

Risk assessment-Whole School (Working Document)

Organisation name: St. Teresa's N.S, Kilflynn, Tralee, Co. Kerry

What are the risks?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff, pupils and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit. There are no trailing leads or cables. Staff keeps work areas clear e.g. no boxes left in walkways, deliveries stored immediately.	Better housekeeping is needed in staff kitchen.	All staff	Continuous	
Poles in the yard	Children running/ playing	Poles are covered with padding.	Padding needs to be re-done as it is sagging down.	Caretaker	Summer 2013	
Fence beside pitch- wires sticking up	Children climbing over the fence to collect the ball	Teacher identifies a safe area to access field	The current pitch area is to be replaced with a new Astroturf pitch with new suitable fencing	Astroturf suppliers	Summer 2013	
Manhole covers	Anyone walking on them on a wet day	Teachers monitor children's exit to the yard- encourage children not to walk on them	Paint manholes to alert kids to their existence	Caretaker	Summer 2013	
Climbing gymnastic equipment in the school hall	Children that may run around the hall	Frames are covered with padded gymnastic mats	Try to find a more suitable storage area	Caretaker	Easter 2013	
Fire Fire exit doors have bolt locks on them	Occupants in the school at time of fire	Fire fighting equipment is currently placed around the school Fire drills are practised All bolt locks are opened in the morning and closed again in the evening	New exit routes displayed in all rooms Fire exit drills to be done every term	All staff and students Principal/ Deputy principal	Termly Daily	
Health and safety issues	Staff and students	First-aid box and accident book are located in the staff room	Ensure that fire-aid stocks are replaced regularly	All staff	Termly	
Barriers and supports	Children falling and tripping	Barriers cornered off, roped off. Children verbally warned about dangers	Risk temporary	Mary Carroll	8/4/2013	
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What are the risks?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Astroturf fence not high enough	Children climbing over the fence to collect the ball	Teacher identifies a safe area to access field	High netting to be attached to fence around Astroturf	Astroturf suppliers	Easter 2015	
Manhole covers	Anyone walking on them on a wet day	Teacher's monitor children's exit to the yard- encourage children not to walk on them	Paint manholes to alert kids to their existence	Caretaker	Pre-Christmas 2014	
Depression of water (at main entrance to yard)	Children on yard being splashed during playtimes.	The area is being cornered off with cones on wet days	Area will have to be resurfaced to prevent the build-up of water	Quotations to be sought by principal	Summer 2015	
Dirty gutters	Overflow of water may wet the children Structure of gutters may be damaged by blocked areas		Gutters need to be cleaned	Caretaker + volunteer	Pre-Christmas 2014	
Security	Entry from visitors to school is not controlled or monitored	Door with lock and front door bell	New door with magnetic lock. Accessible only with code and buzzer system. Connected to alarm system	Sure Alarms Munster Joinery	2018-2019	
Upgrade School Bell	School security-teachers and pupils unaware of timings	Old Bell system	Change bell	Sure Alarms	2018-2019	
CCTV	School Security at risk to vandals and break and entry. Injury staff, visitors to school and pupils recorded on CCTV	Signage Alarm	Install CCTV	Sure Alarms	2019-2020	
Parking	Risk to pupils crossing road and parents collecting	Lines on road	New lines across the road for staff parking-to allow accessibility to school by footpath. Ensure careful drop off. Staff to supervise children when leaving school Letter to County Council re queuing system	Kerry Coco BOM	2019-2020	
COVID RISK	All staff, all pupils, parents & visitors to school	Pre-Covid following health and Safety as required	PLEASE SEE DETAILED COVID 19 PLAN WHICH INCLUDES A COMPREHENSIVE RISK ASSESSMENT	Covid LWR ISM All staff	ONGOING CONTINUOUS	
Cleaning	All staff, all pupils, parents & visitors to school	One part-time cleaner/caretaker	Employed a second cleaner to help	BOM	Ongoing	
Lines on road/footpath	Risk to people walking to school from village	Footpath on roadside	New yellow line along the footpath to ensure it is visible to motorists.	Kilflynn Community Together	2020-2021	

Mould	Risk to classroom No. 1 (Junior Room)	Cleaned and repainted Examined by engineer	Applied for Emergency Funding	BOM	2021	
New Rear door exit	Risk for all school staff and pupils who needed to exit school due to a risk such as fire	School door was being open and closed but required a key.	Installed new Fire exit door installed	Munster Joinery	2020	
Medical Box	Risk to pupils with medical needs and other students and staff being exposed to medicines.	Storage by teachers in a locked drawer in particular classrooms	Installed new medical cabinet with key in office with details of specific medical needs	Caretaker installed Secretary Bought medical box Parents provided relevant medicine	2021	
Awning over exits (COVID)	Weather conditions-children adversely affected by weather coming into new entrance/exit points.	New issue since COVID	Installed awning over new Entry/exit points	Kilflynn Structural Steel	2020	
Glass on exit door by Rooms 2/3	Visibility was obscured and glass was not reinforced	Old glass	Installed new tempered Glass	Martin Leane Glazing	2021	
Push door Bar on exit door by Room 1	Children and staff need to be able to exit safely	Lock and Key	New push bar installed	A & A Locksmith	2021	
Electronic Window (COVID)	Children and staff due to inadequate ventilation in room (COVID)	Door left opened	New electronic window installed with remote	Sure Alarms	2021	