

# **BOHERMORE National School**

## **Health and Safety Policy**

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### **BOHERMORE National School Health and Safety Policy**

#### ***Introduction***

The school safety policy has been reviewed by the Board of Management (2020) in accordance with the Safety, Health and Welfare at Work Act 2005 and with the Health and Safety Authority (HSA)- Safety and Health in Education Guidelines.

It is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity.

The successful implementation of the policy requires the full support and active cooperation of all staff, students, contractors and visitors to the school.

The Board recognizes that hazard identification; risk assessment and control measures are legislative requirements, which must be carried out by the employer to ensure the safety, health and welfare of all staff.

**The Board of Management, as employer undertakes in so far as is reasonable practical to:**

1. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
2. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
3. Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
4. Continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
5. Consult with staff on matters related to safety, health and welfare at work;
6. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

**To these ends the Board is committed to ensuring the following;**

- 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.
- 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.
- The Board of Management will continually revise this statement as necessity arises, and shall be re-examined by the Board on an annual basis.
- Employees shall be consulted on matters of health and safety.

### **Relationship to Ethos**

This policy has been drawn up in consultation with staff, parents' representatives and the Board of Management.

This document sets out the safety policy of the school and specifies the means to achieve that policy. The successful implementation of the policy requires the full support and active cooperation of all staff, students, contractors and visitors to the school.

It is important to read the document carefully and understand your own role in the overall arrangements for health and safety in the school. Staff, parents and others are encouraged to put forward suggestions for improvements to the statement.

**This document should be considered in conjunction with other policies of the Board of Management, including;**

- Critical Incident Policy
- Anti bullying policy,
- AUP policy,
- Administration of First aid /Medicines policy
- Substance abuse policy.
- Dignity at work policy
- Child Protection Policy Rationale

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve, in so far as it reasonably possible, the safety, health, and welfare at work of every employee, pupil and visitor alike.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behaviour which does not jeopardise the individual's personal safety, health and welfare at work of that of others.

### **School Profile**

Bohermore National School is a school catering for pupils between 4 and 13 years of age. It operates according to the rules of the Department of Education and Skills under the patronage of the Catholic Archbishop of Cashel & Emly. At present there are 30 pupils, with an increasing intake expected over the coming years. The staff consists of 4 teachers, 4 specials needs assistants, a secretary.

The school was built in 1859. It was built in what is now the parish hall and home to the preschool and afterschool. The current school was refurbished and a single story extension put on to incorporate an ASD class in 2020.

There is a schoolyard which is shared between the primary school and the preschool and is used for P.E and other activities. The parish hall (preschool) is in the school grounds. There are two wheelchair accessible ramps in the school yard at the entrance to the school.

**The statement applies to the use of the school buildings, schoolyard and parish hall.**

### **Resources for Health, Safety and Welfare**

The following resources are in place within the school;

- Fire extinguishers break glass units and a fire alarm system is in place in the school and are maintained annually in line with fire safety guidelines.
- A stocked first aid kit is kept in the secretary's office.
- There is a locked first aid cabinet in the staffroom for emergency medications needed by some pupils.
- Policies regarding behaviour in the school and the schoolyard, bullying and administrations of medicines are in place in the school.
- New employees are given induction on the health and safety practices in the school.
- A number of staff are trained as occupational first aiders.
- Procedures are in place for the monitoring of visitors /workers to the school

Access to the school is carefully monitored and procedures are in place for the safe collection of children.

The health and safety officer on the Board together with the principal/health and safety representative undertake safety audits and arrange for repairs as necessary.

Fire drills are carried out regularly and pupils are instructed in the safe evacuation procedures.

### **Roles and Responsibilities**

Overall responsibility for safety and health matters rests with the Board of Management and the Board has nominated one of its members as safety officer, namely the principal. The principal shall monitor safety generally and operation of safety procedures within the school. .

In addition, the Board will comply with its legal obligations as employer under the 2005 Act and will

- Ensure that the school has written risk assessments and an up to date safety statement.
- Guide and advise on all health, safety and welfare at work matters.
- Ensure that safety procedure are adequately communicated to staff
- Review the implementation of the safety management system and the safety statement at least annually or when changes that might affect workers' safety, health and welfare occur.
- Set safety, health and welfare objectives.
- Receive regular reports on safety, health and welfare matters and matters.
- Allocate adequate resources to deal with safety, health and welfare issues.
- Appoint competent persons as necessary, to advise and assist the board of management on safety, health and welfare at the school.
- Arrange for the appointment of a safety rep within the school. Principal In consultation with the safety officer, the principal has responsibility for co-ordination of all safety and health matters including;
- Comply with the requirements of the 2005 Act;
- Manage safety, health and welfare in the school on a day-to-day basis Board of Management( employer) Principal, Staff, teachers, Special Needs Assistants, Secretary Caretaker, Visitors Students, psychologist, therapists, parents, coaches, sundry other visitors, Safety officer
- Communicate regularly with all members of the school community on safety health and welfare matters. Bring any changes to the attention of staff.
- Ensure all accidents and incidents are investigated and all relevant statutory reports completed
- Coordinate fire drills, training, etc. with the relevant post holder
- Ensure that firefighting equipment is tested annually.
- Carry out safety audits with the safety officer and safety rep.
- Ensure that all contracts provide a safety plan to the school before commencing work.

### **Safety Officer**

- The responsibilities of the safety representative include;
- Organising fire drills on a regular basis and updating evacuation plan as necessary.
- Bringing to the attention of the safety officer any items of health and safety that need attention

- Ensuring an adequate supply of first aid kits for use on school trips.
- As far as reasonably practicable, taking account of any representations made on the subject of safety by the employees.
- Supplying a copy of the Safety Statement, together with additional information or instructions as they become available, to all present and future staff.
- Affording all possible co-operation to inspectors and officials of the relevant bodies concerned with safety and health standards.

### **Employees**

Employees have a specific responsibility (section 13 of the safety and Welfare at Work Act, 2005) for their own safety and that of any person who may be affected by his/her acts or omissions while at work.

All staff are required to;

- Co-operate with school management in the implementation of the safety statement;
- Inform students of the safety procedures associated with individual subjects, rooms, yard, hall or tasks
- Ensure that all activities are planned so that they may be carried out safely.
- check classroom/immediate work environment to ensure it is safe and free from fault or defect
- Ensure that all electrical appliances are turned off at the mains before going home.
- Co-operate with the employer and any other person to such extent as will enable the employer or the other person to comply with any of the relevant statutory provisions.
- Use in such a manner as to provide the protection intended, any appliance, protective clothing, convenience equipment or other means or thing provided (whether for own use alone or for shared use) for securing fire safety, health or welfare while at work.
- Report without delay, any health and safety issues or concerns to the school Health and Safety representative or Health and Safety officer on the Board of Management. Work according to the premise of; Spot it, Sort it, Can't Sort it, Report it.
- Never intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities..
- Attend such training as may be required by the Board of Management.
- Inform the principal if he/she is suffering from a health condition that adds to his/her own risk or that of others in the workplace.

### **Other school users**

Other school users such as students, parents, volunteers, visiting speakers, sales people and all other visitors must comply with school regulations and instructions relating to safety, health and welfare.

### **Large scale works contractors:**

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006

The Board of Management will make available the relevant parts of the safety, health and welfare statement and safety file to any contractors working in the school on behalf of the school.

The Board of Management will provide to contractors the school regulations and instructions relating to safety, health and welfare.

Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out

Contractors must make available their public liability insurance certificates before commencement of work.

If the school is sharing a workplace with a contractor it will co-operate and coordinate school activities in order to prevent risks to safety, health and welfare at work.

Short duration, low risk, single contractor works involving routine maintenance, cleaning, decorating or repair Where this work involves a single contractor and where there are no particular risks present and task duration will not exceed 30 working days or 500 person days, to comply with safety, health and welfare requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:

The board of management must ensure that the contractor is competent. This means that the contractor is suitably qualified and experienced and is registered. For instance, an electrician should be registered with the Register of Electrical Contractors of Ireland (RECI) or the Electrical Contractors Safety and Standards Association (ECSSA).

The contractor and the principal will meet before the project commences to ensure communication links are established before work starts and throughout the contract. The contractor must advise the principal about the likely duration of the work, any possible hazards, and how these will be addressed. The contractor must also provide the principal with a copy of its safety statement including any relevant risk assessments for the project to be undertaken. Likewise the principal will advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during school time. Substantial building works, (e.g. extension to school building): Where substantial building work lasting more than 30 days or 500 person days is being considered, the Board of Management take on the responsibility of "client". The client (Board of Management) will

- appoint, in writing before design work starts, a Project Supervisor for the Design Process (PSDP) who has adequate training, knowledge, experience and resources;
- appoint, in writing before construction begins, a Project Supervisor for the Construction Stage (PSCS) who has adequate training, knowledge, experience and resources;
- co-operate with the project supervisors and supply any necessary information; 8
- notify the HSA of the appointment of the PSDP on Approved Form AF1 "Particulars to be notified by the Client to the Health and Safety Authority before the design process begins";
- Retain and make available the safety file for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation. Prior to carrying out any construction work the board of Management, as client will familiarise itself with its legal health and safety responsibilities, as detailed in the Safety, Health and Welfare at Work (Construction) Regulations 2006. The Board of management will follow the advice laid down in the technical guidelines published by the Department of Education and Skills

### **(See appendix) Risk Assessment**

The Board of Management is committed to identifying and eliminating any hazards in the school through a risk assessment and annual audit. The Board will make use of advice available from such sources as the Department of Education, relevant national authorities such as the National Authority for Safety Health and Welfare at Work and Dublin Corporation Fire Prevention Section. Where necessary, competent consultants and bodies with special skills and services may be used for training and to augment the internal audits.

The Board through its risk assessment will;

- Identify the risks
- Evaluate the risk in proportion to the hazard
- Put in place the appropriate control measure to eliminate or minimise the risk
- Consult with employees

A detailed risk assessment of the various areas within the school is included in the appendices.

The board of management may delegate the task of completing the risk assessment to the appropriate person for example the individual teacher of each classroom. There is no need to consider every minor hazard or risk that we accept as part of our lives Fire safety/emergency procedures A Fire and Emergency Plan has been prepared covering the building. A copy of the plan is attached to this safety statement.

The plan sets out the main emergency safety arrangements including: -

- The layout of escape routes for each floor of the building
- The location of the assembly points
- The location of the firefighting equipment
- Special fire safety features of the building
- The routine for the practice of fire drills
- The routine for fire equipment inspections
- In all classrooms and at strategic locations, schematic maps are posted showing the advised evacuation routes.
- An adequate supply of fire extinguishers is provided and correctly sited to meet statutory and insurance requirements.
- Fire extinguishers are capable of dealing with any type of fire. (See appendix 1 for the location and inventory of fire extinguishers)
- All firefighting equipment is inspected each year and is serviced by specialised contractors.
- Instruction is given in the use of Fire Extinguishers for specific materials/sources of fire
- "Break Glass" units are provided at strategic locations to raise the alarm.
- Fire extinguishers are available in the staff room.
- All fire exits are clearly marked and are visible to visitors.
- Fire drill will be held during each term i.e. at least three times a year. An evacuation procedure has been prepared and is given to each employee. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.
- All electrical equipment to be unplugged or turned off outside hours of the approved use of the school. Teachers are responsible for their own classrooms.
- Assembly areas are designated outside the buildings

- In the event of evacuation, each teacher will account for the pupils/personnel at the assembly area
- Smoking anywhere in the school building or school grounds is prohibited.

### **First Aid**

A separate First aid and medications policy is in place in the school. (see attached)

The principal is a certified First Aid Responder and the other staff have been trained as occupational first aiders. In addition, basic first aid training is made available to all staff every 2-3 years. There is a comprehensive First Aid Box available in the reception area to deal with minor injuries. The following is a list of essential supplies:- plasters, cotton bandage, tape, disinfectant, antiseptic Wipes, scissors, magnifying Glass, tweezers. . Disposable gloves must be worn at all times when administering First Aid. The school secretary as necessary replenishes the first aid kit.

### **Infectious Diseases**

It is school policy to notify all infectious diseases to parents and staff. Risk will be minimised with adherence to sound principles of cleanliness, hygiene and disinfectant. Disposable gloves are provided for use in all first aid applications, cleaning jobs etc. Staff has been provided with separate toilets with hot water and cold water, a disposal unit and soap. Accident Reporting and Investigation All accidents/near misses to persons (staff/contractor/visitors), however slight, must be recorded on the appropriate accident form. The Principal will be informed within 24 hours of all accidents and where possible all other accident reporting will be completed before the end of the day on which the accident occurred. All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the principal on Form IR1 or IR3 ([www.hsa.ie](http://www.hsa.ie)).

Note: An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.

### **Accidents on the yard/in the hall/ in classrooms**

The teacher who is supervising should complete the accident form, detail any actions taken and where necessary determine the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence. Where necessary the appropriate form will be forwarded to Marsh Ireland, the insurance broker for the school.

### **Safety Instruction and Training**

In accordance with legislation the Board of Management commits to providing instruction, training and supervision to its employees in relation to health and safety at work.

All employees will be: -

- Advised of the nature and location of fire equipment and instructed on how it is safely operated (this instruction to include a practical demonstration of fire extinguishers)
- Notified of any changes in safety procedures.
- Advised of the health and safety requirements as part of their induction training. A record will be kept of all safety training.



## **Electrical Appliances**

Electrical appliances, machinery and kitchen equipment should only be used by competent persons. Arrangements will be made for all electrical appliances to be checked on an annual basis by a competent person, i.e. a maintenance person, the supplier or his agent.

Before using any appliances, the user should check that: -

- All safety guards which are a normal part of the appliance are fitted and are in working order
- Power supply cables/leads are intact and free of cuts and abrasions
- Suitable undamaged fused plug-tops are used and fitted with the correct fuse.

## **Photocopiers/laminators**

Staff should be careful when using any of the above as injury may occur from moving parts and hot elements inside protective covers.

## **Chemicals, Solvents, Detergents**

Members of staff using these materials should familiarise themselves with any hazard associated with the materials and precautions to be taken in the event of spillage, splashes etc. All such materials will be stored in clearly identifiable containers bearing instructions and precautions for their use. They will be kept in a locked storage area and protection for their use will be provided. Contract cleaners are employed in the school and they provide their own supplies for cleaning. These are also kept in a locked area. Staff is not allowed to attend the premises or carry out duties while under the influence of illicit drugs or alcohol. Any staff member found breaking this rule will be liable to disciplinary procedures up to and including dismissal.

## **Welfare of staff**

To ensure the continued welfare of employees, a staffroom and cloakroom facilities are provided. Staff should co-operate in maintaining a high standard of hygiene in these areas. Staff members using the fridges are expected to remove any perishable uneaten food at the end of each week.

A dignity in work policy is in place in the school and the Board of Management is committed to providing a work environment free from harassment of any kind. The Board will ensure that any allegations of harassment are fully investigated and will dealt with in a fair and objective manner. The Board acknowledges recent research by the ESRI that noted that stress, anxiety and depression are the second highest causes of work related illness in Ireland and are associated with the longest absence from work. Through the means of staff and peer support, Medmark and 11 Inspire(formally Carecall) staff will be supported through illness and or injury. In addition the school community will seek to develop a culture where a sense of belonging and connectedness is fostered.

## **Communication of Policy**

Hard copies of this policy will be on display in the staffroom and in the school offices. Copies of the policy will be given to all staff members and will also be available in electronic form. It will be published on the school website. The Board of Management will undertake a review of health and safety issues annually and any changes will be communicated to staff. Information will also be disseminated using the public address system, Aladdin, the internal whiteboard in the staff room and the public address system. Parents and guardians will receive updates via newsletters and text message.

### Concluding Comment

The Safety Statement has been based on conditions existing in the premises of the school at the time of writing.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments

### Ratification

This policy was implemented on 7-12-2020 and ratified by the Board of Management on December 3rd 2020.

Signature Rev. James Walton

Chairperson of Board of Management

Bohermore National School

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

## **Bohermore National School**

**Bohermore, Ballysimon, CO. Limerick, V94EF60**

### **Risk Assessment November 2020**

To be reviewed annually or more frequently as appropriate In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the Child Protection Procedures for Primary and Post-Primary Schools 2017, the following is the Written Risk Assessment of Bohermore National School.

The school has identified areas of potential risk of harm to pupils in the school environment. The table below lists those potential risks and the procedures and/or policies in place for managing those risks.

	List of School Activities	Risk Level	The school has identified the following Risk of Harm	The school has the following procedures in place to address the risk identified in this assessment.
1.	Training of school personnel in Child Protection Matters	High	Harm not recognised or reported promptly Child Safeguarding Statement and DES procedures made available to all staff.	<ul style="list-style-type: none"><li>• DLP and DDLP to attend PDST face to face training.</li><li>• All staff to view Tusla training module and any other training offered by the PDST.</li><li>• BOM retains all records of staff and Board training. Visiting staff and part-time teachers to comply with garda vetting and to be familiar with Child Safeguarding Statement.</li></ul>
2.	Class teaching & One to one teaching Substitution cover for teaching staff	Med	Harm by school personnel Harm to and/or accusations about school personnel	<ul style="list-style-type: none"><li>• School has glass panels in doors of all classrooms where one to one teaching takes place.</li><li>• Supervision policy</li></ul>

3.	Care of children with special needs including intimate care needs	Med	Harm by school personnel Harm to and/or accusations about school personnel	<ul style="list-style-type: none"> <li>School has Intimate Care Needs Policy (available on website)</li> <li>Two adults are present for all intimate care needs procedures. This may be SNAs or teachers depending on availability. RSE and SPHE can be differentiated as appropriate</li> </ul>
4.	Toilet areas	High	Inappropriate behaviour	<ul style="list-style-type: none"> <li>Toilet procedures. Supervision policy</li> </ul>
5.	Curricular provision in respect of SPHE, RSE, Stay Safe Programme	Med	Non-teaching of same	<ul style="list-style-type: none"> <li>School implements SPHE (Social, Personal and Health Education) RSE (Relationships and Sexuality Education), Stay Safe Programmes &amp; Weaving Well-Being Programme and facilitates staff training when available</li> </ul>
6.	Recruitment of new staff including: <ul style="list-style-type: none"> <li>Teachers</li> <li>SNAs</li> <li>Ancillary Staff</li> <li>Guest speakers</li> <li>Volunteers/Parents in school activities</li> </ul>	Med	Harm not recognised or properly or promptly reported Child Safeguarding Statement and DES procedures made available to all staff	<ul style="list-style-type: none"> <li>Staff to view Tusla training module and any other online training offered by PDST (Professional Development Service for Teachers) or provide certificate to prove training has previously been undertaken. Vetting Procedures Supervision by teachers</li> </ul>
7.	Management of challenging behaviour amongst pupils	High	Injury to pupils and staff	<ul style="list-style-type: none"> <li>Health and Safety Policy Code of Behaviour SEN policy</li> </ul>
8.	External Sports Coaches – including extra-curricular activities coaches/teachers	Med	Harm to pupils	<ul style="list-style-type: none"> <li>Garda vetting procedures in place.</li> <li>Supervision by teachers</li> </ul>
9.	Cycle safety training	Low	Harm to pupils	<ul style="list-style-type: none"> <li>Garda vetting procedures in place.</li> <li>Supervision by teachers</li> </ul>

10.	Students participating in work experience	Low	Harm to pupils	<ul style="list-style-type: none"> <li>• Work Experience Policy in place.</li> <li>• All students over 16 years of age Garda vetted.</li> <li>• Child Safeguarding Statement.</li> <li>• Supervision by teachers</li> </ul>
11.	3 rd Level students participating in School Placement	Med	Harm to pupils	<ul style="list-style-type: none"> <li>• Letter of agreement completed with 3rd Level College.</li> <li>• Child Safeguarding Statement distributed to students</li> </ul>
12.	Volunteers / Parent Helpers	Low	Harm to pupils	<ul style="list-style-type: none"> <li>• Supervised by staff in open areas</li> <li>• Garda vetting procedures in place</li> </ul>
13.	Swimming lessons	Med	Harm to pupils by swimming coaches	<ul style="list-style-type: none"> <li>• Coaches have completed Garda vetting.</li> <li>• Teachers enter changing rooms to supervise only as necessary.</li> <li>• Staff do not assist with drying/dressing with the exception of children with special needs who are assisted by an SNA, in view of the accompanying teacher.</li> <li>• No child to be alone with a staff member or coach at anytime.</li> </ul>
14.	Sports Day	High	Harm to pupils by outsiders	<ul style="list-style-type: none"> <li>• Supervision by parents and teachers; unaccompanied children supervised by staff.</li> <li>• Detailed information letter to parents outlining roles, responsibilities, safety areas etc.</li> <li>• First Aider responsible for minor injuries</li> </ul>
15.	Dancing	Low	Harm to pupils	<ul style="list-style-type: none"> <li>• Dancing instructor garda vetted</li> <li>• Teachers also supervise the classes</li> </ul>



16.	Supervision of children at playtime	High	<ul style="list-style-type: none"> <li>• Injury to pupils</li> <li>• Bullying</li> <li>• Harm not recognised or properly or prompted reported</li> <li>• Supervision policy and procedures in place</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Behaviour</li> <li>• Health &amp; Safety Statement</li> <li>• Rota maintained by Principal</li> </ul>
17.	Visiting speakers	Low	Harm to pupils	<ul style="list-style-type: none"> <li>• Teachers remain in class with visiting speakers.</li> </ul>
18.	Use of ICT by pupils or staff	High	Bullying Staff not following policies and procedures Access to inappropriate material	<ul style="list-style-type: none"> <li>• ICT and Acceptable Use policies in place.</li> <li>• Internet Content Filtering Level 4 is provided by the Schools' Broadband Service.</li> <li>• Internet Safety lessons taught to pupils</li> <li>• Code of Behaviour Anti-Bullying Policy</li> </ul>
19.	Use of mobile phones by pupils	Low	Inappropriate use Mobile phone	<ul style="list-style-type: none"> <li>• Mobile policy; not permitted to be used without authorisation</li> </ul>
20.	Prevention and dealing with bullying amongst pupils	Med	Harm to pupils	<ul style="list-style-type: none"> <li>• Anti-bullying Policy and Procedures in place.</li> <li>• Code of Behaviour</li> <li>• Well-Being programmes taught in all classes (linked to SPHE).</li> </ul>
21.	School Access	Med	Harm to pupils	<ul style="list-style-type: none"> <li>• Front door access by bell &amp; security camera.</li> <li>• Access during school day through front door only.</li> <li>• Gates locked while children outside</li> <li>• Visitors must sign in at office.</li> <li>• Access to classrooms during the school day is restricted and monitored.</li> <li>• CCTV cameras in place to monitor access.</li> <li>• Deliveries during school supervised by ancillary staff.</li> </ul>

				<ul style="list-style-type: none"> <li>Double electronic fire doors are closed all day and are only able to be opened via key pad</li> </ul>
22.	LGBT pupils, trans-pupils, ethnic minorities etc	Low	Bullying of pupils	<ul style="list-style-type: none"> <li>Code of Behaviour</li> <li>Anti-Bullying Policy</li> <li>SPHE programmes</li> </ul>
23.	Administration of First Aid/Medicine	Low	Harm to pupils	<ul style="list-style-type: none"> <li>Administration of Medicine policy.</li> <li>Training provided on specific conditions as necessary.</li> <li>Trained First Aiders on staff.</li> <li>First Aid kits available.</li> </ul>
24.	School trips	Med	Harm to pupils from non staff members, other pupils or members of the public	<ul style="list-style-type: none"> <li>Bus Safety Policy fully supervised by teachers.</li> <li>Venues chosen after careful consideration of safety and educational value.</li> </ul>

Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the Child Protection Procedures for Primary and PostPrimary Schools 2017

In undertaking this risk assessment, the BOM has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified.

While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the BOM on November 30<sup>th</sup> 2020 and will be revised at the end of 2021. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: Rev. James Walton P.P. Date: 3<sup>rd</sup> December 2020.