



St Francis National School

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Health & Safety Statement

In reading this policy, it should be noted that the term "Parent(s)" also includes Guardians and should be interpreted as such.

Rationale

The Board of Management of St. Francis NS, charged with the direct governance of the school, had prepared this "Health & Safety Statement", in accordance with the requirements of the Health, Safety and Welfare at Work Act, 2005.

In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children.

"Health & Safety" within the school is and always has been, an intrinsic duty of all employees and school community members, and one which calls for constant vigilance.

Safety Statement

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the cooperation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of St. Francis NS wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Plant and Machinery may be operated safely, insofar as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- Employees shall be consulted on matters of health and safety.
- Provisions shall be made for the election by the employees of a safety representative (Elaine O'Rourke).

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

The Board of Management of St. Francis NS undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 ([http://www.hsa.ie/eng/Topics/Managing Health and Safety/Safety, Health and Welfare at Work Act 2005/](http://www.hsa.ie/eng/Topics/Managing_Health_and_Safety/Safety_Health_and_Welfare_at_Work_Act_2005/)) are adhered to:

Duties of Employees:

It is the duty of every employee while at work:

- To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or item provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or thing provided for securing safety, health or welfare of persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 9 of Safety, Health and Welfare at Work Act 1989).

Consultation and Information:

It is the policy of the Board of Management of St. Francis NS to consult with staff re. safety audits, to make a copy available of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in relation to future staff training and development plans.

Hazards:

Hazards shall be divided into two categories. Those which can be rectified, will be dealt with as a matter of urgency. Those that cannot, will be clearly indicated and appropriate procedures will be put in place to cope with them. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire:

It is the policy of the Board of Management of St. Francis NS that:

- The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- A fire drill will take place at least once a term (Brigitte Nelson Fire Officer)
- Fire alarms shall be clearly marked.
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher must ensure that the exit from her/his classroom is kept clear. P.E. hall, small hall and entrance lobby.
- Assembly area is designated outside of the building, and the location specified.
- Exit signs shall be clearly marked.
- All electrical equipment not permanently wired shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, are

responsible for the office. Staff room is every teacher's responsibility on a rota basis. Cleaner to check when cleaning.

- All staff shall be responsible for fire drills and evacuation procedures.
- All recommendations made by a Fire Officer (Brigitte Nelson) in addition to these provisions shall be implemented.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

- Wet corridors
- Trailing leads
- Computers
- Guillotine
- Projectors
- Fuse Board
- Electric kettles
- Boiler house
- Ladders
- Excess Gravel on school yard
- Protruding units and fittings
- Flat roof of school
- External stores to be kept locked
- Garden equipment
- Entrance/Exit of car-park
- Garden stores
- Icy surfaces on a cold day
- Mats in hall plus other P.E. equipment
- Windows opening out

To minimise these dangers the following safety/protective measures must be adhered to (see duties of employee in this document):

- Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- Where applicable, the Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.

- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Ladders must be used with another person's assistance.
- Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- P.E. equipment is stacked securely and is positioned so as not to cause a hazard and that P.E. Hall is left in a tidy condition.
- Check that all PE and other mats are in good condition.
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by principal and Caretaker and/or Staff Safety Representative (Elaine O'Rourke).
- Check that wooden beams, benches etc. are free from splinters and generally sound.
- Check that vaulting horses, beams and benches are stable and do not wobble when in use.
- Check that there are no uneven/broken/cracked paving slabs.
- Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.
- Check that manholes are safe.
- Check that all play areas are kept clean and free from glass before use.
- Check that outside lighting works and is sufficient.
- Check that all builders' materials, caretakers' maintenance equipment, external stores etc are stored securely.
- Check that refuse is removed from the building each day and is carefully stored outside.

Constant Hazards:

Machinery, Kitchen equipment, Electrical appliances.

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

Electrical Appliances:

Arrangements will be made for all appliances to be checked on a regular basis, at least annually, by a competent person. Before using any appliance, the user should ensure that:

- All safety guards, which are a normal part of the appliance, are in working order
- Power supply cables/leads are intact and free of cuts or abrasions.

- Appliances are unplugged when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Guidelines issued by the Health and Safety Authority are followed.

Chemicals:

It is the policy of the Board of Management of St. Francis that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them.

Drugs and Medication:

Drugs and medications will be stored and administered in line with our administration of medicines policy. Where there is a shelf inside the classroom door as in the main building, medicines are stored in a marked container there, and otherwise in the bottom drawer of the class teacher's desk.

Welfare:

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

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

Members of staff and students are reminded:

A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.

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

Highly Polished Floors:

It is the policy of the Board of Management of St. Francis NS that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school

hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors, surfaces and drainage channels being affected by frost in cold weather.

Smoking:

It is the policy of the Board of Management of St. Francis NS that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Broken Glass:

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal/Caretaker so that it may be immediately removed.

Infectious Diseases:

It is the policy of the Board of Management of St. Francis NS that steps will be taken to ensure the safety of staff and students against all infectious diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

First Aid:

See Accidents & Emergencies Policy

All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Incident Report is to be maintained for the recording of accidents and incidents.

Access to School:

All staff members sign in and out of the school building.

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. All visitors are required to sign the visitors' book with details of date and time of entry and leaving. Any contractor must make direct contact with the Principal/Secretary before initiating any work on the premises and shall be shown a copy of the Health and Safety statement applying to the school and shall agree to its provisions.

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

Collecting Children:

- All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- Cars are advised to drive slowly on entering school roundabout when collecting children.
- Those parking outside the school grounds are advised to accompany children to and from the school premises.
- The school must be informed if a child is being collected by parent/guardian before the end of the official school day. In such circumstances, parents are requested to sign their children in and out of school (ideally the day before or by phone call if at short notice. Children should not be collected during break times).
- Children who become ill during the day must be "signed out" by parent/guardian, when being collected. This record to be kept in the office by the school secretary.
- Teacher is to be informed if someone different is collecting a child at the end of the day.

Safe Work Practice Sheet:

- Cleaners must wear gloves when ringing out wet mops and when handling detergents to prevent dermatitis.
- Cleaners have been asked to ensure that their storeroom is always locked when they have finished using it.
- Teachers are asked to wear gloves when dealing with children's wounds. This is especially important where blood is involved.
- The Caretakers must wear protective eye coverings when using trimmers, electric or mechanical hedge clippers or other such equipment.
- The Caretakers must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.
- Caretakers must wear protective masks to prevent the inhalation of gasses while using chemicals such as weed-killers and others.
- Cleaners and Caretakers, teachers and secretary or others using the school, are all asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could cause tripping etc...
- All staff members and all other employees are familiar with the location and use of fire-fighting equipment. Dry powder fire extinguishers only may be used on fires caused by electrical

appliances. Staff training in the use of these will be arranged periodically.

- Employees do not use step-ladders or other ladders without the assistance of a colleague.
- Employees inspect step-ladders for loose steps, non-rigidity, proper locking bars before use.
- Employees do not stand on chairs which are placed on tables, when changing light bulbs, dusting etc...
- Employees report defective equipment to the Principal.
- Employees report incidences of uncollected refuse.
- Cleaners and Caretakers read the instructions and warnings on containers before using the contents. They follow the instructions re. Washing of eyes, if affected by splashing, use of protective masks, wearing of gloves etc...
- Teaching Staff or other employees must use covered containers for hot drinks when outside the staffroom.

The Caretaker will:

- Check that all windows are securely locked each evening.
- Check that all electrical equipment i.e. kettles, photocopier, hot water switches, water boiler etc are switched off.
- Check regularly that the Switch Room is free from all materials foreign to this part of the school.
- Ensure that the shed and outdoor storage rooms are **never** left unlocked and that weed-killers, insecticides are never left in a prominent or easily accessible position.
- Check and keep the boiler house and oil/water tank house locked **at all times**.
- During exceptionally frosty weather, ensure that the school heating system comes on for a few hours during the night and/or during weekends and during holiday times.
- The caretaker shall make himself familiar with all fire controlling equipment (including dry powder fire extinguishers) on the premises, know where it is located and how to use it.
- He shall be on the lookout at all times for risk situations and shall repair faults or report them to the Principal.
- He shall familiarise himself sufficiently with the school's **Safety Statement** and especially with those parts which are relevant to his own position.

Fire Safety

- A Fire Drill will be organised at least once per term and will be recorded.
- Fire Alarm System and Fire Extinguishers will be monitored regularly.
- A Fire Drill Organisation Plan will be displayed in each room of the school.

Fire Drill Organisation

- 1: Assembly Points:** Each Class will assemble at their Appointed Assembly point as indicated on the Fire Escape Route Map.
- 2: Fire Drill Warning:** When fire alarm sounds, silence is expected.
- 3: Evacuation:** The teacher is in sole charge of their own class.
Teacher ensures all windows and doors are closed and toilets are checked.
Teacher should bring a class list or if not in their classroom a laminated pupil list is available at the front door. Secretary takes these out on their way outside.
- 4. Exit Routes:** Map by each room door (checked in September 2023 by Brigitte Nelson & Elaine O'Rourke).
- 5: Assembly:** When pupils arrive at assembly points, they should line up, class by class.
The teacher will then call the roll and report the findings to the principal. If a child is missing, their class teacher will leave their class in the care of another teacher while they search for the missing child.
SET teachers will be responsible for children in their care at the time of fire drill.
SNAs to exit with class they are working with, at the time of Drill.

Further Fire Precautions

Emergency Lighting and Exit Signs:

At the beginning of concerts, large meetings or whenever crowds are assembled in the Large G.P., attention is drawn to the location of the Emergency Lighting (rear of hall) and Exit Signs.

External Fire Hydrant and Water Mains:

The Fire Hydrant is **Clearly Marked (H)** and **located** on the main **footpath** leading to the school's main entrance door.

The **water control** is:

- (a)** outside the school's main gates in front of the school building.
- (b)** There is a second water control outside the windows of Room 2.

Both controls are clearly marked **S.V.** (Sluice Valve).

Location of Fire Extinguishers:

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|-----------------------------------|-----------------|
| • Kitchenette: | Fire blanket . |
| • Staff Room: | CO2 |
| • Inside main entrance | CO2 & AFFF Foam |
| • At bottom of staircase 3 | CO2 & AFFF Foam |
| • At top of staircase 3 | CO2 & AFFF Foam |
| • Beside Multi Purpose Room | CO2 & AFFF Foam |
| • Beside Upstairs Assisted Shower | CO2 & AFFF Foam |
| • In each portacabin | CO2 & AFFF Foam |

Fire Points containing Fire Extinguishers are located strategically around the building. As stand-alone buildings, there are Fire Extinguishers in each of the temporary classrooms.

The fire curtain over the central stairs automatically descends when fire alarm sounds and windows in the stairwells automatically open. The fire doors automatically close. Classroom 01 and Classroom 02 have fire doors which need to be closed when leaving the building. There is an emergency call point at each end staircase.

The Main Traffic Entrance:

The parents are reminded at regular intervals both by the principal in letter form and also by the caretaker, that the Main Entrance Gate should never be blocked by parked cars. This is to facilitate emergency services such as **Ambulance, Fire Brigade** and also to ensure the safety of the **Children** when **Entering** and **Leaving** the school grounds.

Cleaning the School (Hygiene):

The Caretaker and cleaners are in charge of the cleanliness of the interior of the school, subject to the Authority of the Board of Management.

When any member of the staff becomes aware of any situation which they may be deem hazardous to the Safety, Health or Welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc. they notify the Caretaker or/and the principal and, if necessary, make a log of it in the Maintenance Book, kept in the school office.

They are aware of the location of the Fire Extinguishers and know how to use them. They are aware of the numbers to dial to summon the Fire Brigade (Ambulance etc., 999 or 112) if necessary.

Hazards

Identifying Hazardous Areas for Children:

- The Building Management System room.
- The Communication room.
- The outside circuit board room.

- The Cleaner's Rooms and shed.
- The Switch Room.
- The Kitchenette
- The Car Park.
- PE storeroom

Precautions:

- Those areas shall be strictly **out of bounds** for the children at all times except when accompanied by a teacher.
- The Cleaners' Room and Boiler House shall be kept locked at all times.
- First Aid Equipment must be stored in the Staff Room.
- Teachers and all other employees of the school are expected to be vigilant at all times, and to report to the principal, deputy-principal any hazards which may come to their attention on the school premises – in rooms, corridors, toilets, halls, playground, playing fields etc.
- The Caretaker is asked by the principal to remedy such hazards immediately when they come to his notice or are brought to his attention by any staff member, or other school employees.

Identifying the Hazards – Section 12 (3):

Teachers and ancillary staff (Caretaker/Cleaner, Secretary, SNAs) are requested to conduct a Periodic Safety Check of their classrooms and/or workplace and to effect or to request immediate corrective action.

The Board of Management and Staff have identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

- Teachers will exercise professional judgement on the level of Safety required when attending activities outside school premises and bring to the notice of the principal any matter requiring corrective action.
- Pupils are trained to attend to their own safety and that of others on hazards with potential for injury and activities involving the use (or misuse) of rulers, scissors, mathematical instruments etc.
- Restricted areas – mentioned previously.
- Hygiene: Pupils are trained to wash their hands after using the toilet, to flush the toilets after use etc. etc. The following Social, Personal & Health Education (SPHE) programmes will be taught: Stay Safe Programme, Walk Tall, Oral Hygiene etc.
- Fire Drill
- Administration of Medicines
- Lift is serviced 4 times a year.
- Annual servicing of boiler.

Teachers are professional people trained to conduct group activity. They are committed people who try to exercise at least the level of care exercised by any diligent parent in the child's home environment. However, some accidents may occur.

In the event of an accident it is the school's policy to assess the situation, keep the child in question as calm and comfortable as possible and call for their parents and/or emergency services. See Accidents and Emergencies Policy.

The Staff's Safety Representative:

In accordance with section 13 (3) of the Safety, Health and Welfare at Work Act 2005, the teaching staff in consultation with other employees of the school, select from time to time a representative who, as a Safety Representative will conduct consultations with the Principal Teacher or with the Board of Management, pursuant to this section. The present Safety Representative is Elaine O'Rourke.

Classroom and Internal Rules

Be safe, Be a friend - Bí Slán, Bí Cairdiúil

- Follow instructions given by teachers and/or principal, at all times.
- Sit properly on chairs, all four legs on the floor.
- School bags: Infants – in personal pigeon hole; 2nd-6th Class: in designated boxes.
- Walkways in classrooms must be kept clear.
- All coats, jackets etc on hooks/boxes provided.
- During wet days, pupils will participate in supervised active breaks.
- Use all classroom and P.E. equipment, according to the teacher's instructions.
- When moving around the school, always walk, never run.
- Walk on the left hand side of the corridors.
- Watch where you are going – don't look behind you while walking.
- At all times, think of your own safety and the safety of others – especially younger, smaller pupils.

Yard Rules

Be safe, Be a friend Bí Slán, Bí Cairdiúil

- Play safely – no rough play or "pretend fighting".
- Stay in the designated area of the yard.
- Don't enter the school without permission.
- Report any problems/incidents to the teachers on yard duty.
- No swinging off basketball stands, rails, supports for trees.
- No swinging out of coats/hoods.

- No throwing of clothes, hats, shoes, pebbles, etc.
- If a ball goes out of the school boundary the teacher on yard duty must be told. **Do not** go out after the ball.
- Out of bounds areas- steps, ramp and outdoor classroom area.

This Safety Statement has been prepared with reference to conditions existing in the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements.

This Safety Statement is the product of extremely careful consideration over a long period of time and in all areas of school life, by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in the school.

Communication

This policy will be available in the Plean Scoile and on the school website.

Responsibility for Review:

All members of staff, Parent Association, BoM.

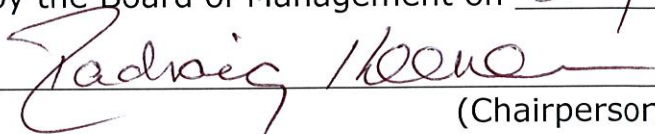
Timeframe for Review:

This policy will be reviewed annually

Next review: October 2024

Health & Safety Statement

Ratified by the Board of Management on 26/9/2023 (Date)

Signed:  (Chairperson, Board of Management)

Identification and Assessment of Hazards

Date: October 2023

Area: **External**

Suggested Remedy	Risk	Location	Hazard
Lock bins away	Can be used as climbing aid or to start fire.	Outside beside shed	Bins
Nosing of steps painted bright yellow Handrails maintained Yearly Reminders	Children may fall due to change in level	Outside on way to basketball pitch	External Steps
Check regularly to free drains of leaves and debris	Flooding	All around school	Drains
Regular checks and repair if necessary	Trip and fall hazard	Grass and tarmac play areas Around the school	Surfaces of Play Areas
Regular checks and repair if necessary Safety cage	Trip and fall hazard	Front entrance	Pavement near main entrance
	Water safety	Front entrance	Frog Pond

Reminders of how to engage
safely

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Identification and Assessment of Hazards

Date: October 2023

Area: **Internal- Classroom Hazards:**

Suggested Remedy	Risk	Location	Hazard
Push in before leaving table Four legs to remain on floor at all times Reminders	Swinging Falling Off Tripping over them	Classroom In pigeon holes/boxes On the backs of chairs	Chairs School Bags
Check often and keep a supply of newspaper	Slipping	Toilet Wet Area	Wet Floor
Walk in straight lines on the left hand side, without pushing etc. Reminders	Falling, running etc	From classroom to classroom, hall, yard etc	Movement from classroom
Reminders of moving safely in classroom Children are aware of classroom rules during supervised active wet play breaks	Falling and hitting heads off furniture or one another	Within classrooms	Running, rushing

Identification and Assessment of Hazards

Date: October 2023

Area: **Interior Hazards**

Suggested Remedy	Risk	Location	Hazard
Mats to be secured to floor PE Hall – heavy duty mats to be replaced	Tripping Hazard	At exits	Mats
Cleaner's store cupboards/rooms to be locked	Ingesting/inappropriate use of cleaning supplies	Cleaner's store cupboards/rooms	Cleaning Supplies
Reminders Appointing children to hold door open Lock door when not in use	Door slamming and breaking glass Children may be injured	Fire door – where children exit to go home (left side of building)	External fire door – where children exit to go home
Keep fire doors closed as much as possible	When exit doors open it creates a wind tunnel	In corridors	Internal fire doors- yellow doors
Data Communication Centre Room: Reminder to children – out of bounds area	Fire Injury	Upstairs at right of building	Data Communication Centre

Door stoppers to be used Equipment storage to be regularly monitored	Door slamming Objects not stacked correctly	P.E. Hall	Gym Store
Chair to be stacked 6 high only	Chairs falling down	P.E. Hall	P.E. Hall
Bookshelves to be kept neat and tidy- regular monitoring	Improper stacking of shelves may result in injury from falling objects	Throughout school	Shelving
Monitored daily	Surface water	Throughout school	Toilets
First Aid Kit to be kept in Staff Room Careful use	Scalding	Staff Room	Hot Water Boiler
No hot drinks outside of staffroom unless in suitable containers with lids	Scalding	Around the School	Hot Beverages
Servicing Supervised usage	Lift breaking	Foyer Area	Lift

Identification and Assessment of Hazards

Date: October 2023

Area: ASD Classes

Suggested Remedy	Risk	Location	Hazard
Identify triggers and intervene before an incident. Remove all children from the area and stay at a distance from the child. Teach and remind the child about appropriate and alternative behaviours.	Hurting themselves or others.	Anywhere	Self-harm or being aggressive/violent towards others.
Child to be accompanied by an adult at all times. Teach and remind the child about appropriate and alternative behaviours. Use of incentives.	Hurting themselves or others Flight risk	Anywhere	Refusal to respond to staff instructions: particularly in relation to safety measures
Child to be accompanied by an adult at all times. Teach and remind the child about appropriate and alternative behaviours.	Choke, hurt themselves	Anywhere	Child with Pica- frequently put things in their mouth.