



Christ the King BNS

Introduction

The school safety policy has been reviewed by the Board of Management in accordance with the Safety, Health and Welfare at Work Act 2005 and with the Health and Safety Authority (HSA)- *Safety and Health in Education Guidelines*. It is the policy of the Board of Management 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 the policy requires the full support and active cooperation of all staff, students, contractors and visitors to the school. The Board recognizes 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 practical 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;***
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.***

To these ends the Board is committed to ensuring the following;

- ***The design, provision and maintenance of all places in the school shall be safe and without risk to health.***
- ***There shall be safe access to and from places of work.***

- *Plant and Machinery may be opened safely in so far as is possible.*
- *Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.*
- *Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.*
- *Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.*
- *Plans for emergencies shall be complied with and revised as necessary.*
- *The Board of Management will continually revise this statement as necessity arises, and shall be re- examined by the Board on an annual basis.*
- *Employees shall be consulted on matters of health and safety.*

1. Rationale

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve, in so far as it reasonably possible, the safety, health, and welfare at work of every employee, pupil and visitor alike.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behaviour which does not jeopardise the individual's personal safety, health and welfare at work of that of others.

2. **The members of the Board of Management of Christ the King BNS**

Chairperson: Naomi Plant

Secretary: Clodagh Vahey

Treasurer:

Other Board members: Fr. Paul Thornton, Karen Murphy, Denise Brett, Rebecca Ronan and John Moore.

The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.

1.3 Specifically, the Board of Management wishes to ensure so far as is reasonably

practicable:

- (a) The design, provision and maintenance of all places in a condition that is safe and without risk to health
- (b) The design, provision and maintenance of safe means of access to and egress from places of work
- (c) The design, provision and maintenance of plant and machinery
- (d) The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health
- (e) The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees
- (f) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees
- (g) The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.
- (h) The safety and prevention of risk to health at work in connection with use of any article or substance
- (i) The provision and maintenance of facilities and arrangements for the welfare of employees at work
- (j) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees
- (k) The continuing updating of the Safety Statement
- (l) The provision of arrangements for consultation with employees on matters of Health and Safety
- (n) The provision of arrangements for the selection from amongst its employees of a representative

1.4 The Board of Management recognises that its statutory obligations under legislation extends to employees, students, any person legitimately conducting school business and to the public.

1.5 The Board of Management of Christ the King BNS undertakes to ensure that the provisions of the Safety, Health and welfare at Work Act 2005 are adhered to.

3. Duties of Employees

1) It is the duty of every employee while at work:

- (a) To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will

enable his/her employer or the other person to comply with any of the relevant statutory provisions.

(c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.

(d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible.

Consultation and Information

It is the policy of the Board of Management of Christ the King BNS:

- to consult with staff in preparation and completion of the Health and Safety Statement and of Hazard control forms
- to give a copy of the Safety Statement to all present and future staff
- that any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available
- that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

4. Specific Hazards

4.1 Fire

It is the policy of the Board of Management of Christ the King BNS that:

- (i) There is an adequate supply of fire extinguishers which will deal with any type of fire
- (ii) All fire equipment is identified and regularly serviced
- (iii) Regular Fire drills take place at least once per term.
- (iv) Fire alarms are clearly marked

- (v) Signs will be clearly visible to ensure visitors are aware of exit doors
- (vi) All electrical equipment be unplugged or turned off outside school hours and when the school is vacated for lengthy periods
- (vii) An assembly area is designated in the school yard.
- (ix) Those leaving buildings/classrooms should inform the principal (Deputy Principal if Principal is unavailable).
- (x) Exit signs are clearly marked

4.2 Other hazards

- 1) Condition of school buildings, dampness, draughts, roof slates, leaks, electrical fittings, windows opening out at head level, yard surface etc.
- 2) Storage, maintenance, and appropriate use of PE equipment
- 3) Individual classrooms, sockets, lights, etc.
- 4) Hallway condensation, slippery floor surface, protruding units such as coat rails etc.
- 5) Toilets, water, towels, sanitary disposal units, hand dryers, floors, cleaning policy etc. Arrangements for separate staff toilets etc.
- 6) Water, drinking/non drinking areas clearly marked and specified
- 7) Staff room, facilities, safety measures etc. See INTO checklist.
- 8) Ice/flooding on yards, steps etc.

4.3 Constant Hazards

- 1) Machinery, Kitchen Equipment and Electrical appliances

It is the policy of the Board of Management of Christ the King BNS 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.

Photocopiers/laminators/IWBs

Staff should be careful when using any of the above as injury may occur from moving parts and hot elements inside protective covers. Laminator labelled HOT with signage. Interactive White Boards are to be turned off every evening by staff and unplugged during holidays.

- 2) Chemicals

It is the policy of the Board of Management of Christ the King BNS that all chemicals,

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.

4.4 Drugs Medications

It is the policy of the Board of Management of Christ the King BNS that all medications, drugs, etc be kept in a proper medication cabinet, locked at all times, keys to be kept in a secure and safe place.

ADMINISTRATION OF MEDICATION POLICY

This policy is formulated in accordance with guidelines issued by the (Primary Schools' Managerial Bodies) and the Irish National Teachers' Organisation.

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

Medication in this policy refers to medicines, tablets and sprays administered by mouth only.

Policy Content

Procedure to be followed by parents who require the administration of medication for their children

- The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication. Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available.

- Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

Procedures to be followed by the Board of Management

- The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine
- The Board shall inform the school insurers accordingly
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept.
- In emergency situations, staff should do no more that is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Parents should be contacted should any questions or emergencies arise.

5 Polished Floors

It is the policy of the Board of Management of Christ the King BNS that: Washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping. To this end warning signs regarding wet floors will be used.

6 Code of Discipline

The Code of Behaviour in the school provides for and requires a level of behaviour for our students and parents to minimise personal risk or stress to any employee.

7 Access to employees is by consent

When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of

Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

8 Defibrillator

A defibrillator is available in CTK Community Centre. Updated defibrillator training will be provided to all staff during the academic year 2024-25

9 Infectious Diseases

It is school policy to notify all infectious diseases to parents and staff. Risk will be minimised with adherence to sound principles of cleanliness, hygiene and disinfectant. Disposable gloves are provided for use in all first aid applications, cleaning jobs etc. Staff has been provided with separate toilets with hot water and cold water, a disposal unit, soap dispenser and paper towels.

In August 2020 a Covid 19 risk assessment was completed. It was updated in February 2021 and August 2021 in line with Covid 19 guidelines and recommendations from the government Department of Health and NPHET. A Covid 19 school responses plan and logistics plan was completed in August 2020 and updated in Feb 2021 and August 2021 in line with public health advice and guidance. This will be reviewed as the need arises throughout Covid 19.

10 Accident Reporting and Investigation

All accidents/near misses to persons (staff/contractor/visitors), must be recorded on the appropriate accident 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).

Note: An IR1 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.

11 Accidents on the yard/in the hall/ in classrooms

The teacher who is supervising should complete the accident form, detail any actions taken and where necessary determine the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence. Yard incidents are recorded in the yard book stored in the office. Classroom incidents are recorded by class teachers in the class incident form. Where necessary the appropriate form will be forwarded to Insurance Company ALLIANZ via Marsh Insurance the insurance broker for the school

12 Other

- When the Patron is making nominations to the Board of Management and when parents are electing parents' representatives to the Board of Management they are requested to bear the Health and Safety Act in mind. Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal, or Vice Principal before initiating any work on the school premises.
- It is the policy of the Board of Management of Christ the King BNS to minimise sound pollution – room to room, yard to room etc. When people are working on the premises with drills or other loud implements they must wear protective earmuffs. Where such work is taking place which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.
- All flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be clearly and accurately labelled at all times.
- When a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff. Arrangements will be made to ensure the protection of staff from violent or disturbed children.
- When a child is showing aggressive behaviour to a teacher and or SNA who are at risk of injury or have been injured or where other children in the class are at risk the child's parents will be contacted and the school code of behaviour will apply.

13. School Yard – Procedures

- It is the policy of Christ the King BNS to enable each child to benefit from adequate exercise during playtime. Therefore we allow
 - Running
 - Jumping
 - Football
 - Basketball and other games, as deemed safe and appropriate by the teachers on supervision duty.
 - The SNA's help to supervise both junior and senior areas and are available to assist in case of falls etc. It is the policy of Christ the King BNS that parents are notified

when any bang to the head is sustained by any pupil. Lunch breaks are split into junior and senior break times to allow adequate space for children to play and increased supervision levels.

15. Entering and leaving the school - Procedures

To minimise risk of injury when pupils are entering and leaving the school premises, the following procedures are in place in Christ the King BNS.

Morning Time:

All children enter the school via the yard and line up at their class specific line.

On very wet mornings, children are allowed to come into the senior corridor and wait until the bell rings. Principal and Deputy Principal will supervise when children are in the school building before 8.50am on wet days only.

The bell is rung at 9.00 am. Children enter the school via designated doors supervised by classroom teachers and/or Principal / Deputy Principal.

Throughout the school day, classes use designated entrances (Blue door 1: junior infants, senior infants and 1st & 2nd class. Yard door 3 (middle blue door) for 3rd class and 4th class. Yard door nos 4 (bottom blue door) for 5th & 6th class. SNAs are there to help accompany children with additional needs to and from their classroom.

Children from LC1 & LC2 will dismount the school bus under the supervision of the bus escort and with the help and aid of the Le Chéile SNA's and the students are escorted safely into their classroom.

Dismissal Time

Junior and Senior Infant children are brought out to the yard via yard door no. 1. Teachers and students line up in their class line and students are handed over to their parents one by one.

1st and 2nd class are brought out to the yard via yard door no. 1. Teachers and students line up in their class line and pupils are handed over to their parents one by one.

3rd -5th class are dismissed via middle door no. 4 and line up in their class line and are collected by their parents or walk home themselves.

6th class are dismissed via end door no. 5 and line up in their class line and are collected by their parents or walk home themselves

In the afternoon students from LC1 & LC2 will be brought out to the school bus with the classroom SNA's and will get on the bus under the supervision of the bus escort. To ensure the children are safely on the bus, the classroom SNA's remain at the bus until the bus door is closed.

16: Covid 19 Response Plan additional guidelines for parents to follow and adopt: in the event of future government guidelines.

As per our Covid Response plan parents are advised to adhere to social distancing guidelines when standing in the school yard.

Parents and guardians are requested to wear a face mask when in the school yard and when approaching a member of school staff.

Parents are requested to leave the school yard immediately after collecting their children and avoid congregating around the school building once school is finished. When parents are waiting between the 2.30pm and 2.40pm finish time they are requested to supervise younger children who are not permitted to run around or climb on any school property as children are not insured once school is finished and they have been collected by their parents.

Parents and students are not allowed to cycle or scoot around the school yard while students are still in school, in the morning before school or when school finishes. This is to protect the health and safety of all people who are waiting in the school yard.

Parents can enter the school yard from 1.30pm to collect students on a junior day. Parents can enter the school yard from 2.30pm to collect students on a senior day. Parents are not allowed to be in the school yard outside of these times as the school yard and outdoor classroom and outdoor seating is used by teachers and sports coaches and also for movement breaks for our students in our special classes.

17. Welfare of staff and Students

- To ensure the continued welfare of employees, one large staff room and two staff toilets are provided.
- Teacher and SNA's roster allows for all staff to be able to use the staff room at various different times

- Staff are required to cooperate as per the school Covid -19 Response Plan and disinfect and sanitise table and chair after use and to wash and dry personal cutlery and ware.
- Staff should cooperate in maintaining a high standard of hygiene in these areas.
- Staff members using the fridges are expected to remove any perishable uneaten food at the end of each week.
- Staff members who use the microwave are expected to clean any spills that may occur while food is cooking.
- A dignity in work policy is in place in the school and issued to all staff at the beginning of each school year. The Board of Management is committed to providing a work environment free from harassment of any kind. The Board will ensure that any allegations of harassment are fully investigated and will be dealt with in a fair and objective manner.

The Board acknowledges recent research by the ESRI that noted that stress, anxiety and depression are the second highest causes of work-related illness in Ireland and are associated with the longest absence from work. Through the means of staff and peer support, Medmark and Employee Assistance Scheme staff will be supported through illness and or injury. In addition, the school community will seek to continue developing a culture where there is a sense of belonging and connectedness.

Wellbeing Together: Folláine le Chéile'. See Information Note TTC 004/2020. See also, Information Note TTC 009/2020 which extends the EAS to all school staff.

18.Communication of Policy

Copies of the policy will be given to all staff members. It will be published on the school website.

The Board of Management will undertake a review of health and safety issues annually and any changes will be communicated to staff.

19.Concluding Comment

The Safety Statement has been based on conditions existing in the premises of the school at the time of writing. The Board of Management 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.

Health and Safety Policy reviewed by Board of Management on ;

Date: 26/09/24

Signed *Noelie Paut*

Chairperson, Board of Management

Signed ***Clodagh Vahey***

Principal, Secretary Board of Management

Date: 26/09/2024

Appendix 3 :

Hazards	Risk	Risk rating	Controls
Spilled liquid	Injury due to slip/trip/fall	H	<ul style="list-style-type: none"> ● Spills dealt with immediately ● Absorbent materials located near high spill risk areas
Slip/trip	Injury from slip,trip or fall	H	<ul style="list-style-type: none"> ● High risk areas for slips, trips, and falls are identified and dealt with
Equipment stored away	Injury from slip,trip or fall	H	<ul style="list-style-type: none"> ● School equipment is stored tidily ● School bags stored tidily ● Pupil belongings on hooks or safely under desks in boxes ● Floors and access routes are kept clear
Floor mats	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> ● Heavy mats are used as necessary ● Mats and rugs are properly designed/fitted ● Mats are recessed into flooring where possible ● Weighted edges are used where possible or edges are fixed in place
Wet area (floors)	Injury from	H	<ul style="list-style-type: none"> ● All areas prone to constant wetting

	slips, trips and falls		<p>are identified</p> <ul style="list-style-type: none"> ● Signs available when the floor is wet ● Sinks are kept clear to avoid overflow
Cables/flexes	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> ● Electrical outlets sited to avoid trailing cables ● No trailing cables and flexes, extension leads or overfull sockets
Damaged flooring	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> ● Poorly maintained or damaged floors or paving identified ● Repairs carried out and steps taken to prevent future damage
Floor cleaning	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> ● Where wet cleaning, detergent is used and water is at the right temperature excess liquid is removed to assist the floor drying process. As far as possible, the floor is cleaned until dry ● A system is used to keep pedestrians away from wet/moist floors, e.g. physical barriers ● Cleaning is organised to provide dry paths through areas being cleaned ● Warning signs are used
Shoes/footwear	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> ● Suitable slip resistant footwear is worn as needed ● Parents are reminded of the need to provide adequate footwear ● Children do not participate in PE without suitable footwear

Principal informed of all hazards/potential hazards

Classroom Hazards

<p>Damaged furniture</p> <p>Damaged Doors/ Windows/Ceilings/Locks/ Electrics/Glass</p>	<p>Falls and related injuries</p>	H	<ul style="list-style-type: none"> ● Broken furniture removed from service until repaired or replaced ● Identified and removed from service until repaired or replaced
<p>Liquid spills/burns</p>	<p>Liquid spills, burns</p>	H	<ul style="list-style-type: none"> ● All staff members utilise covered travel mugs/flasks ● Students remain seated and are requested to exercise due caution when having hot drinks for lunch ● Pupils are not allowed to eat in unsupervised classrooms
<p>Defective electrics</p>	<p>Electrocution on Fire</p> <p>Burns from hot surfaces</p>	H	<ul style="list-style-type: none"> ● Defective electrical equipment shall be clearly identified, labelled as out of use, and stored away until repaired, ● Visual checks carried out as follows to prevent accidental use. <p>Tools/appliance</p> <ul style="list-style-type: none"> ● On/off switch is working correctly ● No signs of damage to casing ● No loose parts or missing screws ● Live parts are properly guarded so as not to be inadvertently accessible <p>Cables</p> <ul style="list-style-type: none"> ● 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 <p>Plug</p> <ul style="list-style-type: none"> ● Securely anchored, no sign of cracked casing, overheating, loose or bent pins <p>Socket outlet</p> <ul style="list-style-type: none"> ● No cracks or damage or sign of overheating ● Report defects to caretaker and principal to ensure all items are repaired or replaced.

Sharp objects	Cuts/lacerations	H	<ul style="list-style-type: none"> ● Children's scissors used in all classrooms. ● Pupils are instructed in safe use of scissors, knives, cutters and staplers. ● Knives, cutters and scissors checked for damaged blades or handles once per term and disposed of if damaged. ● Knives, cutters and scissors counted out to students and counted back in at end of class. ● Knives are washed in sink separately from other items of equipment and never left soaking in sink. ● Knives, cutters and scissors stored separately to other equipment. ● Caretaker regularly checks the playground for the removal of any sharp or dangerous objects
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Fumes from paint /glue	Respiratory irritation and problems	H	<ul style="list-style-type: none"> ● When choosing chemical cleaners for use in the classroom the least hazardous product is purchased. ● Relevant employees are aware of the hazards and precautions that must be taken when using chemical products/materials, and have access to Safety Data Sheet (SDS) ● Chemical products/materials are labelled and stored safely in accordance with Safety Data Sheet (SDS) requirements
Accessing high windows	Falls	M	<ul style="list-style-type: none"> ● Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level
Accessing high noticeboards.	Falls	H	

General Considerations

Hazards	Risk	Risk rating	Control
Alarm Carpark		H	<ul style="list-style-type: none"> ● School Alarm is activated daily when building is empty ● Carpark is gated and locked.
Defective portable electrical appliances	Burns Electric shock Electrocution	H	<ul style="list-style-type: none"> ● Portable Electrical Appliances
Solvents and flammable materials	Asphyxiation, Explosion, Fire	H	<ul style="list-style-type: none"> ● Solvents and flammable materials are stored in metal cabinets.
Electrical faults	Electrocution Electric shock Fire		<ul style="list-style-type: none"> ● Equipment checked prior to use for faults ● Electrical sockets not overloaded ● 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 workplace to ensure all items are repaired or insert 'See Classroom No. 3 ● Portable Electrical Appliances'

Restricted access/egress	Delays in exiting building safely in the event of a fire	H	<ul style="list-style-type: none">● Exit routes kept free from obstruction● School emergency evacuation plan has been developed which covers all areas, processes and identifies those people who may be at special risk e.g. visually impaired or those working in noisy environments. This plan has been brought to the attention of school users on a regular basis
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Fire	Fire causing death or injury	H	<ul style="list-style-type: none"> ● Fire extinguisher(s) in place, suitable for the fire type and serviced annually (at least 1 x 5 kg CO2extinguisher) ● 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
Poor lighting	Slips, trips, falls	H	<ul style="list-style-type: none"> ● External lighting is adequate and is switched on when evening events are planned such as meetings, parent/teacher meetings, school used by clubs or societies
Broken glass	Cuts	M	<ul style="list-style-type: none"> ● Broken glass should be removed. Replacement glass will be installed in buildings at the earliest opportunity
Slippery walkways due to Ice	Slips, trips, falls	M	<ul style="list-style-type: none"> ● Caretaker applies salt or grit in icy weather ● Grit or salt available for walkways which are prone to ice
Person being struck by vehicle	Injury	H	<ul style="list-style-type: none"> ● Assembly points for emergency evacuations are clearly marked and are not located in an area likely to be required by the emergency service ● There are no vehicles allowed in the schoolyard except for deliveries. There are controls in place around appropriate times for visiting vehicles deliveries and collections
Handrails/steps	Slips, trips, falls	H	<ul style="list-style-type: none"> ● All steps have handrail on both sides where necessary.
Doors requiring excessive force to open or close Trip hazards including mats, broken tiles, holes in floor, trailing cables	Person being hit by the door /hand injuries Delayed escape in event of a fire or other emergency	H	<ul style="list-style-type: none"> ● Operation of fire doors checked - See 'General School Risk Assessments - No. 12 Fire (general classrooms and offices)' ● Delayed escape in event of a fire or other emergency

Playground hazards

Hazards	Risk	Risk rating	Control
Slips, Trips. Falls	Injury	H	<ul style="list-style-type: none"> ● Pupils and staff informed of established school code of behaviour relevant to the playground

			<ul style="list-style-type: none">● Playground supervision rota established and implemented
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Dangerous objects/substances in playground	Stick injuries/cuts /infections	H	<ul style="list-style-type: none"> ● Caretaker checks the playground for dangerous objects/substances. ● Use of protective gloves for removal of dangerous materials. Any glass etc. wrapped before disposal
Incident of sudden sickness/injury in the playground	Illness, injury, trauma	H	<ul style="list-style-type: none"> ● Access assistance from nearest staff member ● Bring student to office and administer appropriate first aid ● Inform principal and decide on appropriate further action or medical referral. ● Complete accident report forms for school records
Collection of Students	Access to students by inappropriate person, injury, trauma	H	<ul style="list-style-type: none"> ● Policy in place that requires all visitors to report to reception. ● Parents wait at reception until their child comes to them. ● Parents/ guardians inform the school if someone other than designated person is to collect student. ● Principal/Deputy Principal informed in advance if there are any visitors to the schools, e.g. guest speakers, /Psychologist or other therapists.
Aggressive or violent behaviour in the playground	Injury	M	<ul style="list-style-type: none"> ● Access assistance from nearest staff member on duty ● Send a responsible student to the staff-room to get further assistance ● Inform the principal ● Follow established procedures in school's Code of Behaviour
Students who present with special educational needs and/or disabilities (hearing or visual impairment)			<ul style="list-style-type: none"> ● Have the suitability of the task risk assessed (e.g. mobility teacher or visiting teacher)
Students who may have limited working			<ul style="list-style-type: none"> ● Ensure students understand teacher's instruction

knowledge /fluency in English			<ul style="list-style-type: none">● Ensure access/egress is not restricted● Place signage in appropriate locations as directed by the teacher.
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