**UNION HALL NATIONAL SCHOOL**



**HEALTH AND SAFETY RISK ASSESSMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identified Hazard** | **Persons at risk** | **Risk Rating (H,M,L)** | **Control Measures** | **Responsibility** |
| **1. Car park inside school gate** | Pupils | H | * Staff cars only allowed in this car park. * Gate should remain closed to prevent unauthorised access. * Pupils should only enter/exit through pedestrian gate. | Principal  Teachers  Parents  Pupils |
| **2. Collection and dropping-off of junior and senior infant pupils** | Pupils in these classes | H | * All such pupils must be accompanied to and collected by either a parent or some other authorised adult person with the prior approval of the principal. Pupils will not be released into the care of someone other than a designated collector without the prior consent of a parent. | Principal  Teachers  Parents |
| **3. Slips, trips and falls** | Pupils and staff | M | * No running in school building. * No playing without supervision. * Washing and polishing of floors shall be conducted, as far as possible, after school hours. * Suitable signage to be maintained. | Principal  Teachers  Cleaners |
| **4. Educational trips and tours** | Pupils and staff | M | * Measures are outlined in the School's Policy Document on school tours. | Principal  Teachers |
| **5. PE Activities** | Pupils | M | * Suitable clothing must be worn. * Helmets mandatory for hurling and camogie. * All games to be played on appropriate surfaces. * Equipment must be regularly checked. * Equipment must be stored appropriately. | Principal  Teachers  Pupils  Parents |
| **6. Recreation time** | Pupils |  | * Pupils to be supervised during play time in line with school policy on supervision. | Teachers  SNAs |
| **7. Electrical Equipment** | Pupils and staff | M | * All plugs and sockets to be regularly checked by a competent person. * Faulty equipment to be removed immediately from use and such equipment can only be reused after repair and authorisation by a competent person. | Maintenance Officer |
| 8. Hot drinks | Pupils and staff | L | * Staff must exercise caution when taking hot drinks to the classroom where pupils are. * Students remain seated and are requested to exercise due caution when having hot drinks for lunch. * Effective supervision. | All school staff |
| 9. Working at height | Staff | L | * It is compulsory for all staff to use the step ladder provided when hanging classroom resources above arms reach. | All school staff |
| 10. Shelving and Storage | Pupils and staff | L | * Staff members must not store heavy items on or near the top of storage shelves, these should be stored from the bottom up (includes filing cabinets). * Shelving/storage must be kept tidy to prevent items falling. * Free standing shelving in hallways/classrooms/PE store must be secured where possible to prevent capsize on to staff or pupils. | Principal  Teachers  SNAs  Secretary |
| 11. Cleaning Supplies Room | Pupils and staff | L | * The cleaning supplies room must be closed at all times when not in use. * Pupils are not permitted to enter the room. | Cleaners  School staff |
| 12. Clear Corridors | Pupils and staff | L | * The corridors must be kept free from tables, chairs and other such objects that could impede safe exit from the building in an emergency. | Teachers  SNAs  Secretary |
| 13. Classroom tidiness | Pupils and staff | L | * Floor area of classrooms must be kept free of clutter including school bags, PE bags etc. | Teachers  Pupils  SNAs |
| 14. Boiler room | Pupils and staff | L | * To reduce the risk of fire in the event of malfunction, combustible items must not be stored in the boiler room. | Principal  Teachers |
| 15. Window openings | Pupils and staff | M | * PVC windows which open outwards into the yard must not be opened wider than the recess of the window so that people cannot walk into them when opened. Staff members will ensure that windows are not open beyond the recess at break times. | Teachers  SNAs |

This Safety Statement has been presented to and ratified by the Board of Management of Union Hall National School at a Board Meeting held on the 19th May 2022.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson BOM

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr Brendan McCarthy

Principal