- An Accident Report File (Google form) is to be maintained for the recording of all accidents and injuries by all staff.
- The Staff Safety Officer will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times. For examples of the types of items that may be found in the First Aid Box (see appendix 4)

## Accidents and dangerous occurrences

All accidents/near misses to persons (staff/contractor/visitors), however slight, must be recorded on the appropriate accident report record ( google form). The Principal will be informed within 24 hours of all accidents and where possible all other accident reporting will be completed before the end of the day on which the accident occurred. All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the principal on Form IR1 or IR3 ([www.hsa.ie](http://www.hsa.ie)). Note: AnIR

must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.

### Accidents on the yard/classroom/playground

The teacher who is supervising should complete the accident report form (see appendix 5), detail any actions taken and where necessary determine the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence. Where necessary the appropriate form will be forwarded to Allianz the insurance provider for the school.

### Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Clonfert National School that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

### Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance, the user should check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/leads are intact and free of cuts or abrasions.
- Unplug leads of appliances when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Follow official guidelines issued by the Health and Safety Authority.

### Chemicals

It is the policy of the Board of Management of Clonfert National School that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Cleaner/Principal where appropriate).

### Drugs And Medication

It is the policy of the Board of Management of Clonfert National School that all drugs, medications, etc be kept in a secure cabinet at all times, in a separate and secure place other than the classroom and used only by authorised personnel. Please see Administration of Medicines policy.

### Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

(a) A person who is under medical supervision or on prescribed medication and who has been certified fit



for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.

(b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

### **Wet Floors**

It is the policy of the Board of Management of Clonfert National School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs.

### **Broken Glass**

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed. Pupils are advised not to bring glass bottles to school.

### **Visual Display Units**

We have one VDU in the school office which is only accessed by the school secretary. It is the policy of the Board of Management of Clonfert National School that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority will be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

### **Infectious Diseases**

It is the policy of the Board of Management of Clonfert National School that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. In the event of a confirmed case of covid/chicken pox etc parents will be notified. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste. Sanitiser stations are located at the entrance to each classroom.

### **School Playground:**

- Children will be supervised at all times when using the playground equipment.
- There will be a rota in operation so all classes can use the playground on their designated day/times.
- Children will not be permitted to use the playground before school.
- Any injuries on the playground will be recorded using Google Forms
- Playground equipment is to be treated respectfully and with care.
- Playground equipment will not be used in bad weather.
- Regular inspections of playground equipment will take place to ensure safety. Any maintenance issues will be reported to the caretaker etc.

- Members of the public will not be permitted to use the playground.
- No ball playing/tag in the playground.
- Children must use slides properly (no coming down the slide on their tummy/climbing up slide).
- Monkey bars to be used by 3rd - 6th class only.

### Access To School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

### Collecting Children

- (1) Cars are advised to drive slowly when pulling up outside the school grounds when collecting children.
- (2) Those parking across the road from the school grounds are advised to accompany children to and from the school premises.
- (3) Pupils must wait inside gate until their parent/guardian arrives.
- (4) Junior and Senior Infants must be collected at the school gate from their teacher.

### Instruction and Training

In accordance with legislation the Board of Management commits to providing instruction, training and supervision to its employees in relation to health and safety at work. All employees will be:-

- Advised of the nature and location of fire equipment and instructed on how it is safely operated (this instruction to include a practical demonstration of fire extinguishers).
- Notified of any changes in safety procedures.
- Advised of the health and safety requirements as part of their induction training.
- A record will be kept of all safety training.

### Communication and consultation

- Copies of the policy will be given to all staff members and will also be available in electronic form on schools shared drive. It will be published on the school website.
- Each staff member will be involved in carrying out a risk assessment in their own area

e.g classroom/office. They will also be invited to give feedback relating to health and safety at each staff meeting.

- Details of the first aid procedure will be displayed around the school.
- The Board of Management will undertake a review of health and safety issues annually and any changes will be communicated to staff. Information will also be disseminated at staff meetings and on Aladdin, Parents and guardians will receive updates via newsletters and text message.

## Monitoring, review and update

Fire equipment will be serviced annually.

Reviews will be carried out after each fire drill.

A review of accidents and dangerous occurrences for lessons learned, corrective actions and after-care of those involved.

Prepared by representatives of the Board of Management, in consultation with staff and teachers in accordance with the Safety, Health and Welfare Act at Work Act 2005.

## Appendix 2 Fire Evacuation Procedure

**\*\*This evacuation plan will be carried out subject to conditions on the day.**

### Sequence

- Alarm
- Evacuation
- Call the fire brigade
- Assembly
- Roll call
- Tackle the fire

**Alarm:** Anyone discovering an outbreak of fire will raise the alarm at once by informing a teacher. The teacher will immediately sound the fire alarm. In the event of an emergency/fire drill the staff member closest to the fire alarm monitor will identify the location of the fire and advise accordingly.

**Evacuation:** The children will leave the classroom in single file taking the exit route as instructed by the teacher. Each teacher takes their phone to call the roll on Aladdin. If possible, teachers make sure that all doors and windows are closed. Teachers must check the class toilets before vacating the building.

**Junior room (classroom 1)/middle room (classroom 2)/ senior room (classroom 3):** Use their own yard door exit.

**Classroom 4 (SET):** Exit at junior room yard door.

**SET room:** Exit at front door of school.

**Office:** Exit at front door of school.

**GP room/staff room:** Exit at front door of school

**Call the fire brigade:** All outbreaks of fire however small, or suspected fire will be reported immediately to the fire brigade by the emergency phone number.

**Assembly:** Fire assembly point is located across from the school on the school yard (grass area).

**Roll Call:** Teachers call the roll for their class on reaching the fire assembly point. If anyone is missing an immediate search by one member of staff will be made.

## First Aid: ( Appendix 3)

- First Aid Bag will be stored in the GP store room.
- SNA will bring First Aid Bag onto the yard for each break.
- Plasters, anti-septic wipes and gloves will also be available in each classroom.
- Disposable gloves must be worn when administering first aid.
- Serious injuries are to be recorded on our accident record form (google form) and parents to be notified.

### Calling an Ambulance

Calling an ambulance: Call 999 or 112

Clonfert National School Eircode:H53 EW70

### Doctor:

#### Eyrecourt Medical

Address: Eyrecourt Community Centre, Market Street, Townparks, Ballinasloe, Co. Galway

Phone: 090 967 5107

#### Banagher Family Practice

Address: Primary Care Centre, Banagher, Co.Offaly. R42XW40

Phone: 057 9151247

### Gardaí:

#### Banagher Garda Station

Address: Harbour Street, Banagher, Co.Offaly. R42 VX66

Phone: 057 9151310

#### Portumna Garda Station

Address: Abbey Street, Portumna, Co.Galway. H53 W017

Phone: 090 9742060

### Hospital

Portincola Hospital: Address: Garbally Demesne, Ballinasloe, Co.Galway. H53 T971 Phone: 090 9648200

## First Aid Bag (Appendix 4)

Examples of the type of resources that our First Aid Bag may contain:

As per guidelines on HSE website

- Dressings (various sizes)
- Disposable Gloves
- Antiseptic wipes
- Adherent tape
- Hypoallergenic plasters
- Bandages (triangular)(crepe)
- Instant ice-packs
- Kitchen roll
- Scissors
- Sterile water
- Sick Bags
- Tweezers
- Safety Pins
- Face mask
- Hand sanitiser
- Vinegar (stings)
- Eye pads

Appendix 5 - Accident Report Form

# Accident Record

St. Brendan's NS, Clonfert

\* Indicates required question

Date:

Date

Pupil:\*

Your answer

Details of Incident:\*

Your answer

Teacher:\*

Your answer

Submit

Clear form

Appendix 6:



Internal Health and Safety Walk Through Inspection Check Sheet

Classroom/GP room/Office/Staff Room:	Control in place		Comment/Safety action required	Responsibility	closed
	Y	N			
Assessed by:					
Housekeeping					
Floor free from trip/slip hazards?					
Emergency exits/routes & passage ways clear?					
Items stored appropriately?					
Raw materials/chemicals adequately stored?					
All tools and equipment stored safely and securely?					
All waste cleared? Bins adequate?					
Is area kept clean and tidy?					
Are floor coverings in good condition?					
Fire safety					
Fire equipment pins and seals in place?					
All fire equipment gauges reading correctly (i.e.in green)?					
Equipment mounted, serviced, accessible and undamaged?					



Emergency exits indicated, illuminated & easily opened?					
All sockets, switches, plugs & cables free from damage?					
Any sockets over loaded? Switch/ fuseboards locked?					
<b>Working environment &amp; welfare</b>					
All furniture & fittings in good repair?					
All light fittings working functioning?					
First-aid kit accessible and appropriately stocked?					
Relevant safety signs & markings in place?					

If response is 'no' state what action is required and who is responsible.

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



## External Health & Safety Inspection Check Sheet

Area	Control in place		Comment/ Safety action required	Date closed
	Y	N		
<b>Doors&amp; Gates</b> Entrance & Exit points free from obstruction				
External doors in proper working order				
External gates in proper working order				
Assembly points for emergency evacuations are clearly marked				
Basketball court surface free from hazardous conditions and pot holes				
Padding on basketball poles is in good condition				
<b>Paths</b> Pedestrian routes and paths in good repair and free from potholes/ debris				
<b>Playground area</b> All equipment is safe and secure. Check for splinters.				
Safety mats in playground area are secure to the ground				

Pitches Pitch surfaces free from from hazardous conditions and pot holes				
Goalposts in proper condition and anchored safely				
Guttering Guttering free from leaves				
Lighting External lighting is adequate and working (is switched on when evening events are planned such as concerts, parent/teacher meetings)				
Yard Ground surface free from potholes				
School garden				
Paths in good repair and are free from potholes, debris or any obstructions				
Polytunnel tunnel is free from obstructions or/and hazards				
Timber vegetable beds are in good condition free from splinters/rotting				

Any other observations:

Assessed by:

## Risk Assessment - Appendix 1

### Classroom Hazards

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Spilled liquid	Injury due to slip/trip/fall	H	<ul style="list-style-type: none"> <li>Spills dealt with immediately</li> <li>Absorbent materials located near high spill risk areas</li> </ul>	No action required	All staff	
Personal Injury to a child(children) during school activities	Injury from slip, trip or fall	H	<ul style="list-style-type: none"> <li>High risk areas for slips, trips, and falls are identified and dealt with</li> <li>Children are supervised by class teachers during school activities</li> <li>Running is not permitted in classrooms or entrance areas</li> </ul>	No action required	All staff *Where more intervention required - Principal	
Improper storage of Equipment	Injury from slip, trip or fall	H	<ul style="list-style-type: none"> <li>School equipment is stored tidily</li> <li>School bags stored tidily on back of chairs</li> <li>Pupil belongings safely under desks.</li> <li>Floors and access routes are kept clear</li> <li>Entrance areas outside classrooms to be kept clear of clutter.</li> <li>PE store to be kept tidy and clear.</li> </ul>	No action required	All staff	
Hazard due to falling objects	Injury due to falling objects	H	<ul style="list-style-type: none"> <li>Shelves are not overfilled and are checked periodically by caretaker to ensure they remain fixed and stable</li> </ul>	No action required	All staff  Caretaker	
Floor mats/Loose carpet	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> <li>Sunken door mats are in use</li> <li>Mats and rugs are properly designed/fitted.</li> <li>Weighted edges are used where possible or edges are fixed in place</li> <li>Dangerous or sub-standard mats are reported to Principal/Staff Safety Officer</li> </ul>	Mat at front door to be fixed in place	Principal Caretaker	

Wet area (floors)	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> <li>● All areas prone to constant wetting are identified • Sinks are kept clear to avoid overflow</li> <li>● Staff must attend to wet floors as soon as practicable and arrange cleaning of the area</li> </ul>	No action required	All Staff	
Cables/flexes	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> <li>● Electrical outlets sited to avoid trailing cables.</li> <li>● No trailing cables and flexes</li> <li>● Retractable reels used</li> </ul>	No action required	All Staff	
Damaged flooring	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> <li>● Poorly maintained or damaged floors or paving identified</li> <li>● Repairs carried out and steps taken to prevent future damage</li> </ul>	No action required	Principal / Caretaker	
Slippery Surfaces	Injury from slips, trips & falls	H	<ul style="list-style-type: none"> <li>● Slippery surface are identified - dry mopping only in front hall of school.</li> <li>● Consideration is given to changing or treating floor surfaces</li> <li>● Particular attention is paid to areas that may become slippery during severe weather</li> <li>● Pupils reminded to wipe shoes on sunken mats during wet weather</li> </ul>	No action required	Caretaker/Principal	
Transition Areas	Injury from slips, trips & falls	H	<ul style="list-style-type: none"> <li>● Areas where pedestrians move between surfaces with very different levels of grip are identified e.g. from wet surface to a dry surface and vice versa</li> <li>● Precautions are taken to remove excess moisture from footwear</li> <li>● Mats are properly designed and installed</li> </ul>	No action required	All staff	
Level Changes	Injury from slips, trips & falls	H	<ul style="list-style-type: none"> <li>● Areas are identified where levels change e.g. slopes, ramps, steps</li> <li>● Slip resistant surfaces are ensured</li> <li>● Proper lighting is provided</li> <li>● Changes in level are highlighted</li> <li>● Drain covers are in place</li> </ul>	<p>Steps to be painted yellow/step edges to be installed.</p> <p>Lighting to be installed outside yard doors and back door.</p>	Principal BOM Safety Officer	

Floor cleaning	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> <li>As far as possible dry cleaning replaces wet cleaning</li> <li>Where wet cleaning, detergent is used and water is at the right temperature</li> <li>Excess liquid is removed to assist the floor drying process. As far as possible, the floor is cleaned until dry</li> <li>A system is used to keep pedestrians away from wet/moist floors, e.g. physical barriers /wet floor sign</li> <li>Cleaning of floors and the application of water and detergent is done after school hours.</li> </ul>	No action required	Caretaker/Cleaner	
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Shoes/footwear	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> <li>Suitable slip resistant footwear is worn as needed and meet the needs of the duty each staff member performs</li> </ul>		All Staff	
Damaged furniture	Falls and related injuries	H	<ul style="list-style-type: none"> <li>Report broken furniture - removed from service until repaired or replaced</li> <li>Annual inspection of furniture</li> </ul>		All Staff Caretaker	
Liquid spills/burns	Liquid spills, burns	H	<ul style="list-style-type: none"> <li>Cups containing hot beverages are not allowed in classrooms or yard/play areas. All staff members must utilize covered travel mugs/flasks in classrooms. No hot beverages are allowed on the school yard/play areas.</li> <li>Pupils are not allowed to eat in unsupervised classrooms</li> </ul>	No action required	All Staff	
Sharp objects	Cuts/lacerations	H	<ul style="list-style-type: none"> <li>Child friendly scissors used in all classrooms.</li> <li>Children instructed in how to use scissors safely</li> <li>Children are not allowed use knives at school.</li> <li>Knives are washed in dishwasher and never left soaking in sink.</li> <li>Knives and scissors stored separately to other equipment.</li> <li>Teacher scissors to be stored up high/out of reach of children.</li> </ul>	No action required	All staff	

Fumes from paint /glue	Respiratory irritation and breathing problems	H	<ul style="list-style-type: none"> <li>• When choosing chemical cleaners for use in the classroom the least hazardous product is purchased.</li> <li>• Relevant employees are aware of the hazards and precautions that must be taken when using chemical products/materials.</li> <li>• Chemical products/materials are labelled and stored safely in accordance with Safety Data Sheet requirements and the store should be locked.</li> <li>• Children do not have access to chemical products - locked store</li> </ul>	No action required	All Staff  Caretaker  Cleaner	
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Solvents and flammable materials	Asphyxiation, explosion, fire	H	• Solvents and flammable materials are stored in a locked room	No action required	Caretaker, Cleaner	
Accessing high Noticeboards	Falls	M	• Step ladder to be used	Step ladder to be purchased	All staff	



<p>Electrical faults</p> <p>Defective electrical equipment</p>	<p>Electrocution Electric shock Fire</p> <p>Burns from hot surfaces</p>	<p>H</p>	<ul style="list-style-type: none"> <li>● Equipment checked prior to use for faults</li> <li>● Defective electrical equipment shall be clearly identified, labelled as out of use, and stored separately to prevent accidental use</li> <li>● All electrical faults reported to designated person (staff safety representative and Principal).</li> </ul> <p>Visual checks carried out as follows:</p> <p><b>Tools/appliance</b></p> <ul style="list-style-type: none"> <li>● On/off switch is working correctly</li> <li>● No signs of damage to casing</li> <li>● No loose parts or missing screws</li> <li>● Live parts are properly guarded so as not to be inadvertently accessible</li> </ul> <p><b>Cables</b></p> <ul style="list-style-type: none"> <li>● Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible</li> </ul> <p><b>Plugs</b></p> <ul style="list-style-type: none"> <li>● Securely anchored, no sign of cracked casing, overheating, loose or bent pins</li> </ul> <p><b>Socket outlet</b></p> <ul style="list-style-type: none"> <li>● No cracks or damage or sign of over-heating • Electrical Sockets not overloaded</li> </ul> <p>.</p>	<p>No action required</p>	<p>All staff</p>	
<p>Electrical Equipment becoming live</p>	<p>Electrocution</p>	<p>H</p>	<ul style="list-style-type: none"> <li>● Where power tools are used off the mains supply the source of supply is fitted with an RCD</li> <li>● Tools and other portable equipment are only plugged into a circuit protected by an RCD</li> <li>● The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current</li> </ul>	<p>No action required</p>	<p>Caretaker</p>	

Restricted access/egress	Delays in exiting building safely in the event of a fire	<b>H</b>	<ul style="list-style-type: none"> <li>Exit routes kept free from obstruction.</li> <li>School emergency evacuation plan has been developed which covers all areas, processes. This plan has been brought to the attention of school users on a regular basis</li> </ul>	No action required	All staff  Safety Officer	
Fire Access/Egress	Death or injury	H	<ul style="list-style-type: none"> <li>All exit doors kept free from any obstructions</li> <li>All fire doors are marked with 'Fire Door, Keep Closed' safety sign</li> </ul>	We are currently looking into updating our classroom doors/fitting with fire strips.	Safety Officer	
Fire	Fire causing death or injury	<b>H</b>	<ul style="list-style-type: none"> <li>Fire extinguisher(s) in place, suitable for the fire type and serviced annually (at least 1 x 5 kg CO2extinguisher)</li> <li>All staff know how to raise the alarm and contact the emergency services. They should also receive training on how to use fire extinguishers and fire blankets</li> </ul>	Staff to receive training in use of fire extinguishers and fire blankets during this academic year.	Principal	

## Fire

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Electrical Faults	Electrocution Shock  Fire	H H H	<ul style="list-style-type: none"> <li>Electrical sockets not overloaded</li> <li>Equipment checked prior to use for faults</li> <li>All electrical faults reported to designated person. Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the work place to ensure all items are repaired or replaced.</li> </ul>	No action required	All Staff	
Fire	Burns	H	<ul style="list-style-type: none"> <li>Fire extinguishers in place and accessible</li> <li>Use of candles or other naked flames strictly controlled.</li> </ul>	No action required	Principal & Deputy Principal/All staff	

Improper Storage of Solvents and Flammable Materials	Fire causing death or injury	H	<ul style="list-style-type: none"> <li>• Solvents or other highly flammable materials are locked away securely.</li> <li>• Ensure Safety Data Sheets (SDS) are available for all chemicals. Ensure users of chemicals are aware of the hazards and precautions that must be taken when using chemical products. All users and relevant personnel must have access to the Safety Data Sheet (SDS)</li> <li>• Combustible materials must be stored in appropriate conditions as per manufacturer's storage guidelines</li> <li>• Chemical products are labelled and stored safely in accordance with Safety Data Sheets (SDS) requirements</li> </ul>	No action required	Caretaker/All	
	Asphyxiation	H			Staff Deputy	
	Explosion	H			Principal	
Fire	Fire causing death or injury	H	<ul style="list-style-type: none"> <li>• Fire extinguisher(s) in place, suitable for the fire type &amp; serviced annually</li> </ul>	No action required	Principal & Deputy Principal	
Restricted access/egress	Delays in exiting building in event of fire	H	<ul style="list-style-type: none"> <li>• Exit routes kept free from obstruction</li> <li>• External lighting on exit routes operational and switched on during event</li> <li>• Fire assembly point(s) marked clearly</li> <li>• Emergency lighting operational</li> <li>• Final fire exit doors checked to ensure they open freely before event</li> <li>• Emergency evacuation plan explained to audience before each performance/event</li> <li>• Person designated to raise the alarm and contact the emergency services</li> <li>• Persons assisting at event briefed on their role in fire evacuation</li> <li>• Fire alarm tested at regular intervals</li> <li>• Exit doors (including those located in classroom or office) checked weekly to ensure they open properly</li> <li>• School emergency evacuation plan has been developed which covers all areas, processes and identifies those people who may be at special risk. This will be carried out subject to circumstances on the day.</li> </ul>	<p>Staff to ensure all exit routes are free from obstruction at all times</p> <p>Additional lighting required on exit routes</p>	All staff	
	Smoke inhalation	H			Principal & Deputy Principal	
	Burns	H				
Fire Access/Egress	Death or injury	H	<ul style="list-style-type: none"> <li>• All fire doors are marked with 'Fire door, keep closed' safety sign</li> </ul>	Looking into updating doors.	Deputy Principal	

## Playground hazards

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Slips, Trips, Falls, Injuries to head or body during playground activities	Injury	<b>L</b>	<ul style="list-style-type: none"> <li>Pupils and staff informed of established school code of behaviour relevant to the playground</li> <li>Playground supervision rota established and implemented</li> <li>Suitable play equipment provided to each class.</li> </ul>	No action required	All staff  Safety Officer	
Dangerous objects / broken glass substances in playground	Injuries/cuts/infections	<b>H</b>	<ul style="list-style-type: none"> <li>Playground is checked for dangerous objects/substances/broken glass</li> <li>Use of protective gloves for removal of dangerous materials. Any glass etc. wrapped before disposal</li> <li>Any dangerous objects/substances on playground should be brought to the attention of the Principal/Deputy Principal without delay.</li> </ul>	No action required	Principal Safety Officer	
Incident of sudden sickness/injury in the playground	Illness, injury, trauma	<b>L</b>	<ul style="list-style-type: none"> <li>Access assistance from nearest staff member.</li> <li>Bring student to teacher/SNA on yard to administer appropriate first aid. First aid bag on yard at all times,</li> <li>Inform principal and decide on appropriate further action or medical referral. Complete accident report form for school records (teacher on yard).</li> <li>Emergency plan in place for pupils with severe medical needs.</li> </ul>	No action required	All Staff	

	Basketball Poles bumping into metal poles	M	<ul style="list-style-type: none"> <li>Basketball poles are padded to soften impact in the event of someone falling against them.</li> <li>They are checked regularly to ensure they remain at a sufficient height and no breaks in padding.</li> </ul>	Basketball pole padding to be checked.	Principal/DP/caretaker	
Surface condition (Tarmac)-potholes, uneven surface	Injury due to trip or fall	M	<ul style="list-style-type: none"> <li>Tarmac yard checked and monitored for potholes and uneven surfaces</li> </ul>	Tarmac at front and side of school is to be assessed and redone. Side of school is not currently in use by the children.	Principal/DP/caretaker	
Goalpost	Injury or fatality from misuse/collapse of goalpost	H	<ul style="list-style-type: none"> <li>Portable goalposts are anchored correctly when in use</li> </ul>		Caretaker And All Staff	
Climbing wall /playground with slides/tower /monkey bars	Injury due to fall	L	<ul style="list-style-type: none"> <li>Children are supervised when using climbing walls and playground.</li> <li>Climbing wal/playground complies with relevant safety standards EN1178 and EN1177 for playground equipment and surfaces.</li> <li>Boards are fixed below the recommended critical fall height.</li> <li>Rota in operation</li> <li>Children shown how to use the playground equipment correctly.</li> <li>No ball playing/tag in the playground area.</li> </ul>	No action required	Principal & Deputy Principal All Staff	

Collection of Students	Access to students by inappropriate person, injury, trauma	<b>L</b>	<ul style="list-style-type: none"> <li>● Policy in place that requires all visitors to report to the office.</li> <li>● Pupils leaving school early should be collected from their classroom.</li> <li>● All children are collected front the gate of school under the supervision of teachers.</li> <li>● Parents/ guardians inform the school if someone other than designated person is to collect student.</li> <li>● Bus pupils are collected from the side of the school under SNA supervision.</li> </ul>		Secretary  All staff	
Aggressive or violent behaviour in the playground	Injury	<b>L</b>	<ul style="list-style-type: none"> <li>● Access assistance from nearest staff member on duty</li> <li>● Send a responsible student to the staff-room to get further assistance if required.</li> <li>● Inform the principal</li> <li>● Serious incidents to be recorded on Aladdin. Parents to be informed.</li> </ul>	No action required	All Staff	
Poor lighting	Slips, trips, falls	<b>M</b>	<ul style="list-style-type: none"> <li>● External lighting is adequate and is switched on when evening events are planned such as meetings, parent/teacher meetings</li> </ul>	External lighting to be installed outside yard doors and back door.	Principal	
Slippery walkways due to ice	Slips, trips, falls	<b>M</b>	<ul style="list-style-type: none"> <li>● Salt or grit will be applied in icy weather by caretaker</li> <li>● Grit or salt available for walkways which are prone to ice.</li> <li>● Pupils and staff will be reminded to exercise caution when entering school grounds.</li> <li>● Yard will be out of bounds if slippy, covered in ice/snow etc.</li> <li>● Pupils to come in front door of school in poor weather conditions - heavy rain, snow, ice.</li> </ul>	No action required	Principal Or Caretaker	

Person being struck by vehicle	Injury	H	<ul style="list-style-type: none"> <li>Assembly points for emergency evacuations are clearly marked and are not located in an area likely to be required by the emergency service</li> <li>There are no vehicles allowed in the school yard except for deliveries. There are controls in place around appropriate times for visiting vehicles deliveries.</li> </ul>	No action required	Safety Officer  Principal	
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### First Aid

Hazards	Risk	Risk Rating	Controls	Action required/outstanding controls/to do list	Who is responsible	Signature and date when action completed
Inadequate first-aid equipment/kits	Injuries could be serious or life threatening if not Dealt with quickly and appropriately	H	<ul style="list-style-type: none"> <li>First-aid kits are kept well stocked in accordance with the Health and Safety Authority guidelines</li> </ul>	No action required	Deputy Principal  Secretary	
		H	<ul style="list-style-type: none"> <li>Specific responsibility has been given to a designated employee for restocking the kits</li> </ul>	No action required	SNA	
Inadequate information about Trained first aiders	Injuries could be serious or life threatening if not Dealt with quickly and appropriately	H	<ul style="list-style-type: none"> <li>The appropriate number of occupational first-aiders are available during working hours</li> <li>All staff attended First Aid training in November 2023</li> </ul>		Principal Deputy Principal	
		H  L	<ul style="list-style-type: none"> <li>Where appropriate a person competent in the use of a defibrillator is available. Staff and students should be aware of who the occupational first-aider is and how to alert him/her in emergencies. It is good practice to ensure the name of the occupational first aider is clearly visible on staff notice boards in and around the school.</li> </ul>	No action required	All Staff	

			If occupational first aider is - temporarily unavailable an alternate person is designated to take over in the event of an accident.	No action required	Principal	
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**Administration of medicine**

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Students with temporary illness or a chronic medical	Danger of injury, seizure or death	<b>L</b>	<ul style="list-style-type: none"> <li>● The school obtains written and signed consent from the student's parents/guardians to administer medication along with the appropriate instructions.</li> <li>● BOM approval required.</li> <li>● Designated staff are instructed and trained in the appropriate procedure</li> <li>● Administration of medicine policy in place</li> <li>● Designated staff are aware of condition and systems, the medication and required dosage and the frequency and manner of administration.</li> <li>● Medication is stored securely in locked medicine cabinet and is clearly labelled and identified with the student's name. This will be reviewed as the situation requires.</li> <li>● Written records of dates and times when medication was administered are kept.</li> <li>● Red emergency plan is in place for classroom and yard for pupil with severe medical condition in the school.</li> </ul>	No action required	BOM / Principal  Designated staff	



## Bullying

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Workplace bullying	<p>Effects on physical health, (e.g. raised blood pressure)</p> <p>Effects on mental health,(e.g. stress, anxiety, depression)</p> <p>Isolation / Low morale</p>	<b>H</b>	<ul style="list-style-type: none"> <li>● The school is committed to ensuring that the place of work is free from bullying and that all employees have the right to be treated with dignity and respect at work</li> <li>● There are written procedures / guidelines on the prevention of workplace bullying and all employees are aware of the policy and have access to this information.</li> <li>● Employees are aware of their responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying.</li> <li>● Allegations of workplace bullying are investigated fairly and thoroughly without reprisals for the complainant.</li> <li>● Allegations of bullying are treated with fairness, sensitivity and respecting the need for confidentiality for parties concerned.</li> <li>● Bullying at work by others such as parents or contractors, will not be tolerated and action will be taken to support the employee.</li> <li>● A complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedure.</li> </ul>	No action required	Board of Management Principal And all Staff	
Student bullying	Damage to Physical and mental health		<ul style="list-style-type: none"> <li>● Update and review the school's anti-bullying policy on an annual basis.</li> <li>● Employees are aware of their responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying.</li> <li>● Allegations of bullying are investigated</li> </ul>	No action required	Board of Management Principal And all Staff	

			<p>fairly and thoroughly without reprisals for the complainant.</p> <ul style="list-style-type: none"> <li>• A copy of the anti bullying policy is available to view on the school website.</li> </ul>			
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### Staff Considerations

#### Pregnant/Postnatal or breastfeeding staff

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Contact with biological agents	Infection	<b>H</b>	<ul style="list-style-type: none"> <li>• If there is a risk of exposure to a highly infectious agent, pregnant, post-natal or breastfeeding women must avoid exposure</li> </ul>	No action required	BOM / Principal	
Long periods standing, movement or postures which are abrupt or severe or give rise to excessive fatigue	Varicose veins  Fatigue (mental and physical)	<b>H</b>	<ul style="list-style-type: none"> <li>• Pregnant, post-natal or breastfeeding women should have provision to sit whilst completing work activities</li> </ul>	No action required	BOM/ Principal	
Pushing/ pulling / carrying heavy or awkward items	Strain or injury	<b>H</b>	<ul style="list-style-type: none"> <li>• Pregnant, post-natal and breastfeeding women are not required to lift, push or pull awkward or heavy items.</li> </ul>	No action required	BOM / Principal	

**Lone Workers**

<b>Hazards</b>	<b>Risk</b>	<b>Risk rating</b>	<b>Controls</b>	<b>Action required/outstanding controls/ to do list</b>	<b>Who is Responsible</b>	<b>Signature and date when action completed</b>
Working alone or in isolation	In determining risks, ask the following questions: Does the workplace present a special risk to the lone worker?		<ul style="list-style-type: none"> <li>A suitable means of communication is established with the lone worker, e.g. caretaker has mobile phone</li> </ul>	Communication procedure to be established with cleaner/caretaker	BOM/ Principal	
	<p>Is there a safe way in and a way out for one person?</p> <p>Can all the plant, substances and goods involved in the work be safely handled by one person?</p> <p>Are women especially at risk if they work alone?</p>		<ul style="list-style-type: none"> <li>A 'reporting in' procedure is in place, e.g. a designated person is alerted regarding lone workers working time and expected return time. Telephone contact is made on their return</li> </ul>	Communication procedure to be established with cleaner/caretaker	BOM/Principal	

Manual handling			Appropriate instruction and training in proper procedure is provided where necessary	GRD training	BOM/Principal	
Accidents or emergencies	Sudden illness  Accidents relating to work activities	<b>H</b>	<ul style="list-style-type: none"> <li>• Foreseeable events have been identified and lone workers are capable of responding correctly to emergencies</li> <li>• Emergency procedures established and lone workers briefed</li> <li>• Lone workers have access to adequate first aid facilities</li> <li>• Personal protective equipment is provided to lone workers when required.</li> </ul>	No action required	BOM/Principal  Cleaner Caretaker	
Responding to an activated burglar alarm at the school outside school hours	Physical violence from intruders	<b>H</b>	<ul style="list-style-type: none"> <li>• Arrangements for providing help or back up in place</li> <li>• A reporting in procedure is in place e.g. a designated person is alerted regarding lone worker's working time and expected return time. Telephone contact is made on their return</li> <li>• Where appropriate establish protocol whereby no individual enters school building after a break in unless accompanied by another suitable person e.g. Garda, security guard</li> </ul>	No security alarm currently in place	BOM/Principal	

### Noise

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
High Noise Levels	Hearing Damage	M	<ul style="list-style-type: none"> <li>Noise measurements carried out where necessary by competent person</li> <li>Warning signs are in place beside fixed noisy equipment and are visible</li> <li>Hearing protection is worn where necessary e.g. when operating tractors, strimmers, lawnmowers and whilst operating back up generators</li> </ul>	No action requires	Principal/ Deputy Principal  Caretaker	

### Parking

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Person being struck by vehicle in front of the school	Injury due to person being struck by vehicle	H	<ul style="list-style-type: none"> <li>Pupils to wait inside gate until parent arrives</li> </ul>	Staff/pupils to be reminded of this	Board of Management  Principal and Deputy Principal  All Staff	
Parking Procedure	Accidental collision	H	<ul style="list-style-type: none"> <li>Parents are reminded to be vigilant when parking outside the school building.</li> </ul>		All Staff	

**VISITORS**

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Persons on the premises without the knowledge of principal Or another staff member	Inappropriate access to students, injury, trauma, death	<b>H</b>	<ul style="list-style-type: none"> <li>● Ensure that all entrance doors to the school are closed and that visitors must report to the office first.</li> </ul>		Principal and secretary	

**Boiler Room**

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Boiler room	Risk of fire in event of malfunction	<b>L</b>	<ul style="list-style-type: none"> <li>● No combustible items are stored in boiler room</li> <li>● Boiler room to kept clear</li> <li>● Fire detection system in boiler house linked to main fire alarm system and is serviced annually.</li> <li>● Smoking is prohibited on school grounds</li> <li>● Boiler serviced regularly.</li> </ul>		Caretaker/Principal/DP	

**Drop Off / Pick Up**

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Students being picked up by other than parent /guardian/ designated person	Access to students by inappropriate persons, injury, trauma	L	<ul style="list-style-type: none"> <li>● The school is aware of the persons normally designated to collect students from the school</li> <li>● Parents /guardians inform the school if there is a change to the normal collection routine.</li> <li>● The school bus collects from the side of the school</li> <li>● At 2.00pm Junior and Senior infants are walked to the school gate by the teacher and if not collected return to the school where they are supervised until collected.</li> <li>● At 3.00pm- 1<sup>st</sup>-6<sup>th</sup> class pupils are walked to gate by their class teacher. If not collected they are supervised by the teacher on duty.</li> </ul>	No action required	All staff members	

## Computers

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Unsuitable layout of workstation	Repetitive strain injury (RSI)  Upper limb pain and discomfort  Bad working posture  Visual problems	H  H  H	Workstations are arranged to avoid awkward movements, reflections, aches and pains	No action required	All staff	
Inadequate breaks	Eye strain  Headaches	M	Where Visual Display Unit (VDU) work is intensive or continuous (>1 hour) adequate breaks are taken to rest eyes	No action required	All staff	
Electricity/Electrical Cables	Trips and falls	H	No trailing cables	No action required	All staff	



## Manual Handling

Poor housekeeping, e.g. cleaner using floor cleaning equipment	Awkward And repetitive bending postures leading to injury	<b>L</b>	The vacuum hose is extended to the appropriate length to eliminate the need for unnecessary awkward bending posture		Cleaner
	Poor suction in the vacuum leading to over frequent physical effort	<b>L</b>	<ul style="list-style-type: none"> <li>Cleaning equipment is in good working order and repaired or replaced when necessary.</li> <li>Repairs/replacements are notified to school principal.</li> </ul>		Cleaner
Carrying loads over distances, e.g. storage of classroom supplies such as Art room materials	Back strain, slipped disc, hernia	<b>H</b>	<ul style="list-style-type: none"> <li>Re-organise work area to ensure materials are stored close to point of use or source a handling aid</li> </ul>	Look into purchasing a trolley	All staff
Pushing/pulling heavy or awkward items	Back strain, slipped disc, hernia	<b>M</b>	<ul style="list-style-type: none"> <li>Appropriate trolley provided for moving items</li> <li>Items are made lighter or less bulky where possible</li> <li>Individuals ask for help when moving heavy items</li> <li>All potential obstructions are removed</li> <li>Choose safest route for moving items, particularly where there may be variations in the level of the floor, requiring the load to be manipulated on different levels, e.g. use of ramp</li> </ul>	No action required	All staff

<p>Transporting heavy loads e.g. caretaker transporting heavy loads to stores</p>	<p>Back or upper limb injury</p> <p>Over frequent or over prolonged physical effort involving in particular the spine</p>	<p><b>H</b></p> <p><b>H</b></p> <p><b>H</b></p>	<ul style="list-style-type: none"> <li>• When purchasing stock such as clay, the guideline weights are taken into account and smaller weight items purchased where possible.</li> <li>• An appropriate trolley is used to transfer heavy loads</li> <li>• Appropriate instruction is provided to staff on how to lift loads safely on to and off the trolley</li> </ul>	<p>Look into purchasing a trolley</p>	<p>Secretary</p> <p>All staff</p>
<p>Lifting a heavy load above shoulder height</p>	<p>Back or upper limb injury</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>• Storage of regularly accessed utensils are so that heavier items are stored on middle shelves not on floor or above shoulder height</li> </ul>	<p>No action required</p>	<p>All Staff</p>
<p>Injury sustained due to lack of knowledge instruction or training to complete manual handling tasks appropriately</p>	<p>Back or upper limb injury</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>• Carry out risk assessment of tasks prior to manual handling and ensure staff receive training from a competent instructor where necessary</li> </ul>		<p>All staff</p>

### Radon

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Identified High Radon Level	Lung Cancer and other health risks (Long Term Exposure)	H	<p>Radon measurements are taken by an accredited radon measurement company</p> <p>The Radiological Protection Institution of Ireland have been informed of any high radon levels following results of measurements taken and any advice has been followed</p> <p>Where high radon levels were found , an engineered system was installed e.g. a sump or an air vent was introduced</p> <p>Procedures are in place to ensure the system remains mechanically operational and is kept switched on</p>	<p>Ensure any future building works to take radon levels into account</p> <p>Radon test kits to be installed in each classroom and level schecked after 3 months</p> <p>Radon measurements to be taken in classrooms every 5 years</p>	<p>BOM/ Principal</p> <p>BOM Safety Officer</p> <p>Caretaker</p>	

### Mould

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Mould	Lung irritation, sensitization, adverse health affects	M	<ul style="list-style-type: none"> <li>● Procedure for identification and assessment of mould growth in place</li> <li>● All relevant staff are aware of this procedure</li> <li>● Regular formal inspections e.g. bi-annual undertaken to identify moulds or potential causes of mould e.g. leaks</li> <li>● Preventative maintenance procedures in place e.g.: -Check for leaking pipes</li> <li>● Check for condensation build up</li> <li>● Ensure humidity is less than 60%</li> <li>● Check gutters are cleared and in good condition</li> </ul>	Cleaner and caretaker to carry out inspections for mould twice per year	Caretaker And All Staff	

Asbestos

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Exposure to asbestos fibres	Asbestos related lung disease	H  H	<p>Asbestos survey carried out in accordance with Technical Guidance Document HSG 264 by a competent person</p> <p>Copy of the asbestos survey and register kept in the school</p> <p>Management actions recommended in the survey report implemented</p> <p>Contractors have access to the survey or are made aware of the presence of asbestos prior to commencing work</p> <p>Caretakers and employees have access to survey and are made aware of the presence of asbestos in the school</p>	<p>Asbestos report to be made available to any contractors carrying out work in the school and caretaker to be informed also of existing areas where asbestos remains</p> <p>There is no asbestos in the school at present</p>	BOM/ Principal/Deputy Principal	

<b>Hazards</b>	<b>Risk</b>	<b>Risk rating</b>	<b>Controls</b>	<b>Action required/outstanding controls/ to do list</b>	<b>Who is Responsible</b>	<b>Signature and date when action completed</b>
Inadequate preparation for school excursions	Accidents/incidents, dangerous occurrences and fatalities due to inadequate preparation  Student separated from group	<b>H</b>	<ul style="list-style-type: none"> <li>● Adequate number of supervisory adults present</li> <li>● Headcount carried out before departure and before return journey by trip supervisor</li> <li>● Supervisor(s) has a fully charged mobile phone</li> <li>● Students made aware of action to take if separated from group</li> <li>● Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need arises</li> <li>● Information on particular medical conditions has been received and recorded by person organizing the outdoor adventure activity</li> <li>● Helmets must be worn for hurling and camogie activities</li> <li>● Basic first aid equipment is brought by supervising teachers.</li> </ul>	No action required	Teaching Staff	

Road Collision  Unsafe Road Travel Arrangements	Serious injury/death	<b>H</b>	<ul style="list-style-type: none"> <li>● Safety belts must be worn where students are being transported by road. Safety belts must not be shared.</li> <li>● Only reputable buses are used.</li> </ul>	No action required	All Staff	
Defective road vehicles	Serious injury/death	<b>H</b>	<ul style="list-style-type: none"> <li>● All modes of transportation used must be used in compliance with the Road Traffic Act</li> </ul>	No action required	Bus Company	
Poor weather conditions	Hypothermia	<b>H</b>	<ul style="list-style-type: none"> <li>● Weather conditions assessed on the day and considered suitable for trip</li> </ul>	No action required	Teaching Staff	
Sick/injured student	Serious injury, illness, Death	<b>H</b>	<ul style="list-style-type: none"> <li>● Fully charged mobile phone.</li> <li>● Fully stocked and checked First Aid Kit carried on all trips</li> <li>● Emergency phone numbers must be held</li> </ul>	No action required	Staff member in charge of trip	

			by trip supervisor for each trip and available to all supervisors where the need arises			
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**OUTDOOR ADVENTURE ACTIVITY**

Hazards	Risk	Risk rating	Controls	Action required/out standing controls/ to do list	Who is Responsible	Signature and date when action completed
<p>Inadequate Preparation for outdoor adventure activities</p>	<p>Accidents /inc idents, dangerous occurrences and fatalities due to inadequate preparation</p> <p>Students separated from group</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>● Permission for participation in activity received from parent/guardian.</li> <li>● Information on particular medical conditions has been received and recorded by person organizing the outdoor adventure activity</li> <li>● Safety instructions provided to students including information on correct clothing and equipment required</li> <li>● Appropriately stocked first-aid kit and trained first-aider available</li> <li>● Adequate number of supervisory staff present</li> <li>● Principal and/or designated person responsible for safety, health and welfare is aware of the location of the group and duration of visit</li> <li>● Teacher organizing trip must ensure company adheres to high safety standards.</li> <li>● Headcount carried out before departure and before return journey</li> <li>● Supervisor(s) has a fully charged mobile phone</li> <li>● Students made aware of action to take if separated from group</li> <li>● Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors where the need arises.</li> </ul>	<p>No action required</p>	<p>Teaching Staff</p>	

**CLEANING - Hazardous Substances**

<b>Hazards</b>	<b>Risk</b>	<b>Risk rating</b>	<b>Controls</b>	<b>Action required/outstanding controls/to do list</b>	<b>Who is Responsible</b>	<b>Signature and date when action completed</b>
Contact with chemical cleaning products	Skin Irritation Allergies Splashes (Eyes) Burns	<b>H</b> <b>H</b> <b>H</b>	<ul style="list-style-type: none"> <li>● Personal Protective Equipment (PPE) is provided and worn.</li> <li>● Chemicals are labelled and stored safely</li> <li>● Bleach and acidic toilet cleaners are never mixed or put in to toilet bowl together</li> </ul>	No action required	Cleaner	
Contact with biological agents	Needle stick injury Infectious disease Exposure to Infectious diseases	<b>H</b>	<ul style="list-style-type: none"> <li>● All biological fluids e.g. blood, are treated as potentially infectious and gloves are worn during cleanup</li> </ul>	No action required	All Staff	

**STRIMMER**

<b>Hazards</b>	<b>Risk</b>	<b>Risk rating</b>	<b>Controls</b>	<b>Action required/outstanding controls/ to do list</b>	<b>Who is Responsible</b>	<b>Signature and date when action completed</b>
Rotating equipment	<p>Flying debris causing eye/body injury</p> <p>Fire causing burns</p> <p>Hand arm vibration Cuts</p> <p>Defective equipment leading to injury</p>	<p><b>H</b></p> <p><b>M</b></p> <p><b>M</b></p> <p><b>M</b></p>	<ul style="list-style-type: none"> <li>● Personal protective equipment(PPE) and clothing available and used as per manufacturer's instruction. Caretaker to inform Principal of any PPE equipment required.</li> <li>● People kept away from operating areas</li> <li>● Area checked for stones, glass, metal and debris before starting</li> <li>● The equipment is inspected before use and serviced by a competent person</li> <li>● Engine refilled before starting work while the engine is cool.If refueling is required before the job is completed, wait for the engine to cool</li> </ul>	<p>Caretaker to inform principal of any PPE equipment required</p> <p>Strimmer to be purchased and serviced before use</p>	<p>BOM</p> <p>Caretaker</p>	

Rotating equipment	<p>Falls/Cuts</p> <p>Eye/body injury</p> <p>Entanglement</p>	<b>H</b>	<p>Shields,guards,and other safety devices are in place and working properly. Good balance and secure footing maintained when operating</p> <p>Strimmer used in accordance with manufacturer's instructions Engine shut off before cleaning out clogged or stuck clutter</p>		Caretaker	
Noise	Hearing loss	<b>H</b>	Appropriate ear protection to be worn as necessary	PPE to be provided and worn	Caretaker	



Lawnmower	Injury	M	<ul style="list-style-type: none"> <li>Manufacturer's instructions to be followed at all times.</li> <li>Pupils not allowed on grass area or garden when mower is being used.</li> <li>Grass cutting to take place outside school hours when possible</li> </ul>	Mower to be used to be inspected before use	Principal / Caretaker  Grass cutting is currently outsourced	
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### Staffroom

Hazards	Risk	Risk rating	Controls	Action required/outstanding controls/ to do list	Who is Responsible	Signature and date when action completed
Unsafe storage Of kitchen items	Toppling goods	H	<ul style="list-style-type: none"> <li>Utensils, crockery and other items are Stored appropriately on shelves and In cupboards to prevent toppling and unsafe access</li> <li>Knives and other sharp cutting implements: <ul style="list-style-type: none"> <li>students will be instructed in safe use of knives and cutters</li> <li>All knives are kept in staffroom cutlery drawer.</li> <li>Knives are never to be washed by pupils.</li> </ul> </li> </ul>	Ensure kitchen presses are regularly reviewed for being tidy and neat	All staff	
Damaged electrical fittings and equipment	Electrocution  Cuts Fire	M	<ul style="list-style-type: none"> <li>Defective electrical equipment shall be clearly identified, labeled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or replaced.</li> <li>The kitchen is fitted with an appropriate fire alarm system</li> </ul>	Storage area identified for defective equipment	Deputy Principal Caretaker  All Staff	
Heated Utensils and appliances	Burns Scalds  Fire	M	<ul style="list-style-type: none"> <li>Only staff will be allowed use the oven, hob and microwaves. Children will be supervised during baking activities.</li> <li>Staff will ensure all appliances are off and unplugged after using them.</li> </ul>	No action required	All staff	
		H				
		M				

