



# The Burrow School

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## Health & Safety

Statement/Policy

**Reviewed: November 2024**

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**Rev. Philip Heak**  
**Chairperson**

# **Burrow School Staff**

PRINCIPAL:	Lynn Harley
DEPUTY PRINCIPAL:	Rachel Gardener (Acting)
Junior Infants:	Amanda Flanagan
Senior Infants:	Leagh Stewart/ Kim Anderson
First Class:	Rebecca Kee
Second Class:	Claire Johns
Third Class:	Clodagh Kelly
Fourth Class:	Aaron Slattery
Fifth Class:	Sharon heath/ Cathriona Harper
Sixth Class:	Ellen Honner
Special Education:	Maeve Swindell Vicki Craig Rachel Gardener
Secretary:	Ruth Johnston
Caretaker:	Gavin Stimpson
Lollipop Man:	Andrew Dunne
Cleaners:	Ailesbury Cleaning 1.30-5.00 daily
Telephone:	01 8325784
School e-mail:	<a href="mailto:burrowsecretary@gmail.com">burrowsecretary@gmail.com</a> <a href="mailto:burrowprincipal@gmail.com">burrowprincipal@gmail.com</a>

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## **STATEMENT OF GENERAL POLICY**

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 Burrow National School.

### **The Safety Statement aims**

- to create a safe and healthy working environment
- to protect employees from workplace accidents and ill health at work
- so far as is reasonably practicable, to comply with all the relevant health and safety legislation to include the following areas:

- Provision of a safe workplace
- Safe access and egress routes
- Safe equipment including maintenance and use of appropriate guards
- Provision of appropriate personal protective equipment

### **To Each Employee, Contractor and Visitor:**

This document sets out the **Safety Policy** of **Burrow School Board of Management** and specifies the means provided to achieve that policy. Our objective is to provide a safe and healthy work environment for all our employees and pupils, and to meet our duties to contractors and members of the public who may be affected by our operation so far as is reasonably practicable. The success of the policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety at the **Burrow School**. It is our intention to review this statement in the light of experience and developments at the School facilities. Employees are encouraged to put forward suggestions for improvements to the statement.

Signed: ..... Date: November 2024.

Philip Heak  
Chairman  
Board of Management

# **ORGANISATION AND RESPONSIBILITY**

Ensuring a safe place of work requires the co-operation of all employees and it is thus the legal duty of all employees to take reasonable care for their own safety, health and welfare and of any other person who may be affected by their activities.

The Board of Management and Staff who have supervisory duties must ensure, so far as is reasonably practicable and that all employees:

- Take reasonable care for their safety, health and welfare and any other person who may be affected by their work. This includes the use of personal protective equipment e.g. gloves as required by this safety statement, visors, face coverings, wipes and hand sanitizer as outlined in the Covid 19 Policy.
- Conduct and operate proper housekeeping and maintenance of the area for which they are responsible.
- Store all materials under their control safely and take account of the hazard of these materials.
- Communicate to the Safety Officer any hazards identified by them.

## **In Supervisory Capacities**

Chairman:  
Principal & Safety Officer on B.O.M.  
Deputy Principal:  
School Health & Safety Rep.

Rev Philip Heak  
Ms. Lynn Harley  
Ms. Rachel Gardner  
Ms Maeve Swindell

## **ROLES AND RESPONSIBILITIES**

### **Board of Management**

The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 and 2010 are applied.

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

- The provision and maintenance of all places in a condition that is safe and without risk to health.
- The provision and maintenance of safe means of access to and egress from places of work and the playground.
- The provision and maintenance of school and machinery.
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees e.g. gloves
- The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- The continuing updating of the Safety Statement.
- Provision for consultation with employees on matters of Health and Safety.
- That a safety representative is selected from its employees.

The Board of Management recognises that their statutory obligation under legislation extends to employees, pupils, any person legitimately conducting school business and to the public.

The Board of Management of Burrow National School undertakes to ensure that the Safety, Health and Welfare at Work Act 2005 (as amended) is adhered to.

A safety committee may be established to monitor the implementation of the Safety and Health Policy of Burrow National School and the requirements under the Safety, Health and Welfare at Work Act 2005.

### **Code of Behaviour**

If a pupil's behaviour is not in line with the Code of Behaviour and the school has concerns about the health and safety of others, the Board of Management can recommend parents/guardians to have the child assessed and, if

professionally advised, placed according to his/her needs. The school will make every effort to support parents/guardians in obtaining help for their child.

## **Admissions**

If Gardaí or Child and Family Agencies write to the school and give the opinion that the admission of a student would be detrimental on health and safety grounds the school can refuse admission.

## **Role of the Principal in relation to Health & Safety**

- Responsible for day-to-day running of Burrow School.
- To ensure the Safety Statement is suitable and sufficient for the school's activities and operations.
- That time is made available to provide adequate safety and health training.
- Ensure that this statement is available to all members of staff and visitors to school premises.
- To liaise with all staff on health and safety issues to ensure health and safety awareness is fostered throughout the school.
- Ensure that all goods and services provided to the school comply with current safety legislation.
- Ensure that all records relating to the health and Safety of staff including any accidents are maintained.
- Staff records kept on their files, accident involving pupils are stored the secretary's office. Records of accidents are kept for a period of 10 years.
- To liaise with the parents as appropriate.
- To make full use of the school's Insurance Company advice and assistance whenever necessary.

## **Safety Officer & Representative**

The Safety Officer is part of sub-committee which collates and reviews the Safety Statement for the school and in conjunction with the Board of Management addresses the Safety Statement at Board of Management meetings.

- Maintenance of an appropriate security and fire alarm system.
- Employ suitable company to check all fire fighting equipment in the school on an agreed regular basis.
- The Principal and Caretaker will perform an annual inspection of the school building and yard in so far as practicable to identify any hazards.
- To promote safety awareness throughout the school.
- To make representations to an employer on any aspects of safety, health and welfare at work.
- Prepare orderly evacuation system in the event of fire or any other event which may require children and staff to leave the school including fire drill etc.
- To check that any major or serious accidents are recorded on Aladdin.

## **All Staff**

**It is the duty of all staff to co-operate in the operation of this policy as set out in the Safety, Health and Welfare Act 2005 as follows:**

- To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omission while at work or undergoing training.
- To co-operate with the Burrow National School in order that the school can comply with relevant Health and Safety legislation.
- Not to engage in improper conduct or behaviour that is likely to endanger their own or others safety having regard to training or instruction given by their employer.
- All staff members who have responsibility for classrooms/rooms are required to ensure in as far as is reasonably practicable that the means of access and egress are safe and without risk to health.
- To report to Principal/Safety Rep. without delay, any defects in equipment, place of work or work system, which might endanger safety, health or welfare of which he/she becomes aware.
- In the event of any staff member being under medical supervision or taking prescribed medication and who have been medically certified fit for work they must notify the Board of Management of any known side effects or temporary physical disabilities which could ensue that would hinder their work performance and which maybe a danger to themselves or their fellow workers.
- Ensure that he/she is not under the influence of an intoxicant to the extent that he/she is in such a state as to endanger his or her own safety, health and welfare at work or that of any other person.
- Staff should recognise their role and responsibilities in ensuring that safety is managed within the Burrow National School.
- Smoking is prohibited while at work and within school grounds.
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare to persons arising out of work activities.

## **Caretaker**

- To check all equipment and work areas to ensure they are safe to use prior to using them. Where a defect or safety concern is identified ensure suitable to prevent re-use of equipment until it is made safe.

- To liaise with all maintenance and construction contractors employed by the school.
- To co-operate with fire drills.
- To maintain school building and environment in safe condition and to liaise directly with Principal when a safety issue arises.
- Use the correct systems of work and equipment for each activity of job.
- Not to use any equipment or carry out any inappropriate activity so as to affect the safety of the pupils/staff/parents.
- Smoking is prohibited while at work and within school grounds.
- To participate in safety training e.g. Manual handling, keep a record if training is refused.
- To report immediately accidents, near misses or safety concerns or defects to the Principal.

### **Cleaning Staff**

- To protect their own health and safety and that of any other person likely to be affected by their work.
- To report immediately accidents, near misses of safety concerns or defects to Principal.
- Use the correct systems of work for each activity or job.
- Not to use any equipment or carry out any inappropriate activity so as to affect your safety or that of the pupils/staff/parents.
- Smoking is prohibited while at work and within school grounds.
- To check all equipment and work areas to ensure they are safe to use prior to using them.
- Where a defect or safety concern is identified ensure suitable isolation to prevent re-use of equipment until it is made safe.

### **Contractors**

- All contractors employed by Burrow National School will be required to comply with the requirements of the School Safety Statement.
- The contractor will be required to submit a Safety Statement, safe management system and insurance details prior to commencing work. These must relate specifically to the work being undertaken on the school's behalf.
- Prior to a contractor commencing work the following information will be requested/obtained by the school:

1. Details of any equipment/materials and systems for protecting the staff and the pupils during the contract and an agreement for storage arrangements of equipment/materials during the work.
2. Details of staff levels and competencies to complete the required work.
3. Details of safety management and monitoring proposed for the work.
4. Emergency plans, safe systems of work, schedule of works etc. for the operation contracted.

## **RESOURCES**

The Burrow School will make available, so far as is reasonably practicable the resources required to ensure the safety, health and welfare of its employees, pupils and all persons who come on site. In conjunction with this safety statement the Board of Management will provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the safety and health at work of its employees.

**Burrow School** has appointed a Safety Officer for the purpose of maintaining the procedure outlined in this statement to ensure, so far as is reasonably practicable, the safety, health and welfare at work and at school of its employees and pupils.

### **Training:**

The Board of Management of Burrow School recognises its obligation to provide instruction, training and supervision.

# HAZARDS

A hazard is anything that can cause harm or ill effects to the health of employees and can be summed up under the following categories; physical, human, health, biological and chemical.

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

Main Fuse Board

Boiler House

Photocopier

Trailing Leads

Plug sockets

Kettles and Boiler

Dishwasher

Microwave

Stepladders

Guillotine

Flat roof of School/falling slates from hall

Door Mats

Manholes

I pads, Laptops

Wet floors

Sinks in Classroom

Car park

Main Entrance to the School in  
frosty/snowy weather

Leaves/branches

Leaf Blower

Flooding in Yards

Fire

Kitchen Equipment

Spillage

Slippery Floor Surface

Chemicals

P.E. Equipment etc

## Hazards and Precautions to be taken

The following hazards are brought to the attention of all staff:

### **Fire and Burns:**

- The Board will require regular fire drills to be carried out. Details of emergency procedures shall be provided to all teachers/staff. Audible means of giving warning in the event of fire are installed and regularly checked where appropriate.
- Fire extinguishers and smoke alarms shall be provided and correctly sited to meet statutory and insurance requirements.
- Rubbish, waste and dust shall be removed regularly and in a safe manner.
- Electrical installations, equipment and appliances shall be adequately maintained and properly utilised so as to minimise the risk of fire.
- Smoking is prohibited on school premises.
- Electrical equipment shall not be obstructed by clothing or other articles and **shall be switched off** (*where possible*) when not in use or when offices are unoccupied.
- Electrically powered machinery e.g. photocopiers, etc., shall be safely isolated prior to attempting to investigate problems, breakdowns, etc.
- Due care shall be taken by employees while handling tea, coffee and other hot beverages and foodstuffs.
- Exit signs to be clearly marked.

### **Slips, trips and falls:**

- The school and its environs shall be maintained in good condition and free of tripping hazards, e.g. electric cables, telephone wires, poorly fitted or worn floor covering and mats.
- Care shall be taken to ensure that open doors of filing cabinets and cupboards do not contribute to tripping and bumping.
- Due care shall be taken when walking or transporting goods, e.g. stationary, files etc., on corridors or through doorways.
- Due care shall be taken when preparing tea and coffee etc. Spillages of any kind shall be cleaned up immediately.
- Aisles, passageways, platforms shall be maintained in safe condition so far as possible and free of hazardous objects and material.
- Adequate lighting shall be provided.
- All exits must be kept clear at all times.

- Storage areas including P.E. Equipment shall be maintained in safe condition so far as possible and free of hazardous objects and material.

### **Inadequate Lighting:**

- Windows shall be kept clean to ensure maximum utilisation of natural light.
- Internal illumination levels shall be adequate and appropriate to the nature of work to be performed.
- Light fittings and installations shall be kept clean and maintained so to prevent flickering or glare.
- External illumination levels shall be adequate and appropriate to ensure safe means of access/egress to and from the school.

### **Inadequate Heating:**

- Heating shall be provided and maintained at a level suitable to the work performed.

### **Poor Ventilation:**

- Work areas shall be provided with natural ventilation as is reasonably practical.

### **Severe Weather Conditions:**

- Frost/Ice/Snow/Cold Weather: Non-slip mats will be laid out to secure a safe passageway from the yard into the corridor.

### **Water:**

- Signs to be put up indicating whether water is for drinking or non-drinking purposes.

### **Visitors:**

- Persons coming onto the school grounds report to the school secretary.

### **Infectious Diseases:**

- It is the policy of the Board of Management of the Burrow National School that all infectious diseases shall be notified to staff and parents and steps taken to ensure the safety of staff and pupils against all such diseases. The Principal and staff will adhere to sound principles of cleanliness, hygiene, hand washing and disinfection. Disposable gloves are for use in all First Aid applications, cleaning tasks etc. Toilets, wash basins and hand dryers are provided.
- See Controls and Risk Assessment related to Coronavirus in the Covid 19 Policy, August 2020.

### **Pest Control:**

- It is the policy of the Board of Management of Burrow National School to engage the services of a pest control company such as (Rentokil) to regulate and control any infestation of rodents which might arise within the school or its environs.

## **Entrance to School Grounds:**

The entrance to the main gate must always be kept free of obstruction in order to facilitate emergency services into the school. To minimise the risk of an accident to both staff and pupils, parents are prohibited from driving into or parking their cars in the yard. Children are requested to use the pedestrian entrance.

## **Manual Handling:**

It is policy of Burrow School to instruct all employees not to engage in the lifting of heavy weights or bulky objects or to physically lift pupils as both exercises have the potential to cause injury.

All staff will be made aware that if it becomes necessary to lift a load then that staff member must seek help for same.

In the event of a pupil requiring lifting then the assistance of a second staff member must be sought for this purpose.

## **When lifting:**

All employees should observe the following techniques.

1. Stand close to the load
2. Bend your knees and keep your back straight.
3. Grasp the load firmly.
4. Lift with your legs and not your back.

## **Stress:**

Stress can arise when the demands of the job and the working environment on a person exceed their capacity to meet them. Stress is a hazard in most working environments.

The Board of Management in conjunction with the Principal will endeavour to promote a working environment that minimises stress to staff.

## **BULLYING IN THE WORKPLACE:**

The Health & Safety Authority defines bullying as follows:

'Bullying in the workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Bullying is where aggression or cruelty, viciousness, intimidation or a need to humiliate, dominates the relationships. Isolated incidents of aggressive behaviour, while to be condemned, should not be described as bullying. In the workplace environment there can be conflicts and interpersonal difficulties. Many of these are legitimate industrial relations difficulties, which should be

dealt with through the appropriate industrial relations channels. Only aggressive behaviour which is systematic and on-going should be regarded as bullying'.

At the centre of our school's response to bullying is the continued development of a positive school climate, which focuses on respect for the individual. The exercise of legitimate functions, in a reasonable and fair manner, does not constitute bullying.

### **Violence at Work:**

Physical force against an individual, verbal abuse, threats and threatening gestures are examples of violence.

The school will ensure that, where possible, staff are not put at risk of violence while performing work duties.

### **Harassment at Work:**

The Burrow National School is committed to providing a work environment free of any kind of harassment. Harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation is prohibited. Any incidents of harassment should be reported immediately to the Principal or if necessary, directly to the Chairman of the Board

## **HAZARD IDENTIFICATION PROCEDURES**

The following section of the safety statement denotes the hazards identified following a detailed risk assessment within the different areas of the Burrow National School. The risk assessment will be reviewed on a regular basis. Following such a review management shall amend the risk assessment as appropriate.

A hazard is anything that can cause harm or ill effects to the health of employees, staff, pupils and visitors. These hazard statements outline the equipment/facilities or lack of which that have the potential to cause harm, the action to be taken to reduce a potential hazard, whose responsibility it is and an assessment of the degree of risk if the action is not taken.

Risk means the likelihood of a harmful event such as an injury or death occurring from the hazard and is classified within the following categories:

1. Extreme:  
Death or serious permanent disability
2. High:  
Amputation of limbs, serious damage to spinal cord, serious internal injuries
3. Medium:  
Fractures, back injury, dislocation of joints, fingers
4. Low:

## Cuts, open wounds, sprains, strains

The areas covered by these hazard identification and risk assessments are:

- Classrooms, Special Education Teaching Rooms (2)
- Corridors, Hall, Staffroom, Reception
- Offices – Principal's/Secretary's
- Toilets
- Burrow Hall
- Boiler House, Caretaker's Shed
- Play Area, Tarmacadam and Green area
- Car park/Pedestrian Entrance
- Yard

## **First Aid:-**

**First Aid Boxes:** Located in main school building.

### **Stocking of First Aid Bags**

Persons Responsible are:-

**Sofie Skehan**

### **Contents of First Aid Bags**

Disposable Ice Packs	Elastic Bandage
Hypoallergenic Band Aid	Cotton Wool
Sterile Gloves	Burn Relief Spray/Cream
Cold Compress	Sterile Water
Individually Wrapped Triangular Bandage	Individually Wrapped Disinfectant Wipes
Absorbent Gauze	White open Woven Bandages
Scissors	Lint
Disposable Rubber Gloves	Surgical Dressings
Masks	Disinfecting wipes/ hand santiser

Ice packs are stored in the fridge. All pupils/ employees return ice-packs to the secretary by the end of the day. All ice-packs are wiped clean using a disinfecting wipe after each use.

### **PROCEDURES FOR FIRST AID AT BREAK-TIMES**

Injuries are checked and treated by the teacher on the main yard as follows:-  
Minor cuts/grazes are cleaned with water and/or plasters applied and children continue their play. No email is sent for minor injuries.

If the injury is more serious, once again it is cleaned and treated and the child is asked to sit down in the allocated sick bay in the yard until they feel better. Emails are not sent for these unless the teacher feels it is necessary.

Head injuries are reported to their class teacher and monitored. The child must stay in the sick bay. If the bump is minor, they are allowed to continue to play and the class teacher emails the details to the child's parents.

If a child is very distressed, has received a bad bump on the head or is bleeding

heavily, the class teacher comes out to them or if they are not available, help is sought from one of the other teachers.

All copies of emails sent to parents are stored on Aladdin.

Teachers should check at the end of each break to see if any of the pupils have had accidents during break and send an email to the parent concerned using Aladdin

## **PROCEDURE FOR CALLING AN AMBULANCE FOR A CHILD**

In the event of a child becoming ill or being involved in a serious accident, every possible effort will be made to contact the pupil's parents or the person delegated to take responsibility for the pupil.

If a child is seriously injured in the classroom, the teacher notifies the teacher next door who reports the incident to the office. If necessary the Principal or Secretary or class teacher will ring for an ambulance.

Arrangements will be made to take the other children out of the classroom. The injured child stays with a member of staff qualified in the administration of First Aid, until the arrival of his/her parents/guardians or the ambulance. If parents / guardians cannot be contacted, a teacher is delegated to accompany the child to hospital in the ambulance.

## **IF TEACHER REQUIRES AN AMBULANCE**

If a teacher has a serious accident or illness, a child should report to the nearest adult. **All pupils will be informed at the beginning of each term.**

Either the Principal or a member of staff will ring for an ambulance if deemed necessary.

Another member of staff takes the children out of the injured teacher's classroom. A staff member qualified in the administration of First Aid stays with the injured / ill teacher until the ambulance or medical aid arrives. A member of staff will be delegated to travel with the injured / ill teacher in the ambulance.

## **Procedures for dealing with Children who are sick:**

**Minor Sickness:** If a pupil is sick, the parent or guardian is telephoned to collect and seek medical advice if necessary.

In the case of **sudden serious sickness** a decision is made about the need for immediate hospital attention or otherwise. If hospital attention is needed, an ambulance is called immediately, and then the parent is informed. First aid is administered in accordance with good practice.

## **Administration of Medicine:**

See policy document for specific procedures.

## **FIRE ARRANGEMENTS**

In case of fire, the alarm can be raised at any of the BREAK-GLASS units at the following locations:-

### **BREAK-GLASS UNIT**

### **LOCATION:**

1. At back door of the main school building (outside the Principal's Office)
2. At entrance of the main school building
3. At entrance of the Burrow Hall
4. Two break-glass units in the infant corridor
5. In Burrow Hall, inside main door and at back Exit

In the case of fire, the alarm will sound and all staff and pupils should proceed immediately to their designated assembly point.

The designated assembly point is:

**At end wall of school facing main road**

## **Procedures to Activate Fire Alarm**

1. Fire drills are carried out once a term
2. Phone Indepth Security
3. Red key in unit outside the Principals office and sound alarm.
4. Turn horizontal
5. Turn off in new build, turn off in main corridor and turn off in boiler room.
6. Reset Burglar Alarm (type in code)  
If False Alarm sounds, advise **Indepth Security**, check building.  
Pupils must file to their assembly points.

## Fire Extinguishers

Fire Extinguishers are maintained by Amber Fire, Ph:061228991,  
at the following locations: In Burrow School:

<b>Type of Fire Extinguisher</b>	<b>Location</b>
2 kg Carbon Dioxide Fire Extinguisher	Reception Area
Fire Blanket & 1 kg Dry Powder	Principal's Office
Fire Blanket & 1 kg Dry Powder	Staff Kitchen
Fire Blanket & 1 kg Dry Powder	Senior Infants Classroom
Fire Blanket & 1 kg Dry Powder	Junior Infants Classroom
Fire Blanket & 1 kg Dry Powder	In 3 <sup>rd</sup> Classroom
6 litre Foam Spray Extinguisher	Corridor between 1 <sup>st</sup> and staff room
Fire Blanket & 1 kg Dry Powder	In 6 <sup>th</sup> Classroom
6 litre Foam Spray Extinguisher	In corridor between 2 <sup>nd</sup> and 3 <sup>rd</sup> class
Fire Blanket & 1 kg Dry Powder	In 5 <sup>th</sup> Classroom
Fire Blanket & 1 kg Dry Powder	In 4 <sup>th</sup> Classroom
6 litre Foam Spray Extinguisher & CO2	Corridor outside SET Room 1 (RG room)
Dry Powder	In SET Room 3 (VC room)
Fire Blanket & 1 kg Dry Powder	In SET Room 2 (MS room)
Fire Blanket & 1 kg Dry Powder	In 1 <sup>st</sup> Classroom
Fire Blanket & 1 kg Dry Powder	In 2 <sup>nd</sup> Classroom at Sink
6 kg Dry Powder	Porch of Burrow Hall
6kg powder and 6kg foam extinguisher	Under Sound System
Fire Blanket	In Burrow Hall Kitchen
Extinguisher	In Boiler House
6Kg foam extinguisher and 2kg Co2	Corridor of new build by main entrance door

Amber Fire is employed to assist in the selection of extinguishers and to familiarise all staff in their operation. Training records and annual extinguisher inspection records are maintained in the office.

## FIRE INSTRUCTIONS

Each member of staff should be given a copy of instructions every year

<b>FIRE INSTRUCTIONS:</b>
<b>The Fire Alarm Signal is: Bell Sounded</b>
<b>Place of Assembly: Specific areas in yard for each class.</b>

**GATEWAYS or PASSAGES to school must not be BLOCKED.**

**IT IS THE DUTY OF ANYONE DISCOVERING A FIRE TO RAISE THE ALARM AT ONCE AND SOUND THE FIRE WARNING SIGNAL.**

### **On Hearing the Fire Alarm:**

**FIRE BRIGADE** is called immediately.

#### **FIRE BRIGADE PHONE NUMBER: 999/112**

- Persons in charge of classes will take up their **Class Lists** and marshal the class in an orderly manner to the assembly point by an exit route away from the fire.
- Pupils will stand up, push in their chairs and vacate the room.
- Form single file and go by the most direct route to the appointed area.

**WALK  
BE SILENT  
STAY IN LINE**

**DO NOT** - attempt to leave the line

**DO NOT** - enter toilets

**DO NOT** - bring your school bag, coat or other personal property

- Other staff members will immediately make their way to the assembly point. Any pupil not with his/her class or group when the alarm sounds will make his/her way direct to the assembly point and join appropriate class or group.
- The searching of toilets or other rooms should be the duty of the teacher.
- There must be no rushing or overtaking on the way to assembly point.
- As soon as classes and groups are assembled, each teacher and senior members of a group will take a roll-call or count and report to the Principal Teacher if anyone is missing.
- **NO** other person must leave the assembly point until permission is given.
  - In the case of a **DRILL** by the Principal Teacher.
  - In case of a **FIRE** BY THE Fire Brigade Officer in charge.

These instructions are not intended to preclude an immediate attack on the fire with the available appliances, where this can be done without personal risk.

#### **CLASS IN BURROW HALL WHEN ALARM SOUNDS**

1. Assemble as in classroom.
2. Door holders take up positions.
3. Proceed via main door/Fire Exit to assembly points.

**CHILDREN NOT WITH A TEACHER (e.g. children on message) WHEN THE FIRE ALARM SOUNDS ARE TO WALK SILENTLY TO THEIR CLASS ASSEMBLY POINTS VIA THE NEAREST EXIT**

## **Annual Review of Health and Safety Statement**

It is the policy of Burrow National School that the Health and Safety Policy Statement be reviewed on an annual basis and updated if necessary.

To this effect, on an annual basis, the Health and Safety Representative will check the following and report to the Principal and caretaker any hazards for remedy.

### **1. CIRCULATION AREAS**

#### **PASSAGES: Check that:-**

- floor surfaces are even and are not slippery;
- passages are adequately lit;
- litter or rubbish has not been allowed to accumulate;
- mats, etc. are not positioned in such a way as to be tripping hazards;
- there are no areas of loose, flaking or damaged paint, plaster or plaster board.

#### **DOORS AND WINDOWS: Check that:-**

- doors are unobstructed;
- there are no doors with:
  - loose or broken hinges;
  - damaged or sticking catches;
  - broken wood panels or glass panels;
  - loose or stiff handles;
- doors are not allowed to swing freely without restraint;
- windows are not broken or cracked;
- windows open easily without undue force being applied;
- windows do not jut out dangerously when open;
- windows do not have broken fastenings or cords;
- windows are clean

#### **HEATING AND VENTILATION: Check that:**

- where there are large areas of glass facing direct sunlight, there is provision for shading e.g. blinds;
- windows can be easily opened to allow for adequate ventilation.
- heating system is maintained.

**FIRE SAFETY: Check that:**

- the fire exits and escape routes are clear from obstructions;
- fire doors are kept unlocked and unobstructed whilst people are on the premises;
- all designated fire exits are clearly marked;
- evacuation procedures are clearly displayed;
- staff and children are familiar with evacuation procedures;
- staff are familiar with and have been adequately trained in the procedure to be followed when using fire-fighting equipment;
- there have been practice evacuations/fire drills held three times a year;
- fire doors open outwards and are not held or wedged open;
- the fire-fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers' recommendations;
- the fire alarm system and smoke alarm are tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;
- Flammable substances e.g. cleaning fluids, photocopying chemicals etc. are stored correctly, away from any sources of heat.

**LIGHTING: Check that:-**

- all the light fittings are working and are kept in a clean condition;
- light switches are not broken and appear to be in a safe condition;
- the lighting is adequate for the type of work being undertaken.

**PLUGS/SOCKETS/LEADS: Check that:-**

- plugs are in good condition with no cracks or pieces missing;
- sockets are in good condition with no cracks or pieces missing;
- socket screws and mountings are secure;
- sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- indicator lights on sockets function correctly;
- insulation on leads are not cracked or frayed;
- leads are without knots or joins and are reasonably free of 'kinks';
- leads are the correct length for the equipment being used;
- there are no trailing leads;
- leads and flexible cable are securely fixed at both equipment and plug ends.

**EQUIPMENT: Check that:-**

- fixed and portable electrical equipment is not damaged and as far as can be ascertained, is operating correctly;
- equipment is only being used for purposes for which it was intended;
- where appropriate, all electrical equipment is switched off and, unplugged when not in use;
- on/off indicator lights function correctly;
- equipment incorporating heating has a thermal safety cut-out in addition to a thermostat.

**BURROW HALL: Check that:-**

- floors are clean, even, non-slip and splinter proof
- P.E equipment is stacked securely and positioned so as not to cause a hazard;
- check furniture, floors, apparatus, equipment and fittings;
- wooden beams, benches etc. are free from splinters and generally sound.

**THE STAGE: Check that:-**

- steps are not damaged;
- steps have an adequate handrail;
- stage lighting is properly wired and earthed, and stored correctly when not in use;
- curtains run freely.

## **2. NON-TEACHING AREAS**

**Staff Facilities: Check that:-**

- the staffroom kitchen is kept clean;
- the staffroom is clean, warm and well lit;
- the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided;
- there is provision for tea and coffee to be made;
- staff sanitary facilities are suitable, sufficient and properly cleaned.

**OFFICES: Check that:-**

- substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated.

### **BOILER ROOMS: Check that:-**

- all safety devices in the boiler room are in proper working order;
- the boiler is regularly maintained by a competent person;
- all cleaning materials, particularly those which might be hazardous, are securely stored.

### **HYGIENE: check that the following are available:-**

- Soap;
- Hand drying facilities;
- Hot water;
- Toilet paper;
- Hand Santizer
- Litterbin per classroom;
- Provision for disposal of sanitary facilities in staff toilets, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> toilets;
- Safe, suitable, sufficient and properly cleaned sanitary facilities.

### **OUTSIDE AREAS: Check that:**

- there are no uneven /broken/cracked paving slabs;
- outside steps are secure, with a firm fixed handrail;
- all play areas are kept free of leaves;
- outside play/PE appliances are securely anchored;
- basketball posts are covered appropriately;
- outside lighting works and is sufficient;
- all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;
- caretaker's maintenance equipment etc is kept securely.

### **Health and Safety Checklist for Classrooms for Summer**

**Class:**

**Teacher's Name:**

<b>Hazard</b>	<b>Issue</b>	<b>Further Action Needed</b>
<b>Movement around the classroom (slips and trips)</b>	<ul style="list-style-type: none"><li>▪ Is the internal flooring in a good condition?</li><li>▪ Are there any changes in floor level or type of flooring that need to be highlighted?</li><li>▪ Are gangways between desks kept clear?</li><li>▪ Are trailing electrical leads/cables prevented wherever possible?</li><li>▪ Is lighting bright enough to allow safe access and exit?</li></ul>	

	<ul style="list-style-type: none"> <li>▪ Are procedures in place to deal with spillages, e.g. water &amp; blood from cuts?</li> </ul> <p>For stand-alone classrooms:</p> <ul style="list-style-type: none"> <li>▪ Are access steps or ramps properly maintained?</li> <li>▪ Are access stairs or ramps provided with handrails</li> </ul>	
<b>Furniture and fixtures</b>	<ul style="list-style-type: none"> <li>▪ Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?</li> <li>▪ Is furniture in good repair and suitable for the size of the user, whether adult or child?</li> <li>▪ Is portable equipment stable, e.g. a TV set on a suitable trolley?</li> </ul>	
<b>Manual handling</b>	Have trolleys been provided for moving heavy objects, e.g. computers?	
<b>Computers and similar equipment</b>	Have pupils been advised about good practice when using computers?	
<b>Electrical equipment and services</b>	<ul style="list-style-type: none"> <li>▪ Are fixed electrical switches and plug sockets in good repair?</li> <li>▪ Are all plugs and cables in good repair?</li> <li>▪ Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)</li> <li>▪ Has any damaged</li> </ul>	

	electrical equipment been taken out of service or replaced?	
<b>Fire</b>	<p>If there are fire exit doors in the classroom, are they:</p> <p>Clearly marked; unobstructed; kept unlocked; and easy to open from the inside?</p> <p>Is fire-fighting equipment in place in the classroom? Are fire evacuation procedures clearly displayed? Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?</p>	
<b>Workplace (ventilation and heating)</b>	<p>Does the room have natural ventilation? Can a reasonable room temperature be maintained during use of the classroom? Are measures in place, for example blinds, to protect from glare and heat from the sun?</p>	
<b>Additional Issues</b>		

**Further action needed**

**Hazards noted:**

**Action taken and when:**

**Signed:**

## FOR OUR DAILY HEALTH AND SAFETY

### TEN BASIC RULES

1. No running indoors or running dangerously in the yard.
2. Classes should always move in single file in the classroom, in the corridor, in the assembly hall and to and from the yard.
3. In the classroom, aisles should be kept clear of bags, boxes etc.
4. Pupils should never climb on surrounding walls, sheds or basketball posts.
5. Pupils should not balance chair on two legs whilst sitting.
6. A safe distance should be kept from the pupil in front of and behind you in the line.
7. No rough or boisterous play at break times.
8. Personal hygiene is important. Wash and dry hands after using the toilet.
9. Use disposable tissues when you have a runny nose.
10. Keep your uniform clean and tidy and make a big effort to keep your classroom tidy.

## Regulations to be observed by all Pupils For the General Safety of all in School

Not permitted:

- Climbing on all walls, steps, basketball poles, sheds, railings, gates or trees.
- Bicycles, scooters, roller blades, etc. may not be used on the school grounds. Bicycles, etc. should be wheeled to the bicycle racks provided.
- Playing around Staff cars.
- Lifting or carrying of any children, by any children in the school yard.
- Leaving school grounds during school hours unless accompanied by an adult.
- Playing of dangerous or rough games.
- Mock fighting or wrestling.
- Use of impolite language.

**Gross Misbehaviour** is considered as follows:

*Examples of **Serious** Misbehaviour:*

- Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation).
- Behaviour that interferes with teaching and learning.
- Threats or physical hurt to another person.

- Damage to property.
- Theft.

Examples of **Gross** Misbehaviour:

- Assault on a teacher or pupil.
- Serious theft.
- Damage to property.

### **Playing Area:**

- Due to the confined space in the yard, children running about should take due care.

### **Games:**

- No ball-games, with the exception of organised activities.

### **School Property:**

- School property and equipment must be treated with respect.
- The cost of wilful damage will be met by those responsible.

### **Assembly:**

- **ALL** children are expected to line up and walk into class in an orderly fashion for the commencement of classes after their outside playtime concludes.

# ACCIDENT REPORT FORM

The following particulars of ALL accidents that require hospitalisation/ doctor visit must immediately be reported to the Chairperson of the Board of Management.

## QUERY

## REPLY

1. Place where Accident occurred:

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2. Date and Time of Accident:

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3. State cause of Accident:

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4. Give detailed account of accident stating as fully as possible the nature and result:

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5. Did the injured person cease class/work?

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6. Name and Address of person injured:

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7. Name and Address of witness of accident:

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8. Signature of person in charge at time when the accident occurred:

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Signature of Principal

Date

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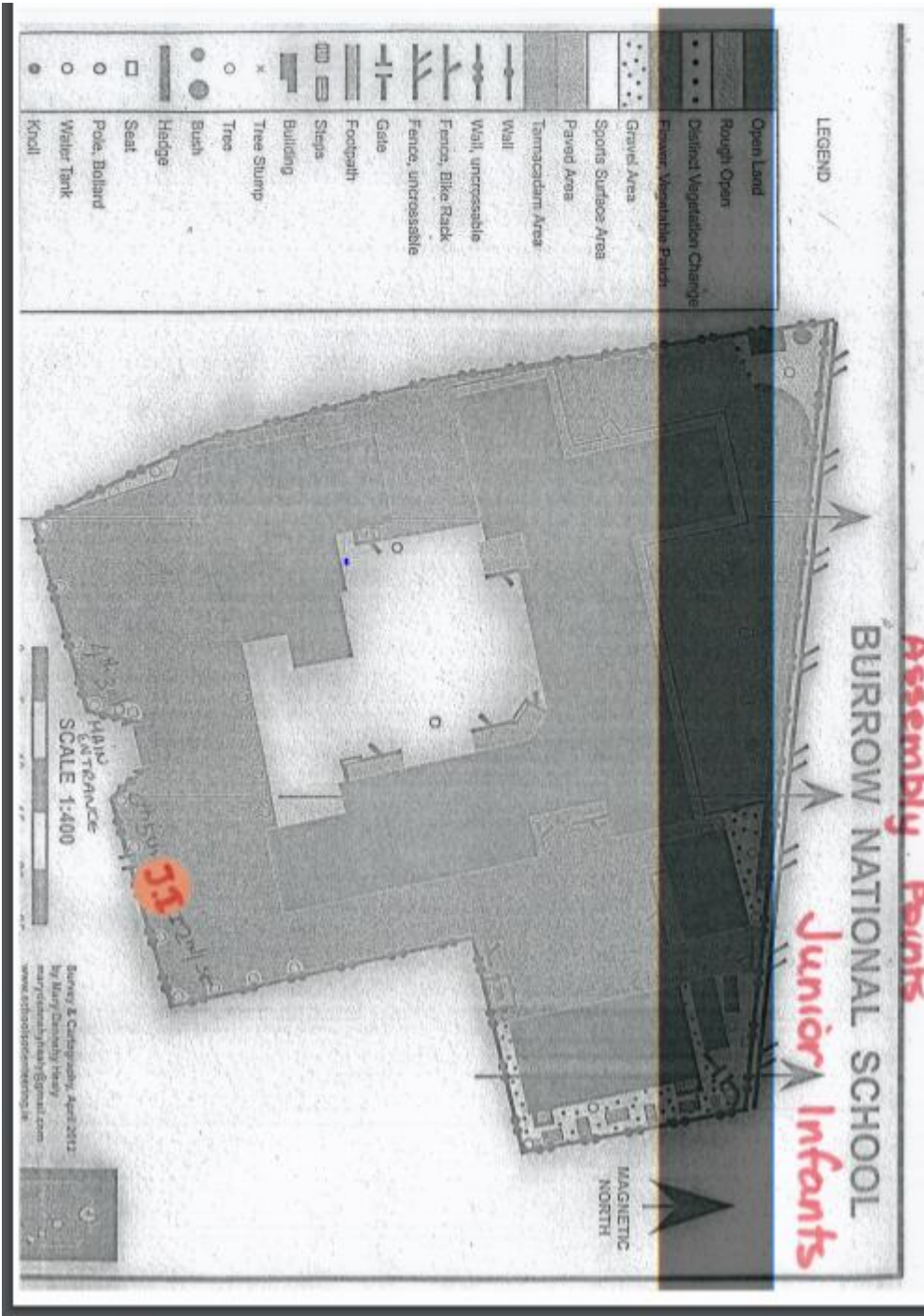
The Insurance Company issues a Report Form. It is useful to have copies of the Form available to the Principal of the school.

Copy of this form will be kept.

If an accident is of a serious nature a parent/guardian is contacted by phone/email by a member of staff and a note is made on the child's file in Aladdin.



# Plan of location of Emergency Assembly Points of Burrow National School



# EMERGENCY CONTACT NUMBERS

## BURROW NATIONAL SCHOOL

<b>Contact Numbers</b>	
Howth Garda Station	01 6664900
Gardai	999/112
Ambulance	999/112
Fire Brigade	999/122
Hospital (Beaumont) A & E	01 8092714
Temple Street Hospital	01 8784200
Gas Leak	6110101/1850 205050 (24 hours) or National Grid Emergency Line: 0800 111 999
ESB Emergency	1850 372999 (24 hours)
<b>Local GP's</b>	
Dr Holmes	01 8321444
Dr Guilliand	01 8326438
<b>Health Board (Child &amp; Family Centre)</b>	
Howth Health Centre	01 8322984
Kilbarrack Health Centre	01 8391221
Coolock Health Centre	01 8164200
<b>Local Pharmacies</b>	
McCartans Pharmacy	01 8322240
Sutton Cross Pharmacy	01 8660178
Chairperson of the Board of Management	Canon Kevin Brew 01 8323019
School Inspector	Catherine Treacy Ph 087 7843731
Health & Safety Authority	1850 289 389
DES Dublin Office	Dept. Of Education 01 8896400
NEPS Psychologist	
INTO	01 8722533
Clergy/School Key Holder	Rev Philip Heak 01 8323019
Maintenance Officer	Andrew Quinn
Top Security - Burglar Alarm	01 4507777 (false alarm) 4900333
Dave Cotter - Fire Alarm	087 0515888

**This policy will be reviewed at regular intervals.**

**This policy was ratified by the Board of Management on:**

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**Rev. Philip Heak  
Chairperson  
Board of Management**

**General**

**Date: Sept 2020**

**Review Date: Sept 2020**

	<b>Hazard and Risk</b>	<b>Group at risk</b>	<b>Controls</b>	<b>Responsibility</b>	<b>Risk Category</b>
<b>1</b>	<p><b>Manual Handling:</b> Public handling</p> <p>Lifting heavy loads/boxes</p> <p>Lifting any heavy produce</p> <p>Lifting unwieldy packages</p> <p>Physical Education instruction</p> <p><b>Risk:</b> Back/neck/muscle injury</p> <p>Personal injury</p>	Employees	<p>It is policy of Burrow National School that employees will not lift or move loads that are too heavy for them</p> <p>Instruction in proper handling will be given by a competent person to all staff and a record maintained for each person</p> <p>In the event of a person refusing to take part in manual handling instruction a record of this is maintained and signed by the relevant employee</p> <p>No one person should lift any load, which they feel, is too heavy without assistance</p> <p>Prior to undertaking Physical Education Instruction each employee must adequately undertake warm up exercises</p>	<p>Board of Management</p> <p>Board of Management</p> <p>Board of Management</p> <p>Employees</p> <p>Employees</p>	2
<b>2</b>	<p><b>Storage of Equipment:</b> Poorly/inadequately stored or poorly maintained equipment</p> <p><b>Risk:</b> Injury from falling or dangerous articles</p>	Employees Pupils	<p>All equipment used for school purposes will be properly and securely stored and kept out of reach of unauthorised persons and pupils</p> <p>All leads and cables of various items of equipment must be stored in such a manner either tied so as to avoid being pulled resulting in a particular piece of equipment falling</p> <p>All equipment will be maintained in such a manner so as to avoid accidents.</p>	All employees	2
<b>3</b>	<p><b>Presses/Cabinets/ Filing Cabinets</b> Open doors of presses, cabinets under desk filing cabinets</p> <p><b>Risk:</b> Trips, falls, cuts and abrasions</p>	Employees Pupils	All doors and drawers will be closed when not in use	Employees	3

**Risk Categories: 1 = Extreme 2 = high 3 = medium 4 = low**

<b>3a</b>	<p>Computer Trailing Cable</p> <p><b>Risk</b> Trips and falls</p>	Employees Pupils	All cables are secured behind computer	Teachers Employees	3
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**Main School Building**

**Date: Sept 2020**

**Review Date: Sept 2020**

<b>No.</b>	<b>Hazard and Risk</b>		<b>Controls</b>	<b>Responsibilities</b>	<b>Risk Category</b>
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4	<b>Loose Mats</b> Loose mats will at times become dislodged and crease <b>Risk:</b> Slips, trips and falls	Class Teachers Pupils Employees Visitors	Mats used will have rubber backing so as to avoid slippage or creasing  Mats which are worn will be replaced	Board of Management Principal/ Deputy Class Teacher Caretaker	3
5	<b>Broken Tiles:</b> Broken tiles have sharp edges and gives rise to uneven surfaces <b>Risk:</b> Personal Injury	Class Teachers Pupils Employees Visitors	All broken files will be replaced so as to avoid accidents	Board of Management Principal/Deputy Class Teacher Caretaker	3
6	<b>Pupils bags:</b> <b>Risk:</b> Trips and falls	Employees/ Pupils	Pupils should be taught and encouraged to store bags in such a manner so as to avoid trips and falls	School Principal Deputy Principal Class Teacher Caretaker	3
7	<b>Presses/Shelving/</b> Open press doors and drawers can cause injury <b>Risk:</b> Personal injury	Class Teachers Pupils Employees Visitors	All doors and drawers will be kept closed when not in use	Principal Deputy Principal Class Teacher Caretaker	3
8	<b>Chairs / Tables</b> Chairs/tables which are too low or too high can cause back injury and back strain <b>Risk</b> Personal injury	Class Teachers Employees Pupils	Standard Chairs and tables will be supplied to each classroom. Individual needs will be catered for. Broken chairs and tables will be repaired/replaced immediately	Principal Deputy Principal Class Teacher	3
9	<b>Stacked chairs</b> Stacking too many chairs together can cause them to fall. <b>Risk:</b> Personal injury	Class Teachers Pupils Employees Visitors	Stack chairs to a height that will not cause them to collapse	Class Teacher	3
10	<b>Book Shelves</b> Over stocked book shelves can cause books and folders to fall/shelving to collapse <b>Risk:</b> Personal injury	Class Teachers Pupils Employees	Book shelves will not be over stocked	Class Teacher	3
11	<b>Rubbish/Recycling Bins</b>	Class Teachers Pupils Cleaning staff	Bins will be emptied when considered necessary	Class Teacher	4

**Risk categories: 1 = Extreme 2 = high 3 = medium 4 = low**

**Prefab 1<sup>st</sup> & 2<sup>nd</sup>**

**Date: Sept 2020**

**Review Date: Sept 2020**

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
12	<b>Loose Mats</b> Loose mats will at times become dislodged and crease <b>Risk:</b> Slips, trips and falls causing personal injury	Class Teachers Pupils Employees Visitors	Mats used will have rubber backing so as to avoid slippage or creasing  Mats which are worn will be replaced	Board of Management Principal/ Deputy Class Teacher Caretaker	3
13	<b>Pupils bags</b> <b>Risk:</b> Trips and falls	Employees/ Pupils	Pupils should be taught and encouraged to store bags in such a manner so as to avoid trips and falls	Board of Management School Principal Deputy Principal Class Teacher	3
14	<b>Presses</b> Open press doors and drawers can cause injury <b>Risk:</b> Personal injury	Class Teachers Pupils Employees Visitors	All doors and drawers will be kept closed when not in use	Principal Deputy Principal Class Teacher Caretaker	3

15	<b>Chairs / Tables</b> Chairs/tables which are too low or too high can cause back injury and back strain <b>Risk</b> <b>Personal injury</b>	Class Teachers Pupils	Standard Chairs and tables will be supplied to each classroom. Individual needs will be catered for. Broken chairs and tables will be repaired/replaced immediately	Board of Management Principal Deputy Principal Class Teacher Caretaker	3
16	<b>Book Shelves</b> Over stocked book shelves can cause books and folders to fall/shelving to collapse <b>Risk:</b> Personal injury	Class Teachers Pupils Cleaning staff	Book shelves will not be over stocked	Class Teacher	3
17	<b>Rubbish/Recycling Bins</b>	Class Teachers Pupils Employees	Bins will be emptied when considered necessary	Class Teacher	4
<b>Risk categories: 1 = Extreme    2 = high    3 = medium    4 = low</b>					

**Special Education Room 1 & 2**

**Date: Sept 2020**

**Review Date: Sept 2020**

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
18	<b>Loose Mats</b> Loose mats will at times become dislodged and crease <b>Risk:</b> Slips, trips and falls causing personal injury	Class Teachers Pupils Employees Visitors	Mats used will have rubber backing so as to avoid slippage or creasing  Mats which are worn will be replaced	Board of Management Principal/ Deputy Class Teacher Caretaker	3
19	<b>Bags</b>  <b>Risk:</b> Trips and falls	Employees/ Pupils	Keep all bags under a table/chair	School Principal Deputy Principal Class Teacher Caretaker	3
20	<b>Presses/Shelving/</b> Open press doors and drawers can cause injury <b>Risk:</b> Personal injury	Class Teachers Pupils Employees Visitors	All doors and drawers will be kept closed when not in use	Principal Deputy Principal Class Teacher Caretaker	3
21	<b>Chairs / Tables</b> Chairs/tables which are too low or too high can cause back injury and back strain <b>Risk</b> <b>Personal injury</b>	Class Teachers Pupils	Standard Chairs and tables will be supplied to each classroom. Individual needs will be catered for. Broken chairs and tables will be repaired/replaced immediately	Principal Deputy Principal Class Teacher	3
22	<b>Stacked chairs</b> Stacking too many chairs together can cause them to fall. <b>Risk:</b> Personal injury	Class Teachers Pupils Employees	Stack chairs to a height that will not cause them to collapse	Class Teacher	3
23	<b>Book Shelves</b> Over stocked book shelves can cause books and folders to fall/shelving to collapse <b>Risk:</b> Personal injury	Class Teachers Pupils	Book shelves will not be over stocked	Class Teacher	3
24	<b>Rubbish/Recycling Bins</b>	Class Teachers Pupils Employees	Bins will be emptied when considered necessary	Class Teacher	4
<b>Risk categories: 1 = Extreme    2 = high    3 = medium    4 = low</b>					

Burrow Hall		Date: Sept 2020		Review Date: Sept 2020	
No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
25	<b>Chairs / Tables</b> Stacking and moving tables <b>Risk</b> Personal injury	Class Teachers Pupils Employees	Stack chairs to a height that will not cause them to collapse	Principal Deputy Principal Class Teacher Employees	3
<b>Risk categories: 1 = Extreme      2 = high      3 = medium      4 = low</b>					

Toilets Boys and Girls		Date: Sept 2020		Review Date: Sept 2020	
No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
26	Wet floors, overflowing sinks, loose toilet seats, broken tiles, loose/damaged mirrors.  <b>Risks</b> Trips slips falls cuts and abrasions	Pupils	Toilets are inspected and serviced every day. Strict hygiene standards are applied. Repairs will be carried immediately or toilet will be closed. Cleaning activity will make appropriate use of warning signs.	Principal Deputy Principal Employees	2
<b>Risk categories: 1 = Extreme      2 = high      3 = medium      4 = low</b>					

Staff Toilets		Date: Sept 2020		Review Date: Sept 2020	
No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
27	Wet floors, overflowing sinks, loose toilet seats, broken tiles, loose/damaged mirrors.  <b>Risks</b> Trips slips falls cuts and abrasions	Employees Visitors	Toilets are inspected and serviced every day. Strict hygiene standards are applied. Repairs will be carried immediately or toilet closed. Cleaning activity will make appropriate use of warning signs.	Principal Deputy Principal Caretaker Staff Cleaners	2
<b>Risk categories: 1 = Extreme      2 = high      3 = medium      4 = low</b>					

Secretary's Office		Date: Sept 2020		Review Date: Sept 2020	
No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
28	Blocked doorway is dangerous in case of emergency  <b>Risk:</b> Personal injury	Employees Pupils Members of the public	The doorway will be kept free from obstruction internally and externally at all times	Secretary Caretaker	4
29	Loose or over stocked shelving can cause books to fall  <b>Risk</b> Personal injury	Employees Pupils Members of the public	Shelving is fixed to wall and will not be overstocked	Secretary Caretaker	4
30	Doors of filing cabinets left open can cause injury <b>Risk</b> Personal harm	Employees Pupils Members of the public	Doors of cabinet should be kept shut when not in use	Secretary	4
31	Improper use of office equipment  <b>Risk</b> Personal harm	Secretary	Office equipment will be used in accordance with manufacturer's instructions. Repairs will only be carried out by service engineers	Secretary	4
32	<b>Rubbish/Recycling Bins</b>	Secretary Cleaning staff	Bins will be emptied when considered necessary	Secretary Caretaker	4

<b>33</b>	<b>Shredder</b>	Principal Employees	Used in accordance with the manufacturer's instructions. Faults/repairs will be carried out by qualified engineer. Under no circumstances should staff carry out repairs.	Principal Staff	3
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**Risk categories: 1 = Extreme      2 = high      3 = medium      4 = low**

**Reception Hall      Date: Sept 2020      Review Date: Sept 2020**

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
<b>34</b>	<b>Entrance and Exit</b> A blocked doorway or doors are dangerous in cases of emergency  <b>Risk</b> Personal injury	Employees Pupils Members of the public	The doors in the reception area will be kept free of obstruction at all times.	Principal Deputy Principal All Employees	3
<b>35</b>	Entrance floor mats can cause slips trips and falls  <b>Risk</b> Personal injury	Employees Pupils Members of the public	No torn or loose fitting mats will be permitted.	Principal Deputy Principal Caretaker	4
<b>36</b>	<b>Security</b> Uncontrolled access to the school premises invites unwanted intruders.  <b>Risk</b> Personal attack on staff and pupils	Employees Pupils	All visitors must use the main entrance. All other doors are secured to prevent unwanted intruders. At the reception the inner door is electronically secured. All visitors must present themselves at the administration office.	Principal Deputy Principal All Employees Secretary	3

**Risk categories: 1 = Extreme      2 = high      3 = medium      4 = low**

**Principal's Office      Date: Sept 2020      Review Date: Sept 2020**

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
<b>37</b>	Blocked doorway is dangerous in case of emergency  <b>Risk</b> Personal injury	Employees Pupils Members of the public	The doorway will be kept free from obstruction internally and externally at all times	Principal Deputy Principal  Caretaker	4
<b>38</b>	Loose or over stocked shelving can cause books to fall  <b>Risk</b> Personal injury	Employees Pupils Members of the public	Shelving is fixed to wall and will not be overstocked	Principal Deputy Principal  Caretaker	3
<b>39</b>	Doors of filing cabinets left open can cause injury  <b>Risk</b> Personal harm	Employees Pupils Members of the public	Doors of cabinet should be kept shut when not in use	Principal	4
<b>40</b>	Improper use of office equipment  <b>Risk</b> Personal harm	Principal	Office equipment will be used in accordance with manufacturer's instructions. Repairs will only be carried out by service engineers.	Principal	4
<b>41</b>	<b>Shredder</b>	Principal Staff	Used in accordance with the manufacturer's instructions. Faults/repairs will be carried out by qualified engineer. Under no circumstances should staff carry out repairs.	Principal Staff	3

42	<b>Rubbish/Recycling Bins</b>	Employees Cleaning staff Principal	Bins will be emptied when considered necessary	Principal	4
<b>Risk categories: 1 = Extreme      2 = high      3 = medium      4 = low</b>					
<b>Boiler House</b>		<b>Date: Sept 2020</b>		<b>Review Date: Sept 2020</b>	
No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
43	Un serviced boiler could cause an explosion  <b>Risk</b> Serious personal harm	Staff Pupils caretaker	Boiler is serviced annually by engineer. Record of each maintenance is and will be recorded Boiler is of modern design Boiler room is secured from interference by a heavy duty lock on boiler house door.	Principal Deputy Principal  Caretaker	3
<b>Risk categories: 1 = Extreme      2 = high      3 = medium      4 = low</b>					
<b>Sports Equipment Room in Burrow Hall</b>					
No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
44	Equipment not properly stored can fall and cause injury  <b>Risk</b> Personal harm	Staff pupils	Pupils are given instruction on how to lift and carry this equipment Remaining equipment not on shelves is stored in bags/ tubs/ nets neatly stacked against left hand side of wall of store.	Employees	4
<b>Risk categories: 1 = Extreme      2 = high      3 = medium      4 = low</b>					
<b>Caretaker Shed</b>					
No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
45	Cleaning material and Tools <b>Risk</b> Personal Harm, Burns	Caretaker Principal	Shed is kept under lock and key. Access is restricted to caretaker and Principal.	Caretaker Principal	2
<b>Risk categories: 1 = Extreme      2 = high      3 = medium      4 = low</b>					
<b>Play area/Tarmacadam/Green Surface</b>					
No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
46	Children running in the normal course of play can fall. <b>Risk</b> Slips trips and falls	Children	Children are supervised and rough play is forbidden.  Where children fall minor injuries are treated. Medical assistance is sought in cases of more serious injury. Children are confined to classrooms during inclement weather	Principal Deputy Principal  Staff Parents on Duty	2
47	Debris on Tar macadam area Broken glass, dog fouling and any other foreign matter that can cause harm to children and staff <b>Risk</b> Cuts and infections	Teachers Children Visitors	The tarmacadam regularly inspected and cleaned by caretaker. Dog fouling, broken glass and any other foreign matter are disposed of immediately. Tarmacadam is swept regularly to remove loose grit.	Principal Deputy Principal  Caretaker	2
48	Frost and ice can cause tarmacadam to become slippery under foot <b>Risk</b> Slips trips and falls.	Teachers Children Visitors	Tar macadam area is gritted and children prevented from playing on the tarmacadam until conditions are safe	Principal Deputy Principal Staff Caretaker	2

**Risk categories: 1 = Extreme      2 = high      3 = medium      4 = low**

**Car Park      Date: Sept 2020      Review Date: Sept 2020**

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
49	Vehicles can cause injury  <b>Risk</b> Personal injury	Staff Pupils Visitors	Car park area is designated every year. Car park entrance is distinct from pedestrian entrance.	Principal Deputy Principal Staff Caretaker	3
50	Car park Uncontrolled access can lead to potential damage of school property and parked vehicle  <b>Risk</b> Personal injury	Staff Pupils Visitors	Car park is closed outside school business hours. Only school employees are permitted to drive into the school.	Principal Deputy Principal  Caretaker Top Security	3

**Risk categories: 1 = Extreme      2 = high      3 = medium      4 = low**

**Pedestrian Entrance**

No.	Hazard and Risk	Group at risk	Controls	Responsibility	Risk Category
51	Side Gate school entrance  <b>Risk</b> Personal injury slips trips and falls	Pupils Parents	Pathway is kept clear of debris at all times	Caretaker Principal Deputy Principal Staff	3

**Risk categories: 1 = Extreme      2 = high      3 = medium      4 = low**

