



# Scoil Ursula, Sligo

## Risk Assessment August 2020

Covid 19 Risk Assessment: Pages 2 - 16

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19 Managing risk of infection	N	Illness	H	School Covid 19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		Follow public health guidance from HSE re hygiene and respiratory etiquette	All staff members	
<b>Awareness and minimising risk of introduction of Covid-19</b>			H	<p>Managing risk of spread if introduced by the following:</p> <ol style="list-style-type: none"> <li>1. Exclusion of pupils, staff and visitors who are unwell</li> <li>2. Regular hand hygiene</li> <li>3. Maintaining physical distancing</li> <li>4. Application of respiratory hygiene and cough etiquette</li> <li>5. Environmental hygiene</li> </ol> <p><b>Awareness</b></p> <ol style="list-style-type: none"> <li>1. Promote awareness with posters, email and text communication</li> <li>2. Advise staff members if they do have symptoms of Covid 19 (Fever, loss of taste or smell, cough, difficulty breathing/shortness of breath) do not attend work</li> <li>3. Advise staff not to present for work if they have been identified by HSE as a contact of a person with Covid-19</li> <li>4. If anyone is displays symptoms of Covid – 19 to notify LWR immediately.</li> <li>5. Advise parents not to bring children to school if unwell or have been in contact with person with Covid-19.</li> </ol>	<p>✓</p> <p>✓</p>	<p>Complete School COVID-19 Policy Statement</p> <p>Undertake Induction Training</p> <p>Communication with school body</p>	All staff	

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19 Managing risk of infection  <i>Respiratory etiquette and hygiene</i>	N	Illness	H	School Covid 19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	✓	Follow public health guidance from HSE re hygiene and respiratory etiquette	All staff	
			H	<b>Hand hygiene</b> 1. Staff and pupils should understand why hand hygiene is important, when and how to wash their hands 2. Hand washing amongst staff and pupils several times a day. 3. Hand sanitizers at main entrances and exit points, entry into staff room, classrooms and at photocopiers.	✓	Complete School COVID-19 Policy Statement  Hand drying facilities to be put in place  WHO video for handwashing  Daily checks on sanitisers		
			H	<b>PPE</b> All staff to receive PPE packs to model good hygiene and to remain safe when interacting with others. SNAs will receive more PPE e.g. visors, gloves, aprons available if they interact closely with pupils for care needs e.g. toileting	✓	Hand washing products and sanitiser in line with HSE Guidelines  Communication to school body  PPE pack for each staff member		
			H	<b>Awareness</b> In line with DES instructions there will be outside ground marking, posters in common areas and age appropriate posters in the classrooms.	✓	Undertake Induction Training  Complete checklists as required: School Management LWR checklist		

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19 Managing risk of infection	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	✓	Follow public health guidance from HSE re hygiene and respiratory etiquette	All staff members	
<b>Staffroom /Canteen</b>			H	<b>Social Distancing in staffroom/canteen</b> 1. Staggered staff break times 2. Max capacity is 6 persons per room 3. Two different staff rooms. 4. Designated rooms and times for specific staff members. No cross over from the two rooms. 5. Entry and exit doors	✓	Complete School COVID-19 Policy Statement  Yard duty timetable  Signage in staffroom		
				<b>Hand hygiene</b> 1. Staff are encouraged to wash their hands several times during the day. 2. Sanitiser point on entry into staffroom.	✓	Install hand sanitiser Door remain open during lunch times		
				<b>Environmental factors</b> 1. Fridge is permitted to be used 2. No belonging e.g. lunch bags to be left in the staffroom 3. Staff are encouraged to bring their own cutlery/cups and bring them home with them 4. All tables to be cleared after each sitting 5. Teachers to use hand sanitiser before entering staff room. 6. Teachers to wipe kettle and milk carton between use.	✓	Checklist for cleaning of staffroom  Communication with staff  Daily full cleaning		

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19 Managing risk of infection  <i>Evacuation of pupils including arrival, dispersal, lunch times and fire drills</i>	N	Illness	H	School Covid 19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	✓	Complete School COVID-19 Policy Statement		
			H	<b>Arrival of pupils</b> 1. Gradual arrival of pupils from 8.50. They will go directly to their classroom and hand sanitise as they enter the classroom. 2. No more than two classes entering each door. One class at a time. 3. Morning supervision by the support teachers down at entrance gates.	✓	Communication with school community  Map for new entry points		
			H	<b>Lunchtime / Yard dispersal</b> 1. Staggered lunchtimes 2. Changes to yard environment where each class/bubble is allocated their own play area. 3. Changes on exits to minimize traffic per door and allow for social distancing 4. Floor signage allowing safe lining up	✓	Install hand sanitiser stations  Morning Supervision Assignments  Outside play areas and collection points set – up with cones, tape		
				<b>Dispersal</b> 1. Changes on exits to minimize traffic per door and allow for social distancing 2. Floor signage allowing safe lining up 3. Procedure for parent pickup of younger classes 4. Update permission to walk home slips	✓			

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19 Managing risk of infection  <i>Social Distancing, where possible</i>  <i>Based on two broad categories:</i>  <i>Increasing separation and decreasing interaction</i>	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice.	✓	Follow public health guidance from HSE re hygiene and respiratory etiquette		
			H	<b>Classrooms</b> <ol style="list-style-type: none"> <li>Classes are known as bubbles and these will not mix with other bubbles in the school building or in the yard.</li> <li>It is recognised that younger children are unlikely to maintain physical distance within indoors, therefore it is not mandatory for Junior Infants – 2<sup>nd</sup> classes.</li> <li>Within the bubbles, the pupils will be divided into pods. There will be 1m distance between individual pods within the class bubble and between individuals in the pod.</li> </ol>	✓	Complete School COVID-19 Policy Statement  Undertake Induction Training  Complete checklists as required: School Management Physical distancing requirements LWR checklist		
			H	<b>Staff</b> <ol style="list-style-type: none"> <li>To the greatest extent possible, staff will be consistently working with and supervising the same class bubbles and pupils.</li> <li>Social Distancing will be implemented amongst staff common areas such as staffroom, offices, photocopiers and toilet facilities. Maximum capacity will be displayed on each door.</li> <li>Teachers will wear masks on the corridors and or observe social distancing measures..</li> </ol>	✓	Floor signage and posters for awareness		

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19 Managing risk of infection  <b>Wellbeing of staff</b>	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	✓	Follow public health guidance from HSE re hygiene and respiratory etiquette	All staff	
			H	<b>Workspaces</b> <ol style="list-style-type: none"> <li>Class teacher's desk 1m from pupils in both class and SET settings.</li> <li>When more than one staff member is working in a room they will keep 1 m and if possible 2m from each other.</li> <li>When working closely with pupils, they will have adequate PPE, practice good hygiene and respiratory etiquette.</li> <li>Screens will be on teachers desks.</li> </ol>	✓	Complete School COVID-19 Policy Statement  Undertake Induction Training  Complete checklists as required: School Management Physical distancing requirements LWR checklist	All staff	
				<b>Wellbeing</b> <ol style="list-style-type: none"> <li>Assistant LWR will be responsible for supporting school staff through being aware of supports from DES, HSE and agencies such as PDST, EAL and NEPs.</li> <li>Staff awareness on how and where to get support</li> <li>Following HSE advice on strategies to build collective staff wellness and resilience</li> <li>Pre Return to work questionnaire</li> <li>Clear procedures for those who develop symptoms or school closures.</li> </ol>	✓	Communication with staff prior to opening and through school terms  Sharing of information		

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19  Managing risk of infection  <b>Very high risk staff and students</b>	N	Illness	H	<b>High risk staff</b>  <ol style="list-style-type: none"> <li>In order to return to work all staff must complete Return to Work form at least three days before returning.</li> <li>Staff member to consult with their health professional e.g. GP and HSE website for advice.</li> <li>Employee should self-declare if they are a high risk or very high risk to the principal.</li> <li>BOM to seek Occupational Health Advice</li> </ol>	✓	Follow public health guidance from HSE re hygiene and respiratory etiquette  Complete School COVID-19 Policy Statement  Undertake Induction Training  Complete checklists as required: School Management Physical distancing requirements LWR checklist	All staff	
			H	<b>High risk students</b>  <ol style="list-style-type: none"> <li>School must provide for pupils who cannot attend school for health reasons related to Covid 19.</li> <li>Additional supports will be provided for these pupils through designated teacher.</li> <li>The pupil will be provided with individualised support for their learning.</li> <li>The pupil will avail of learning platform used by Scoil Ursula, Sligo.</li> </ol>	✓	Communication with staff prior to opening and through school terms  Sharing of information  Communication with parents prior to opening  Set up of school learning platform		



Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19 Managing risk of infection  <i>Working with children will special educational needs</i>	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	✓	Follow public health guidance from HSE re hygiene and respiratory etiquette	All staff	
				<b>Learning</b> <ol style="list-style-type: none"> <li>1. Student Support Plan will be drafted for pupils in Autumn term.</li> <li>2. DES procedures on wellbeing and learning will be adhered to.</li> <li>3. Pupils who are unable to hand wash independently; they should be assisted by staff.</li> </ol>	✓	Complete School COVID-19 Policy Statement  Undertake Induction Training		
			H	<b>Social Distancing</b> <ol style="list-style-type: none"> <li>1. Where social distancing is not possible, staff will wear PPE.</li> <li>2. Some pupils with SEN will have their own workspace</li> <li>3. SNAs to have their own storage box.</li> <li>4. Pupils from the same class/bubble will work with same support teacher, where possible.</li> </ol>	✓	PPE for staff  Individual equipment for pupil  Communication with parents/guardians		
				<b>Use of equipment</b> <ol style="list-style-type: none"> <li>1. If pupil uses equipment e.g. laptop, sensory equipment, this will be individual to them and cleaned as appropriate.</li> </ol>	✓			

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19 Managing risk of infection	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	✓	Follow public health guidance from HSE re hygiene and respiratory etiquette		
<b>Use of Shared spaces</b>			H	<b>Shared spaces</b> <ol style="list-style-type: none"> <li>1. Computer room will not be in use for the month of September.</li> <li>2. Unnecessary clutter will be removed from shared areas – around photocopiers, toilets.</li> <li>3. These areas will be cleaned daily.</li> <li>4. PE will happen outside only.</li> <li>5. Induction Training</li> </ol>	✓	Draft timetable  Cleaning checklist Determine cleaning responsibility  Sanitising equipment	All staff	
					✓			

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19 Managing risk of infection  <i>Use of Shared equipment</i>	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	✓	Follow public health guidance from HSE re hygiene and respiratory etiquette	All staff members	
			H	<b>Classroom Bubble Equipment</b> <ol style="list-style-type: none"> <li>1. Minimise equipment sharing and clean shared equipment between use by different people.</li> <li>2. Equipment, where possible, will be allocated to individuals/pods e.g. art equipment.</li> <li>3. Shared equipment such as toys will be cleaned on a regular basis, for example weekly.</li> <li>4. Each child will have their own textbooks. Books will stay in school.</li> <li>5. Library books will be given out by the teacher only and will be left untouched over the weekend when returned.</li> </ol>	✓	Cleaning checklist Determine cleaning responsibility  Sanitising equipment Pupils assigned number as per book rental policy  Classroom equipment stored according to pods.		
				<b>Shared equipment</b> <ol style="list-style-type: none"> <li>1. Children should be encouraged to perform hand hygiene after using any shared item.</li> <li>2. To the best extent possible, music equipment should not be shared and if sharing is required, the instruments should be cleaned between use.</li> <li>3. Devices will be wiped down after use.</li> </ol>	✓			

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19 Managing risk of infection	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	✓	Follow public health guidance from HSE re hygiene and respiratory etiquette		
<b>Cleaning</b>			H	<ol style="list-style-type: none"> <li>1. Adequate ventilation in rooms</li> <li>2. Cleaning prior to opening to remove unnecessary clutter, clean classrooms etc.</li> <li>3. Induction Training for all staff</li> <li>4. Toilets and all work areas will be cleaned daily</li> <li>5. Employing an extra cleaner to ensure daily cleaning is up to standard.</li> <li>6. Cleaning of door and touch points daily.</li> <li>7. Advice and procedure from DES recommendations to be followed.</li> <li>8. Toilets and hygiene equipment to be monitored regularly.</li> <li>9. Written cleaning schedule</li> </ol>	✓  ✓  ✓  ✓	Check on ventilation systems  Clean schedule  Procedure for cleaning  Cleaning checklist  Cleaning equipment  Training for ancillary staff		

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19 Managing risk of infection	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	✓	Follow public health guidance from HSE re hygiene and respiratory etiquette		
<b>Visitors</b>			H	<ol style="list-style-type: none"> <li>1. Visitors must make prior arrangements with office.</li> <li>2. All visitors must be buzzed in by the office. New hatch installed for access to office.</li> <li>3. Physical distancing will be maintained. Max occupancy in reception area is two people.</li> <li>4. Visitors will be asked to wait in cars/outdoors until a staff member is ready to meet them.</li> <li>5. Contact tracing log must be completed.</li> <li>6. Forgotten items will be placed in an allocated area in the Halla.</li> </ol>	✓  ✓  ✓  ✓  ✓	Contact Tracing Log  Procedure when entering the building  Communication with school body  List of essential visitors  Designated drop off area for forgotten items.		

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19 Managing risk of infection	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	✓	Follow public health guidance from HSE re hygiene and respiratory etiquette	All staff	
<b>First Aid</b>			H	<b>First Aid procedures:</b> <ol style="list-style-type: none"> <li>1. Review First Aid Guidelines in line with Covid-19 Health Guidance</li> <li>2. Basic First Aid can be carried out with the same good practice guidelines. In line the risk of Covid 19, staff carrying out first aid need to practice good hand hygiene and wear PPE e.g. gloves, face covering and aprons. Where possible, close contact will be minimised.</li> <li>3. Access to AED/defibrillator.</li> <li>4. Toileting breaks to be reduced to absolute necessity during yard time.</li> <li>5. Training for staff</li> <li>6. If a child presents with symptoms of Covid, procedure for response to be followed (see below)</li> </ol>	 ✓       ✓          ✓	 Procedure for administering first aid  Communication with school body  First Aid order		

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19 Managing risk of infection	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	✓	Follow public health guidance from HSE re hygiene and respiratory etiquette		
<b>Suspected case of staff or pupil feeling unwell</b>			H	<ol style="list-style-type: none"> <li>1. Procedure to be followed by staff</li> <li>2. PPE to be worn</li> <li>3. LWR to be notified</li> <li>4. Isolation space to be used in Halla.</li> <li>5. Social Distancing to be implemented</li> <li>6. Isolation Area to be cleaned after each use</li> <li>7. Shared areas that have been used by the person to be thoroughly cleaned as soon as practically possible.</li> <li>8. Parent/Guardian contact information to be up to date</li> </ol>	✓	Cleaning equipment and PPE Procedure from DES advice Communication with school body Designated Isolation room preparation LWR checklist Checklist for dealing with a suspected case		

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19 Managing risk of infection	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	✓	Follow public health guidance from HSE re hygiene and respiratory etiquette		
<b>Teaching and Learning</b>  <b>Closure (full /partial)</b>			H	<ol style="list-style-type: none"> <li>Teaching and learning will follow advice from DES Return to school primary curriculum guidelines</li> <li>Continuum of support for transition from DES</li> <li>Online Learning Platform (Seesaw) to be reviewed and updated for the academic year 2020 -2021.</li> <li>Procedure for supporting teaching and learning where there is a school closure</li> </ol>		Review Seesaw  Information for staff and parents  Class Group leaders (assistant principals) to be designated		



**Classroom - No.1 Slips, Trips and Falls (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Spills, e.g. liquid spills, drinks, art/crafts materials		Injury due to slip, trip, fall	H	Spills dealt with immediately	✓	No action needed		
			H	Absorbent material used to soak up the spill	✓	No action needed		
			H	Absorbent materials located near high spill risk areas	✓	No action needed		
High-risk slip and trip areas		Injury from slip, trip or fall	H	High risk areas for slips, trips, and falls are identified and dealt with	✓	No action needed		
Inadequate storage of school equipment and personal belongings		Injury from slip, trip or fall	H	School equipment is stored tidily	✓	No action needed		
			H	School bags stored tidily	✓	No action needed		
			H	Student belongings in own box. Coat in bag under chair.	✓	No action needed		
			H	Floors and access routes are kept clear	✓	No action needed		

**Classroom - No.1 Slips, Trips and Falls cont'd. (List additional hazards, risks and controls particular to your school using blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Inadequately fitted mats or rugs		Injury from slips, trips and falls	H	Mats and rugs are properly designed/fitted	✓	No action needed		
			H	Heavy mats are used as necessary	✓	No action needed		
			H	Mats are recessed into flooring where possible	✓	No action needed		
			H	Weighted edges are used where possible or edges are fixed in place	✓	No action needed		
Areas prone to constant wetting		Injury from slips, trips and falls	H	All areas prone to constant wetting are identified	✓	No action needed		
			H	There is adequate local drainage	✓	No action needed		
Transition areas (Transition areas are areas with a sudden change in the level of grip)		Injury from slips, trips and falls	H	Areas where pedestrians move between surfaces with very different levels of grip are identified, e.g. from wet surface to a dry surface or vice versa	✓	No action needed		
			H	Precautions are taken to remove excess moisture from footwear	✓	No action needed		
			H	Mats are properly designed and installed	✓	No action needed		

**Classroom - No.1 Slips, Trips and Falls cont'd. (List additional hazards, risks and controls particular to your school using blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Level changes		Injury from slips, trips and falls	H	Areas are identified where levels change, e.g. slopes, ramps, steps/stairs, unexpected holes, bumps, drainage channels	✓	No action needed		
			H	Slip resistant surfaces are ensured	✓	No action needed		
			H	Proper lighting is provided	✓	No action needed		
			H	Changes in levels are highlighted	✓	No action needed		
			H	Drain covers are in place	✓	No action needed		
			H	The top and bottom of stairways are kept clean and tidy	✓	No action needed		
Cables and hoses		Injury from slips, trips and falls	H	No trailing cables and hoses	✓	No action needed		
			H	Electrical outlets sited to avoid trailing cables	✓	No action needed		
			H	Retractable reels used	✓	No action needed		
Damaged flooring/paving		Injury from slips, trips and falls	H	Poorly maintained or damaged floors or paving identified	✓	No action needed		
			H	Repairs carried out and steps taken to prevent future damage	✓	Landscaper to carry out work during the summer months		
Slippery surfaces		Injury from slips, trips and falls	H	Slippery surfaces are identified - as a rule of thumb, high gloss, highly reflective = high risk	✓	No action needed		
			H	Consideration is given to changing or treating floor surfaces - this might include addition of slip resistant materials	✓	No action needed		

			<b>H</b>	Particular attention is paid to areas that may become slippery during severe weather	✓	No action needed	

**Classroom - No.1 Slips, Trips and Falls cont'd. (List additional hazards, risks and controls particular to your school using blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Cleaning and washing floors		Injury from slips, trips and falls	H	Regular floor cleaning.	✓	No action needed		
			H	A system is used to keep pedestrians away from wet/moist floors, e.g. physical barriers	✓	No action needed		
			H	Cleaning is organised to provide dry paths through areas being cleaned	✓	No action needed		
			H	Where wet cleaning, detergent is used and water is at the right temperature	✓	No action needed		
			H	Excess liquid is removed to assist the floor drying process. As far as possible, the floor is cleaned until dry	✓	No action needed		
Over-used warning signs		Injury from slips, trips and falls	H	Where warning signs are used these are removed when no longer required	✓	No action needed		
Shoes/ footwear with poor slip resistance		Injury from slips, trips and falls	H	Suitable slip resistant footwear is provided and worn as needed	N/A	No action needed		
Broken, tables, chairs or other furniture items		Falls and related injuries	H	Broken furniture removed from service until repaired or replaced	✓	No action needed		

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Classroom - No. 2 Hot Drinks** (List additional hazards, risks and controls particular to your school using this template and blank template No.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Liquid spills, burns		Slips, Trips, Falls, Injury, Burns	<b>M</b>	All staff members utilise covered travel mugs/flasks  Students remain seated and are requested to exercise due caution when having hot drinks for lunch  Lunch times are supervised by teachers	✓  N/A  ✓	No action needed  Students not permitted hot drinks  No action needed	All staff members	

**Classroom - No.3 Portable Electrical Appliances (List additional hazards, risks and controls particular to your school using blank template No.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Defective portable electrical equipment		Electrocution	H	Defective electrical equipment shall be clearly identified, labelled as out of use, and stored separately to prevent accidental use	✓	No action needed		
Exposed wiring/live parts		Fire	H	Visual checks carried out as follows:  <b>Tools/appliance</b> <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> <b>Cables</b> <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> <b>Plug</b> <ul style="list-style-type: none"> <li>• Securely anchored, no sign of cracked casing, overheating, loose or bent pins</li> </ul> <b>Socket outlet</b> <ul style="list-style-type: none"> <li>• No cracks or damage or sign of overheating</li> </ul> Report defects to person in control of the workplace to ensure all items are repaired or replaced.	✓	No action needed		
Failure in earth		Burns from hot surfaces	H		✓	No action needed		
			H		✓	No action needed		
			H		✓	No action needed		
			H		✓	No action needed		
			H		✓	No action needed		
Electrical equipment subject to heavy wear and tear		Electrocution	H	Portable electrical equipment is tested periodically by a competent person and records of the test kept	✓	No action needed		

Classroom - No. 3 Portable Electrical Appliances cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Electrical equipment becoming live		Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)	✓	No action needed		
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD	✓	No action needed		
			H	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 (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)	✓	No action needed		



General School - No. 6 Playground Slips, Trips, Falls and dangerous objects (List additional hazards, risks and controls using the blank rows and template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Slips, Trips. Falls		Injury	L	Students and staff informed of established school code of behaviour relevant to behaviour in playground	✓	No action needed	All staff members	
				Playground supervision rota established and implemented	✓	No action needed		
				Condition of playground inspected by supervising staff members	✓	No action needed		
Dangerous objects in playground		Injury	H	Where appropriate, protocol established for checking playground for dangerous objects, syringes etc. Use of protective gloves and dedicated safe bins for storage of dangerous materials before disposal	✓	No action needed – sharps bin at either first aid bay	Caretaker, teachers, special needs assistants	

General School - No. 7 Playground Incident of Sudden Sickness/Injury (List additional hazards, risks and controls using the blank rows and blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Incident of sudden sickness/injury in the playground		Illness, injury, trauma	L	Access assistance from nearest staff member  Bring student to first aid area and administer appropriate first aid  Inform deputy principal and decide on appropriate further action or medical referral. Complete accident report form for school records	✓  ✓  ✓	Adequate supervision on yard  First Aid bays  Accident report forms	All staff members	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

General School - No. 8 Playground Aggressive or Violent behaviour (List additional hazards, risks and controls using the blank rows and blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Aggressive or violent behaviour in the playground		Injury	<b>M</b>	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	✓  ✓  ✓  ✓	Please see DFL Code of Behaviour Policy	All staff members	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

**General School - No. 9 Student Considerations** (List additional hazards, risks and controls particular to your school using the blank template No. 55)

	Yes or No	If yes, what additional actions may be required	Person responsible	Signature and date when action completed
Are there students with disabilities including physical disability, vision impairment, hearing impairment, intellectual disability or mental health condition?	Yes	The suitability of the task is risk assessed Ensure students understand teacher's instruction Sound systems installed in required classrooms		
Are there students whose first language is not English and who may require extra focus with respect to safety, health and welfare?		Ensure students understand teacher's instruction Place signage in appropriate locations as directed by teacher	All teachers	
Are there students with challenging behaviour that could increase the potential for injury to occur?		School policy for handling challenging behaviour complete and ratified by Board of Management  Behaviour Plans in place  Support from NEPS		

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

**General School - No.10 First-Aid (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/todolist/outstandingcontrols *Risk rating applies to outstanding controls outlined in this column	Person 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	First-aid kits are kept well stocked in accordance with the Health and Safety Authority guidelines (See 'Recommended contents of first-aid boxes and kits' p.35)	✓	Order to be placed for re-stocking over the summer months  Yes  Yes –		
			H	Specific responsibility has been given to a designated employee for restocking the kits	✓			
			H	Defibrillator maintained in accordance with the manufacturer's instructions	✓			
Inadequate information about trained first-aiders		Injuries could be serious or life threatening if not dealt with quickly and appropriately	H	The appropriate number of occupational first-aiders are available during working hours <sup>1</sup>	X	First Aid training to be complete  Photos of First Aiders to be placed in staffroom  Yes	BOM	
			H	Where appropriate a person competent in the use of a defibrillator is available. Staff and students should be aware of who the occupational first-aiders are and how to alert him/her in emergencies. It is good practice to ensure the name (and perhaps photograph for larger workplaces and workplaces with people of many nationalities present) of the occupational first-aiders is clearly visible on staff or student notice boards in and around the school	✓			
			L	If occupational first-aiders are temporarily unavailable an alternate person is designated to take over in the event of an accident	✓			

<sup>1</sup> Occupational first-aiders should be trained in accordance with the Health and Safety Authority Guidelines on first-aid at Place of Work May 2008 available at [http://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Occupational\\_Health/Guidelines\\_on\\_First\\_Aid\\_at\\_Places\\_of\\_Work\\_2008.pdf](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Occupational_Health/Guidelines_on_First_Aid_at_Places_of_Work_2008.pdf)

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_ Date: / /

RECOMMENDED CONTENTS OF FIRST-AID BOXES AND KITS (see next page)

General School Risk - No. 10 First-Aid RECOMMENDED CONTENTS OF FIRST-AID BOXES AND KITS

Materials	First-aid travel kit contents	First-aid box contents		
		1 - 10 Persons	11 - 25 Persons	26 - 50 Persons* <sup>1</sup>
Adhesive plasters	20	20	20	40
Sterile eye pads (no.16) (bandage attached)	2	2	2	4
Individually wrapped triangular bandages	2	2	6	6
Safety pins	6	6	6	6
Individually wrapped sterile unmedicated wound dressings - medium (no. 8) (10 x 8cms)	1	2	2	4
Individually wrapped sterile unmedicated wound dressings - large (no. 9) (13 x 9cms)	1	2	6	8
Individually wrapped sterile unmedicated wound dressings - extra large (no. 3) (28 x 17.5cms)	1	2	3	4
Individually wrapped disinfectant wipes	10	10	20	40
Paramedic shears	1	1	1	1
Pairs of examination gloves	3	5	10	10
Sterile water where there is no clear running water* <sup>2</sup>	2x20mls	1x500ml	2x500mls	2x500mls
Pocket face mask	1	1	1	1
Water based burns dressing - small (10x10cms)* <sup>3</sup>	1	1	1	1
Water based burns dressing - large* <sup>3</sup>	1	1	1	1
Crepe bandage (7cm )	1	1	2	3

**Notes:**

**\*1: Where more than 50 persons are employed, pro rata provision should be made.**

**\*2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross-infection. The container should be CE marked.**

**\*3: Where mains tap water is not readily available for cooling burnt area.**

General School - No.11 Administration of Medicine (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Students with temporary illness or a chronic medical condition		Danger of injury, seizure or death	L	The school obtains written and signed consent from the student's parents/guardians to administer medication along with the appropriate instructions	✓	See admin of medication policy		
			L	At least two members of staff agree to take on the responsibility of administering medication	✓	Forms – see admin of policy		
			L	Designated staff should be instructed and trained in the appropriate procedure	✓	Completed in Sept each year		
			L	Regular review and monitoring of the policy and procedures	✓	Reviewed yearly		
			L	Board of management establishes a school policy on administration and storage of medicines and medical devices	✓	Complete		
			L	Designated teachers should be aware of the condition and its symptoms, the medication and required dosage and the frequency and manner of administration. Medication should be stored securely in the principal's office or staff room, should be clearly labelled and identified with the student. School keeps written record of dates and times when medication was administered. In case of particularly complex or life-threatening medical conditions, the school should consider requiring parents to arrange for the administration of medication by a parent or medical professional	✓	Complete – no action needed		

General School - No.12 Fire/Classroom/Office (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Electrical faults		Electrocution Electric shock Fire	H	Electrical sockets not overloaded	✓	No action needed		
			H	Equipment checked prior to use for faults	✓	No action needed		
			H	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 defect to person in control of the workplace to ensure all items are repaired or insert 'See Classroom No. 3 Portable Electrical Appliances'	✓	Yes –		
Fire		Fire causing death or injury	H	All teachers know how to raise the alarm and contact the emergency services	✓	Emergency Evacuation Policy and Procedure available in every room		
			H	All teachers have received training on how to use fire extinguishers and fire blankets	X	A cohort of staff trained in 2016		
			H	There is an accessible fire extinguisher in classroom or hallway close to classroom	✓	Yes – available on corridors and signposted. There were serviced and replaced in September 2019.		



Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Restricted access/egress		Delays in exiting building safely in the event of a fire	H	Fire exit doors (including those located in classroom or office) checked weekly to ensure they open properly	✓	No action needed		
			H	Exit routes kept free from obstruction	✓			
			H	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	✓			
Fire - Access/Egress		Death or injury	H	All fire doors are marked with 'Fire door, keep closed' safety sign	✓	No action needed		
			H	All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety)	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

**General School - No.13. Fire- Events (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed	
Electrical faults		Electrocution	H	Electrical sockets not overloaded	✓	No action needed			
		Shock	H	Equipment checked prior to use for faults	✓	No action needed			
		Fire	H	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 replaced. See 'Classroom-No.3 Portable Electrical Appliances'	✓	No action needed			
Fire		Burns	H	Fire extinguishers in place and accessible	✓	No action needed			
			H	Use of candles or other naked flames strictly controlled	✓	No action needed			
Improper storage of solvents and flammable materials		Fire causing death or injury	H	Solvents or other highly flammable materials stored in metal cabinets	✓	No action needed			
		Asphyxiation	H	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)	✓	No action needed			
		Explosion	H	Combustible materials must be stored in appropriate conditions as per manufacturers storage guidelines	N/A				
			H	Chemical products are labelled and stored safely in accordance with Safety Data Sheets (SDS) requirements	N/A				
<p><b>If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken.</b></p> <p><b>Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.</b></p> <p><b>Fire extinguishers (Low Risk) suitable for fire type &amp; serviced annually (at least 1 x 5 kg CO<sub>2</sub> extinguisher)</b></p>									
<b>Risk Assessment carried out by:</b> _____					<b>Date:</b> /    /			© All Rights Reserved	

**General School - No.13. Fire - Events cont'd.**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Restricted access/egress		Delays in exiting building in event of fire	H	Exit routes kept free from obstruction	✓	All controls are in place. Please see Fire Evacuation Policy		
			M	External lighting on exit routes operational and switched on during event	✓			
		Smoke inhalation	H	Fire assembly point(s) marked clearly	✓			
			H	Emergency lighting operational	✓			
		Burns	H	Final fire exit doors checked to ensure they open freely before event	✓			
			H	Emergency evacuation plan explained to audience before each performance/event	✓			
			H	Person designated to raise the alarm and contact the emergency services	✓			
			H	Persons assisting at event briefed on their role in fire evacuation	✓			
			H	Fire alarm tested at regular intervals	✓			
Restricted access/egress		Delays in exiting building safely in the event of a fire	H	Fire exit doors (including those located in classroom or office) checked weekly to ensure they open properly	✓	No action required		
			H	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	✓			
Fire - Access/Egress		Death or injury	H	All fire doors are marked with 'Fire door, keep closed' safety sign	✓	All in order		
			H	All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety)	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

General School - No.13. Fire - Events cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/todolist/outstandingcontrols *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Improper storage of solvents and flammable materials		Fire causing death or injury	H	Solvents or other highly flammable materials stored in metal cabinets	✓	No action required		
		Asphyxiation	H	Ensure Safety Data Sheets (SDS) sheets are available for all chemicals. Ensure users and staff who may become into contact with 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)	✓	No action required		
		Explosion	H	Chemical products are labelled and stored safely in accordance with Safety Data Sheets (SDS) requirements	✓	No action required		
			H	Combustible materials must be stored in appropriate conditions as per manufacturers storage guidelines. Waste materials cleared away after each class and disposed of appropriately	✓	No action required		
Fire		Fire causing death or injury	H	Fire extinguisher(s) in place, suitable for the fire type and serviced annually (at least 1x 5 kg CO <sub>2</sub> extinguisher)	✓			
			H	All teachers 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	✓			

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

**General School - No.13. Fire - Events cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Fire-Access/Egress		Death or injury	H	All fire doors are marked with 'Fire door, keep closed' safety sign	✓	Staff room door to be checked		
			H	All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety)	✓			
Restricted access/egress		Delays in exiting building safely in the event of a fire	H	Fire exit doors checked weekly to ensure they open properly	✓	No action required  No action required  Complete – edited to fall in line with Covid 19 Procedures		
			H	Exit routes kept free from obstruction	✓			
			H	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	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**General School - No.14. Carpark (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Poor lighting		Slips, trips, falls	<b>H</b>	External lighting is adequate and is switched on when evening events are planned such as concerts, parent/teacher meetings, hall used by clubs or societies	✓	No action required		
Holes/damaged surfaces		Slips, trips, falls	<b>H</b>	Carpark surface and other external areas are checked on a weekly basis for broken glass, hazardous conditions and pot holes	✓	No action required		
Contact with broken glass		Cuts	<b>M</b>	Broken glass should be removed. Replacement glass should be installed in buildings at the earliest opportunity	✓	No action required		
Slippery walkways due to ice		Slips, trips, falls	<b>M</b>	Grit or salt available for walkways which are prone to ice	✓	No action required		
			<b>M</b>	Caretaker applies salt or grit in icy weather	✓			
Person being struck by vehicle		Injury due to person being struck by vehicle	<b>H</b>	Traffic management system should be in place	✓	No action required		
			<b>H</b>	Pedestrian routes/parking areas are clearly marked and appropriate signs in place. Controls in place around appropriate times for visiting vehicles deliveries and collections	✓			
			<b>M</b>	Assembly points for emergency evacuations are clearly marked and are not located in an area likely to be required by the emergency services	✓			
<p><b>Risk Assessment carried out by:</b> _____ <b>Date:</b>    /    /</p> <p><small>If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.</small></p>								

General School - No.14. Carpark cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Lack of handrails on steps		Slips, trips, falls	H	All steps have handrail on one side where necessary	✓	No action required		
Unguarded edges		Falls	H	Where necessary all drops or platforms have fencing/guarding to prevent falls	✓	No action required		
Unfenced ditches or streams		Drowning	H	Access to rivers, streams or ditches running on or adjacent to school property are adequately fenced off	N/A			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

**General School - No.15. General Access/Egress (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Poor lighting on access/ egress routes (inside and outside)		Delayed escape in event of a fire or other emergency	H	Adequate lighting at entrance/exit (inside and out)	✓	No action required		
			H	Fire exits clearly marked	✓	No action required		
Trip hazards including mats, broken tiles, holes in floor, trailing cables		Trips, slips and falls	H	No trip hazards on entrance/exit routes or on walk ways	✓	No action required		
Doors with broken handles or glass		Hand injuries	H	Doors checked and repaired when necessary	✓	No action required		
			H	Broken glass removed and disposed of safely	✓	No action required		
Doors which require excessive force to open or close		Person being hit by the door  Hand injuries	H	Operation of fire doors checked - See 'GeneralSchoolRiskAssessments - No. 12 Fire (general classrooms and offices)'	✓	No action required		
			M	Automatic closure mechanisms set so as not to cause hands to be trapped	✓	No action required		
			M	Excessive force not required to open doors taking into account mobility impaired users	✓	No action required		

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



**General School - No.16. Visitors Log (List additional hazards, risks and controls using the blank rows and blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Person/s on the premises without the knowledge of principal or other staff member		Inappropriate access to students, injury, trauma, death	<b>H</b>	Visitors' Log Book at reception where visitors sign in with name, purpose of visit, time and sign out on leaving. Visitors then report to appropriate person  Visitors to wear badge/tag identifying them as accredited visitor  Ensure that all entrance doors to the school are closed and locked and that visitors must request that door be opened	✓  X  ✓	Changes due to Covid – for contact tracing purposes. Available at reception  Make visitor badges available  No action needed	Principal and secretary	
				Door lock controlled, by electronic or other means, by designated person (e.g. school secretary, principal, deputy principal)  The above, or similar protocol, to be agreed, approved by Board of Management, communicated to all employees, students, parents, visitors, implemented consistently and reviewed regularly	✓  N/A		Board, principal, all staff members	

General School - No. 17 Drop Off/Pick Up (List additional hazards, risks and controls using the blank rows and blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Students being picked up by other than parent / guardian/ designated person		Access to students by inappropriate person, injury, trauma	H	The school should be aware of the person/s normally designated to collect students from the school  Establish a protocol whereby parents/ guardians inform the school if someone other than designated person is to collect student	✓  ✓	Form given to parents and results stored on Aladdin  Pupils not permitted to walk home alone until 3 <sup>rd</sup> class . Parents make a call to the office if there is a change.  Split up lists should all the information above	All staff members	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

**General School - No. 19 Staff Room (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Damaged flooring  Wet floors and spillages		Injury from slips, trips, falls	<b>H</b>	See 'Classroom - No. 1 Slips, Trips and Falls'	✓	No action required		
Accessing high windows		Injury from falls from height	<b>M</b>	Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level	✓	No action required		
Defective portable electrical equipment		Electrocution	<b>L</b>	Portable electrical appliances visually inspected before use	✓	No action required		
		Burns  Cuts	<b>H</b>	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 replaced. See 'General School Risk Assessments - No. 3 Portable Electrical Appliances'	✓	No action required		
Fire		Smoke inhalation, burns	<b>M</b>	See 'General School, Fire	✓	No action required		

**General School - No. 20 Bullying (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Workplace bullying		Effects on physical health, (e.g. raised blood pressure)	H	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	✓	Please See Anti Bullying Policy		
		Effects on mental health, (e.g. stress, anxiety, depression)	H	There is a written policy on the prevention of workplace bullying and all employees are aware of the policy and have access to this information	✓			
			H	All new employees, permanent or temporary receive a copy of the policy	✓			
		Isolation Low morale	H	Consultation with employees or their representatives, including the safety officer, safety representative and the safety committee, as appropriate, has taken place as regards the risk of bullying at work and preventive measures	✓			
			H	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	✓			
			H	Allegations of workplace bullying are investigated fairly and thoroughly without reprisals for the complainant	✓			
			H	Allegations of bullying are treated with fairness, sensitivity and respecting the need for confidentiality for parties concerned	✓			
			H	Bullying at work by others such as parents or contractors, will not be tolerated and action will be taken to support the employee	✓			
			H	A complaint of bullying which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedure	✓			
					✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

Student bullying		Damage to physical and mental health	<b>H</b>	Devise, review, amend school Anti-Bullying Policy following DES Guidelines				
------------------	--	--------------------------------------	----------	--	--	--	--	--

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

**General School - No. 21 Stress (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/todolist/outstandingcontrols *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Stress		Increased absences	M	The HSA Work Positive tool or similar is used to assist with risk assessment requirements where workplace stress is concerned	✓	No action required.  Policies are up to date  Further support from DES for Covid 19 support.		
		Increased conflicts	M	The school has a policy on dignity in the workplace which is communicated to all employees and displayed in the employees room	✓			
		Increased anger levels for those effected	H	Employee's serious health and safety concerns about their work environment are addressed	✓			
		Isolation Low morale	H	Demands in the employee body are achievable and within the role of the job holder	✓			
		Effects on physical health, (e.g. raised blood pressure, tension headaches)	M	Systems are in place to enable and encourage employees to report unacceptable behaviour, i.e. in accordance with the Dignity Policy	✓			
		Effects on mental health, (e.g. anxiety, depression, insomnia)	L	There is employee input into decision-making and career progression	✓			
			L	Board of Management actions are consistent and fair	✓			
			M	The school provides employees with timely information to enable them to understand the reasons for proposed changes	✓			
			M	If necessary, employees are given training to support any changes in their jobs	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

General School - No.22 Aggressive, Threatening, Behaviour towards a staff member (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Aggressive threatening behaviour towards a staff member		Physical injury, stress, psychological trauma	<b>M</b>	Alert nearest staff member  Immediately inform principal/deputy principal  Follow established school procedures	✓  ✓  ✓	No action required. Challenging Behaviour and Code of Behaviour policy are up to date.	All staff members	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by:

Date: / /

**General School - No.24 Pregnant, Post Natal & Breastfeeding (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Contact with chemical agents		Harm to the unborn child or breastfed babies	<b>H</b>	Pregnant, post-natal, or breastfeeding women are not exposed to chemical substances labelled: R40, R45, R61, R63 and R64, particularly where exposure levels are above a level which might cause harm	N/A	No action required		
Contact with biological agents		Infection	<b>H</b>	If there is a risk of exposure to a highly infectious agent, pregnant, post-natal or breastfeeding women must avoid exposure	N/A	No action required		
Long periods standing, movement or postures which are abrupt or severe or give rise to excessive fatigue		Varicose veins Fatigue (mental and physical)	<b>M</b>	Pregnant, post-natal or breastfeeding women should have provision to sit whilst completing work activities	✓	No action required		
Pushing/pulling/carrying heavy or awkward items		Manual handling induced injury	<b>H</b>	Pregnant, post-natal and breastfeeding women are not required to lift, push or pull awkward or heavy items. See 'General School Risk Assessments - No. 28 Manual Handling'	✓	No action required		
Timetable / Supervision		Harm to the breastfed babies	<b>L</b>	Staff notify principal if they require time to express				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



General School - No.28 Manual Handling (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Transporting heavy loads, e.g. caretaker transporting heavy load to stores  For example ask:  Is the weight too heavy?  Is the load too big?  Is the shape unwieldy or difficult to grasp?		Back or upper limb injury  Over-frequent or over prolonged physical effort involving in particular the spine	H	When purchasing stocks such as clay, ingredients the guideline weights are taken into account and smaller weight items purchased where possible e.g. 5kg bag of clay instead of 12.5 kg bag	✓	No action required		
			H	An appropriate trolley is used to transfer heavy loads	✓	No action required		
			H	Appropriate instruction is provided to staff on how to lift loads safely on to and off the trolley	✓	No action required		
Lifting a heavy load above shoulder height		Back or upper limb injury	H	Storage of regularly accessed utensils are arranged so that heavier items are stored on middle shelves not on floor or above shoulder height	✓	No action required		
Injury sustained due to lack of knowledge, instruction  or training to complete manual handling tasks appropriately		Back or upper limb injury	H	Carry out risk assessment of tasks prior to manual handling and ensure staff receive training from a competent instructor where necessary	N/A			

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Poor housekeeping, e.g. cleaner using floor cleaning equipment		Awkward and repetitive bending postures leading to injury	H	The vacuum hose is extended to the appropriate length to eliminate the need for unnecessary awkward bending posture	✓	No action required		
		Poor suction in the vacuum leading to over frequent physical effort	H	Cleaning equipment is in good working order and repaired or replaced when necessary	✓	No action required		
Carrying loads over distances, e.g. storage of classroom supplies such as Art room materials		Backstrain, slipped disc, hernia	H	Re-organise work area to ensure materials are stored close to point of use or source a handling aid	✓	No action required		
Pushing/pulling heavy or awkward items		Backstrain, slipped disc, hernia	H	Appropriate trolley provided for moving items	✓	No action required		
			H	Items are made lighter or less bulky where possible	✓	No action required		
			H	Individuals ask for help when moving heavy items	✓	No action required		
			H	All potential obstructions are removed	✓	No action required		
			H	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	✓	No action required		

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

General School - No.29 Platforms, Lifts (usually provided for disabled persons' use) (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Fingers trapped between platform and wall	N	Amputation/crush	H	Guarding to prevent access	N/A			
			H	Pressure plate to stop movement in case of contact				
			H	Hold to run control for ascent/descent				
Trapped on platform		Distress	L	Management of communications. Fire procedures	N/A			
Crushed underneath platform		Crush injury	H	Interlock between platform and access doors at landing	N/A			
Fall into lift shaft		Fracture	L	Locking of doors	✓	Lift serviced in 2019		
All hazards			M	Maintenance Statutory examinations carried out every 6 months	✓	Examinations completed		

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

**General School - No.31 Mould** (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Mould	NO	Lung irritation, sensitisation, adverse health affects	<b>M</b>	Procedure for identification and assessment of mould growth in place		N/A		
			<b>M</b>	All relevant staff are aware of this procedure				
			<b>M</b>	Regular formal inspections, e.g. bi-annual, undertaken to identify moulds or potential causes of mould, e.g. leaks?				
			<b>M</b>	Preventative maintenance procedures in place, e.g: <ul style="list-style-type: none"> <li>• Check for leaking pipes</li> <li>• Check for condensation buildup</li> <li>• Ensure humidity is less than 60%. Humidity can be reduced by repairing leaks or increasing ventilation</li> <li>• Ensure dryers vent externally</li> <li>• Check extraction ventilation is working correctly, e.g. in kitchens</li> <li>• Damp proof courses checked</li> <li>• Check gutters are cleared and in good condition</li> </ul>				

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Legionella bacteria		Pontiac fever  Legionnaires disease (potentially fatal form of pneumonia)	H	Competent person with relevant skills, knowledge and experience identified to conduct site specific risk assessment	✓	Tests are carried out by professionals in line with Community centre checks.  These checks will take place prior to opening in Sept		
			H	Sources of possible risk of Legionella identified from work activities and water systems at the workplace. To consider: <ul style="list-style-type: none"> <li>• Potential for Legionella growth</li> <li>• Potential for aerosol generation</li> <li>• Presence of susceptible persons</li> <li>• Adequacy of existing site management records and arrangements</li> <li>• Efficacy of existing preventative and control measures</li> <li>• Systems at greatest risk assessed, e.g. Cooling towers, hot and cold water systems, evaporative controllers</li> <li>• Cold water tank fitted with cover and insect screens and located in a cool place protected from extreme temperatures.</li> <li>• Piping insulated and kept clear of heat sources</li> <li>• Cold tanks flushed regularly during term due to school usage</li> <li>• Cold water tanks flushed periodically during holidays and fully flushed in advance of start of new term</li> </ul>	✓			

**General School - No.33 Legionella cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Legionella bacteria			H	Procedure(s) in place to prevent and control risk from Legionella (Legionella control plan) - see further information below				
			H	Competent 'Responsible person' identified to oversee the Legionella control plan				
			H	Records kept and reviewed to ensure Legionella control plan is effective				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Further information on control measures for Legionella risks: The cold water tank is fitted with a cover and insect screen(s) and located in a cool place and protected from extremes of temperature. Piping insulated and kept away from heat sources. Cold water storage holds enough for a days use only and has no build up of scale or sludge. Hot water distribution pipes insulated. Biocide treatments can be used for cooling towers. Hot water should be stored above 60°C and distributed at above 50°C. Cold water should be kept below 20°C. Water storage tanks are cleaned and disinfected every 6 months. Shower heads cleaned and disinfected quarterly.

There are arrangements in place for little used outlets to either: Flush showers/taps/emergency showers and all other sources arising through on at least a weekly basis (with records kept of this) or carry out a safe purge of stagnant water before use.

**Risk Assessment carried out by:** \_\_\_\_\_ **Date:**     /     /

**General Purpose Room - No. 35 Goal Posts (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Goalpost		Injury or fatality from misuse/collapse	<b>H</b>	All goal posts in use conform to appropriate Standard (refer to Annex A of Irish Standard (I.S.) 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage for details)	✓	No action required		
			<b>M</b>	Copies of test certificates showing conformity are available	✓			
			<b>H</b>	Replacement parts are purchased from original manufacturer/supplier	✓			
			<b>H</b>	All goal posts contain a "warning label" and written instructions for assembly, installation, use, storage and maintenance	✓			
			<b>M</b>	All those responsible for maintenance, storage etc of goal posts are aware of relevant instructions	✓			
			<b>H</b>	A system for inspection of goal posts is in place that includes routine visual inspections, operational inspections and annual maintenance inspections in accordance with requirements of I.S. 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage	✓			
			<b>H</b>	A maintenance schedule is established and implemented				

**General Purpose Room - No.35 Goal Posts cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Goalpost		Injury or fatality from misuse/collapse of goal post	<b>H</b>	Portable goal posts are anchored correctly when in use	✓	No action required		
			<b>H</b>	Access/use is prevented where goal posts are deemed to be "unsafe" as result of inspection/maintenance. e.g. not anchored correctly	✓			
			<b>M</b>	All goal posts are used for intended use only, e.g. indoor goal posts not used outdoor	✓			
			<b>H</b>	All personnel involved in assembling/dismantling goal posts wears appropriate Personal Protective Equipment (PPE), where necessary	✓			
			<b>H</b>	All students being made aware of the dangers of incorrect/misuse of goal posts e.g. swinging over bars, etc.	✓			
			<b>H</b>	When not in use goal posts and all associated parts e.g. nets, anchor etc. are stored correctly	✓			
			<b>H</b>	Records required by I.S. 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage including maintenance records, inspections certs, etc. are kept on site	✓			

Reference guide: I.S. 357:2007 Code of Practice on the Procurement, Installation, Maintenance, Inspection and Storage

Reference Technical Standard: I.S. 356:2007 Playing Field Equipment Goals - Functional and Safety Requirements - Test Methods for Portable and Fixed Goals

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /



General Purpose Room - No.36 Special Events (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Overcrowding; inadequate access and egress		Physical injury caused by crushing, trips, falls	L	Appoint one person to have overall responsibility for safety, health and welfare of all persons attending event  Establish and follow school agreed procedures on maximum size of audience, control of entrance and seating of audience, safety announcements prior to performance, orderly exit	✓		Board of Management, Principal and all staff involved and attending event	
Emergency egress		Injury from crushing, trips, falls	L	Ensure adequate and appropriate signage regarding: location of emergency exits, keeping exits clear of seating, no running within hall, identification of hazards such as steps	✓		Principal, teacher in charge of event, all staff present	
Failure of electrical power; overloading of electrical capacity		Injury from crushing, trips, falls, fire, electrocution	L	Emergency lighting appropriately located and in good working condition  Thorough check by qualified electrician of all proposed usage of electrical power	✓		Principal, teacher in charge of event, caretaker, electrician	
Unsecured power leads  Failure of fire-fighting equipment		Injury from slips, trips, falls, fire  Burns	L	Thorough check in advance of performance of locations of all power and other leads to ensure that all leads are appropriately taped to prevent trips  Thorough check of all fire safety equipment in venue	✓		Teacher in charge, caretaker, electrician	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

Extra Curriculum Activities - No.37 School Excursions (day trips, matches) (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Inadequate preparation for school excursions		Accidents/ incidents, dangerous occurrences and fatalities due to inadequate preparation  Student separated from group	H	Adequate number of supervisory adults present	✓	No action required – See After School Activity Policy		
			H	Head count carried out before departure and before return journey by trip supervisor	✓			
			H	Supervisor(s) has a fully charged mobilephone	✓			
			H	Students made aware of action to take if separated from group	✓			
			H	Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need arises	✓			
			H	Information on particular medical conditions has been received and recorded and recorded by person organising the outdoor adventure activity	✓			
			H	Safety instructions provided to students including information on correct clothing and equipment required	✓			
			H	Principal and/or designated person responsible for safety, health and welfare is aware of the location of the group and duration of visit	✓			
			H	Safety briefing for adults assisting in supervision	✓			

					✓			
--	--	--	--	--	---	--	--	--

Extra Curriculum Activities- No.37 School Excursions (day trips, matches) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Road Collision Unsafe Road Travel Arrangements		Serious injury/ death	H	Safety belts must be worn where students are being transported by road. Safety belts must not be shared	✓			
Defective road vehicles		Serious injury/ death	H	All modes of transportation used must be used in compliance with the Road Traffic Act	N/A			
			H	Visual inspection of the school owned bus by the driver or operator is appropriate to ensure operation of lights, indicators, windscreen wipers etc. prior to setting out on the journey				
Poor weather conditions		Hypothermia	H	Weather conditions assessed on the day and considered suitable for trip	✓			
Sick/injured student		Serious injury, Illness, Death	H	Fully charged mobile phone. Fully stocked and checked First Aid Kit carried on all trips	✓		Staff member in charge of trip	

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

Extra Curriculum Activities - No.38 Outdoor Adventure Activity (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Inadequate preparation for outdoor adventure activities		Accidents/ incidents, dangerous occurrences and fatalities due to inadequate preparation  Students separated from group	H	Permission for participation in activity received from parent/guardian	✓	No Action Required		
			H	Information on particular medical conditions has been received and recorded by person organising the outdoor adventure activity	✓			
			H	Safety instructions provided to students including information on correct clothing and equipment required	✓			
			H	Appropriately stocked first-aid kit and trained first-aider available	✓			
			H	When adventure/outdoor activities are provided by a company it is good practice that the group leader has obtained assurances in writing from the provider that:  Risks have been assessed and that the provider's employees are competent to instruct and lead participants of the group's age range on the activity  The equipment is appropriate and that its safe condition is checked before each use  There are emergency procedures (including arrangements for alerting the group leader)	✓			
			H	Adequate number of supervisory adults present				
			H	Principal and/or designated person responsible for safety, health and welfare is aware of the location of the group and duration of visit	✓			
			H	Safety briefing for adults assisting in supervision	✓			
			H	Head count carried out before departure and before return journey				
			H	Supervisor(s) has a fully charged mobile phone	✓			
			H	Students made aware of action to take if separated from group	✓			
			H	Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need arises	✓			

					✓			
--	--	--	--	--	---	--	--	--

**Cleaning - No.39 Cleaning - General Considerations (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Pushing/pulling heavy or awkward items		Back injury  Strains	H	A manual handling risk assessment must be carried out on tasks completed by cleaners See 'General School Risk Assessments - No. 28 Manual Handling'	✓	No action required		
			H	Storage areas for cleaning supplies, toilet paper etc. are arranged so that items are readily accessible, not requiring excessive stretching or reaching and not liable to fall	✓			
Contact with broken glass		Cuts	H	Broken glassware disposed to a separate waste glass bin and not mixed with general waste. Bin liner should not be used for glassware disposal bins	✓	No action required		
Damaged or defective electrical fittings and equipment		Electrocution  General injuries	M	Equipment used by cleaners is inspected and tested- See 'Classroom- No. 3 Portable Electrical Appliances'	✓	No action required		
			H	Cleaner reports any fault in equipment to person in control of workplace	✓			
			H	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'	✓			

**Cleaning - No.39 Cleaning - General Considerations cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Washing and vacuuming floors and stairways		Slips, Falls	H	When washing floors 'wet floor' signs are used - See 'Classroom - No.1 Slips, Trips, and Falls'	✓	No action required		
			H	Stairways are washed outside of heavy use times and steps are dried immediately where possible	✓			
			L	When using the vacuum cleaner, care should be taken to ensure cable does not pose a trip hazard	✓			
Inadequate welfare provisions		Inadequate toilet, washing and rest facilities	H	Cleaners have access to welfare facilities	✓	No action required		
			H	Cleaners have a place to store outdoor clothes and personal belongings while at work	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /



**Cleaning - No.40 Hazardous Substances (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Contact with chemical cleaning products		Skin Irritation	H	Safety Data Sheet (SDS) have been obtained for all hazardous chemicals and a copy kept on file in a suitable location, accessible by relevant employees	✓	No action required		
		Allergies						
		Splashes (eyes)						
		Burns	H	Personal Protective Equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS)	✓			
			H	Chemicals are labelled and stored safely in accordance with requirements of Safety Data Sheet (SDS)	✓			
			H	Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together	✓			
Contact with biological agents		Needle stick injury	H	All biological fluids e.g. blood, are treated as potentially infectious and gloves are worn during clean up	✓	All needle stick bins locked away		
		Infectious disease	H	To reduce the possibility of needle stick injury, individuals should not put hands into bins or into areas where the contents cannot be seen	✓			
		Exposure to infectious diseases	H	Clinical waste must be disposed of in a clinical waste/sharps bin. All clinical waste must be disposed of by an appropriate waste disposal company	✓			
						No action required		

			H	If an employee suffers a needle stick injury bleeding is initially encouraged and medical attention is sought immediately	✓			
--	--	--	---	---	---	--	--	--

**Cleaning - No.40 Hazardous Substances cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Contact with hazardous substances		Dermatitis or allergy	H	Cleaners have been made aware of the potentially hazardous substances that they may inadvertently encounter when cleaning areas such as a science laboratory	✓	No action required		
			H	Cleaners have been given clear direction on what areas, equipment or substances they must not touch when cleaning specialist rooms	✓			
			H	Cleaners are made aware of hazard warning symbols on chemicals and care required when cleaning specialist rooms such as the science laboratory or other technical rooms	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Cleaning - No.42 Work at Height - Ladders (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Unsafe use of ladders and step ladders  Unsafe storage of ladders  Unsecured ladders		Falls from height	H	Ladders are only used for short duration work (less than 30 minutes) and where the risk of injury is low	✓	No action required		
			H	Ladders are only used for light work and not for work that involves carrying heavy or awkward items	✓			
			H	Ladders are stored safely and unauthorised use is prohibited	✓			
			H	Ladders are set out on a firm base and leaning at the correct angle 75 degrees (1:4) <sup>1</sup>	✓			
			H	Ladders are tied at the top to a secure structure. If a ladder cannot be tied at the top it is secured at the bottom, or held by a second person	✓			
			H	Ladders are not placed on a drum, box or other unstable base	✓			
			H	Ladders are removed to storage at the end of each working day to ensure that unauthorised access to roof etc. by others, particularly students, is prevented	✓			
			H	Footwear is free from mud/grease before climbing a ladder	✓			
			H	3 points of contact are maintained at the working position	✓			

**Cleaning - No.42 Work at Height - Ladders cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M=Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Defective ladders		Falls from height	H	The condition of the ladder is checked before each use for cracked or bent stiles or rungs, corrosion, defective or missing fittings or ties. Employees do not use the ladder if it is damaged in any way and report defects immediately to appropriate contact	✓	No action required		
			H	Wooden ladders should not be painted  See Schedule 7 of the Work at Height Regulations	✓			
Overreaching		Fall from a height resulting in serious injury or death	H	When using ladders employees do not work on top 3 rungs, or top 2 steps for step-ladders	✓	No action required		
			H	Where possible an alternative method of working is used, e.g. using extendable poles to clean high level areas	✓			
			H	Ladders are properly set up to avoid overreaching	✓			
			H	Mobile towers are used where practicable  See 'Use Ladders Safely - Information Sheet' available at <a href="http://www.hsa.ie/publications">www.hsa.ie/publications</a>	N/A			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Cleaning - No.43 Toilets and Showers** (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M=Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Loose/broken fittings		Cuts	<b>H</b>	Condition of toilets and hand basins checked by cleaner daily (including stability of bowl and cistern, hand basins)	✓	No action required		
Cracked floor tiles		Slips, Trips, Falls	<b>H</b>	Cracked floor tiles are repaired ASAP	✓	No action required		
Legionella		Respiratory disease - legionella	<b>H</b>	See 'General School Risk Assessments - No. 33 Legionella'	✓	No action required		
Mould growth		Respiratory disease - Mould toxins	<b>H</b>	See 'General School Risk Assessments - No. 31 Mould'	✓	No action required		
<p>If there is one or more <b>High Risk (H)</b> actions needed, then the risk of injury could be high and immediate action should be taken. <b>Medium Risk (M)</b> actions should be dealt with as soon as possible. <b>Low Risk (L)</b> actions should be dealt with as soon as practicable.</p>								
Risk Assessment carried out by: _____						Date:    /    /		

**Cleaning - No.43 Toilets and Showers cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Improperly maintained hot and cold water system  Scalding water		Burns/ scalds	<b>H</b>	Water temperature to basins maintained below scalding. Cleaner reports scalding water problems to caretaker and action taken immediately	✓	No action required		
Inadequate ventilation		Inhalation of cleaning products	<b>M</b>	Extraction system is operational or windows can be opened	✓	No action required		

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Maintenance - No. 44 General Considerations (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls <small>*Risk rating applies to outstanding controls outlined in this column</small>	Person responsible	Signature and date when action completed
Unsafe system of work		Cuts/lacerations Eye injuries Slips, trips, falls Amputation, fatalities'	<b>M</b>	Caretaker has received basic safety training including relevant information as set out in the safety statement, risk assessment and applicable information regarding safe working procedures	✓	No action required		
Inadequate personal protective equipment (PPE)		Exposure to hazardous substances Cuts/lacerations Eye injury	<b>M</b>	Caretaker has been provided with appropriate personal protective equipment (PPE) and clothing where necessary and has been instructed on how to use PPE correctly	✓	No action required		
Inadequate information for caretakers/contractors		Injuries resulting from inadequate information about safety procedures, etc.	<b>H</b>	Caretakers/contractors liaise with the Principal or designated person when arriving at the school prior to carrying out maintenance work	✓	No action required		



Maintenance - No.44 General Considerations contd. (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Fire		Burns Asphyxiation Explosion	L	The caretaker is trained in the use of fire extinguishers	✓	No action required		
			H	The caretaker is aware of all external gas, water and electricity cut off points	✓			
Poor housekeeping		Slips, trips, falls	M	Workshop or storage areas used by the caretaker are adequately lit, free from trip hazards with items stored in such a way as not to cause injury	✓	No action required		
Working with electricity		Electrocution	H	Caretaker does not carry out repairs on electrical circuits unless competent to do so	N/A	Electrician employed if required		

Maintenance - No.44 General Considerations contd. (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Contact with chemical product, (e.g. pesticides, herbicides, biocides, cleaning products)		Skin Irritation	H	Safety Data Sheet (SDS) have been obtained for all hazardous chemicals and a copy kept on file in a suitable location, accessible by relevant employees	✓	No action required		
		Allergies	H	When choosing herbicides, pesticides and chemical cleaners the least hazardous chemical is purchased	✓			
		Splashes (eyes)						
		Burns	H	Personal protective equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS)	✓			
			H	Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together	✓			
			H	Spraying of herbicides is carried out in calm weather conditions when employees or students are not in the spray area	✓			
			H	Safety Data Sheets (SDS) readily available for all hazardous chemicals	✓			
			H	All hazardous chemicals labelled correctly - labels understood, intact and legible?	✓			
			H	New Classification and labelling regime (CLP) understood by teachers and students	✓			
			H	Information on hazard label corresponds to information on Safety Data Sheets (SDS)	✓			

Maintenance - No.44 General Considerations contd. (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M=Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Direct contact with Biological Agent		Needle stick injury	H	All biological fluids are treated as potentially infectious and gloves are worn during clean-up of any biological agents encountered by cleaners/caretakers/ contractors	✓	All precautions in place		
		Infectious disease						
		Exposure to infectious diseases	H	To reduce the possibility of needle stick injury, cleaners/caretakers/contractors should not put hands into bins or into areas where the contents cannot be seen	✓			
			H	Clinical waste must be disposed of in a clinical waste/sharps bin. All clinical waste must be disposed of by an appropriate waste disposal company	✓			
			H	If an employee suffers a needle stick injury bleeding is initially encouraged and medical attention is sought immediately	✓			
Poor storage arrangements for laboratory chemicals		Uncontrolled access and exposure to hazardous properties of laboratory chemicals	H	Chemicals are stored in separate and well ventilated room- access controlled	✓	No action required		

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

Maintenance - No.47 Boiler house and fuel tanks (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Flammable gas or oil		Asphyxiation	L	Gas detectors are in place with automatic shut off (gas boiler only)	✓	No action required		
		Fire	H	Gas detectors are serviced annually	✓			
		Explosion	L	The fire detection system in the boiler house is linked to main alarm system and serviced annually	✓			
		Burns	H	If the boiler contains a pressure vessel it should be examined by a competent person once a year	✓			
			H	The boiler is serviced annually by a competent person and service records are maintained at the school	✓			
			H	Smoking in or near the boiler room is prohibited	✓			
			H	A hot work permit is operated for all work in the vicinity of the boiler room, oil tank or gas tank	✓			
		H	If a smell of gas is detected the gas contractor is notified	✓				
Flammable gas or oil  Access by unauthorised persons		Burns	M	Oil fired boiler has an automatic extinguisher hanging on a rigid bar over the burner	N/A	No action required		
		Asphyxiation	M	Extinguisher serviced annually	✓			
		Fire Trip, fall Explosion	H	Safe access is provided	✓			

			<b>L</b>	Unsafe access to boiler room is prevented				
			<b>M</b>	Unauthorised persons are not permitted in the vicinity of the boiler room				

Maintenance - No.48 Grass Cutting/Ride-on Mower (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Unsafe system of work		Eye/body injury Cuts/lacerations Burns	H	Personal protective equipment (PPE) and clothing provided and worn as necessary	✓	No action required		
		High noise level/ hearing damage Crush injuries	H	Mower is only started when it is safe to do so - no bystanders in the vicinity	✓			
		Overturning of ride-on mower	H	No passengers are allowed on the ride on mower	✓			
			H	The ride on mower is not driven up or down excessively steep slopes	✓			
			H	Only to be used in accordance with user manual/manufacturers instructions	✓			
Flying debris		Eye/body injury	H	Area checked for stones, glass, metal and debris before starting	✓	No action required		
Hot engine parts		Burns	H	Engine refilled before starting work while the engine is cool. If refuelling is required before the job is completed, wait for the engine to cool	✓	No action required		

Maintenance - No.48 Grass Cutting/Ride-on Mower cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Rotating machinery		Cuts/amputation	H	Shields, guards, interlocks and othersafetydevicesareinplace and workingproperly	✓	No action required		
			H	Engine shut off beforecleaning out clogged chute or any other obstructions	✓			
Vibration		Hand arm vibration or whole body vibration	L	The ride on or push mower is used for time periods as specified by manufacturer's instructions	✓	No action required		
Defective equipment		Injuries due to defective equipment	H	The equipment is inspected and serviced by a competent person	✓	No action required		
			H	Defects are reported immediately to the Principal and/or designated person responsible for safety, health and welfare and the equipment is taken out of use until repaired	✓			
Loose clothing and neck ties		Serious injury, e.g. loss of limb	H	No loose clothing or neck ties should be worn when operating the ride on mower	✓	No action required		

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

**Maintenance - No.50 Strimmer** (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Rotating equipment		Flying debris causing eye/body injury	H	Personal protective equipment (PPE) and clothing available and used as per manufacturers instruction	✓	No action required		
		Fire causing burns						
		Hand arm vibration						
		Cuts	H	People kept away from operating areas	✓			
		Defective equipment leading to injury						
		Eye/body injury	H	Area checked for stones, glass, metal and debris before starting	✓			
		Falls						
		Entanglement			✓			
			H	The equipment is inspected before use and serviced by a competent person	✓			



			<b>M</b>	Engine refilled before starting work while the engine is cool. If refuelling is required before the job is completed, wait for the engine to cool				
--	--	--	----------	---	--	--	--	--

Maintenance - No.50 Strimmer cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Rotating equipment		Falls	H	Shields, guards, and other safety devices are in place and working properly	✓	No action required		
		Cuts	H	Good balance and secure footing maintained when operating	✓			
		Eye/body injury			✓			
		Entanglement			✓			
	✓							
Noise		Hearing loss	H	Appropriate ear protection to be worn as necessary	✓	No action required		

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

**Canteen - No.53 Canteen - General Considerations (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Unsafe storage of kitchen items		Toppling goods	<b>H</b>	Utensils, crockery and other items are stored appropriately on shelves and in cupboards to prevent toppling and unsafe access	✓	No action required		
Fire		Burns Smoke inhalation	<b>H</b>	Designated employees have received training in the use of fire fighting equipment	✓	No action required		
			<b>H</b>	An F type fire extinguisher is accessible where a deep fat fryer is being used	✓			
			<b>H</b>	The kitchen is fitted with an appropriate fire alarm system  See 'Nos 12 & 13 General School - Fire	✓			
Damaged electrical fittings and equipment		Electrocution  Cuts	<b>M</b>	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 replaced. Complete 'No.3 - Portable Electrical Appliances'	✓	No action required		
Explosion		Scalds	<b>M</b>	Pressurised water boiler examined by a competent person annually	✓	No action required		
Heated utensils and appliances  Steam		Burns  Scalds	<b>M</b>	Self-service water boiler is serviced annually	✓	No action required		
			<b>H</b>	Gas hobs or ranges are serviced as per manufacturer's instructions	✓			

			<b>M</b>	Microwaves are used as per manufacturer's instructions			
					✓		

Canteen - No.53 Canteen - General Considerations cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Sharp knives and cutters		Cuts/lacerations	M	Knives kept sharp (blunt knives require additional force in use leading to accidents)	✓	No action required		
			H	Knives and cutters checked for damaged blades or handles once per term and disposed of if damaged	✓			
			M	Knives and cutters stored separately to other equipment	✓			
			H	Knives are washed in sink separately from other items of equipment and never left soaking in sink	✓			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

**Canteen - No.54 Working with Chemical Products (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls <small>*Risk rating applies to outstanding controls outlined in this column</small>	Person responsible	Signature and date when action completed
Contact with chemical products, (e.g. cleaning products)		Skin Irritation	H	Relevant employees are aware of the hazards and precautions that must be taken when using chemical products, and have access to Safety Data Sheet (SDS)	✓	No action required		
		Splashes (eyes)	H	When choosing chemical cleaners the least hazardous chemical is purchased	✓			
		Allergies						
		Burns						
		Personal protective equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS)						
Chemical products are labelled and stored safely in accordance with Safety Data Sheet (SDS) requirements	✓							
Students/staff do not have access to chemical products	✓							

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.  
**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_ Date:    /    /



