

St Oliver Plunkett's NS Risk Assessment

Internal	Risk assessment	Procedure
Working at height	Accessing high shelves Hanging posters	If anything is above head height a step ladder should be used. The caretaker has the step ladder.
Shelving/storage	Storage of heavy items	You are advised not to store heavy items on or near the top of storage shelves, these should be stored from the bottom up. Shelving needs to be kept tidy to prevent items falling. Free standing shelving in hallways/classrooms should be reviewed and secured where possible to prevent it capsizing onto a pupil.
Cleaning supplies room		The cleaning supplies room should be locked at all times.
Mats	Unravelling, upturned mats may become a trip hazard.	Mats in the school are checked regularly and removed if they are potential trip hazard.
Clear corridors	Corridors should be free from chairs, tables .	The corridors are kept clear.
Fire extinguishers		An annual service is carried out by Precision Security.
Toilet Floors	Potential slip hazard	Children are reminded to dry their hands. Children are reminded to walk when going to the toilet. This is the responsibility of each teacher. If needed a hazard sign to advise that the floor is wet is put in place.
Hot drinks	burn	The first aid kit is in the kitchen. There is extra first aid in the office. Staff should not take hot drinks outside of the staffroom unless they are in a suitable container with a secure lid.
PE Hall	equipment	Equipment should be stored safely. Prior to any activity staff need to ensure the hall is clear of potential hazards.

Floor condition	Floor surface	The floor in school should be checked to ensure there are no uneven areas that may cause a trip or a fall.
Classroom/Learning Support rooms	General tidiness	Floor area of classrooms should be clutter free. Schools bags should be under the tables.
External		
Building project	Shared site Access to building site is not permitted without prior consent from the site manager	Access is only allowed by approval from the site manager Safety concerns will be raised with the Design Team / Site manager by the BOM, Principal, Caretaker and staff
Bins		Bins are kept in a sheltered area
Tarmacadam	Uneven	Tarmacadam – sections redone September 2023 Children and staff reminded that the surface is uneven. New tarmacadam to be completed within scope of works for school extension
Drain covers		These are checked and fixed if broken.
Slope to front of school	slope	Children walk on the slope at all times. Slope is salted in frosty weather.