

## Appendix 1 - Off site school excursions Risk Assessment

<b>Date:</b>		<b>Safety Ref. No.:</b>	
<b>Lead Person:</b>		Reason for visit	
<b>Accompanied by:</b>		Swimming	
<b>Bus Operator</b>		School tour	
<b>Location:</b>		Other	

### Parteen N.S. Safe System of Work for off-site school excursions

I have read & understood the School H&S Safety Statement

Tick

*Before Leaving School the Following Must be in Place & in Date:*

Appropriate Garda Vetting	Charged Mobile Phone	Location Known by School	Personal Protective Equipment	List of Children	Check Forecast
<b>PPE</b>		<b>Please tick/fill in the PPE used</b>			
<i>High Vis jacket/Vest</i>	<i>Torch</i>				

**CHECK HAZARD CHART BEFORE PROCEEDING *If it's not safe don't do it!***

**Comment & hazards identified**

On the back of this form is a list of potential hazards that may be encountered while off school grounds.

You are asked to tick if the hazard is present and give it a risk rating of high, medium or low.

**Hazards present (hazard Numbers identified)**

**Comment & additional hazards identified:**

If an incident has occurred have you filled out the incident report form? (If Yes tick box)

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

**Reviewed**

Date:	Date:	Date:
Person	Person	Person
Comment	Comment	Comment

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1.	<b>Getting on and off bus</b>	(a) Bus must Park in Visible, clean Area	(b) Must alight/ disembark onto footpath or other controlled area	(c) Keep back from corners/ blind spots				
2.	<b>Walking on the Public Road</b>	(a) Teachers to Wear High Visibility clothing	(b) Walk on the right hand side	(c) Beware of oncoming traffic	(d) Use footpaths if available			
3.	<b>Crossing the Public Road</b>	(a) Teachers to Wear High Visibility clothing	(b) Cross at pedestrian crossings where available	(c) Children to walk in pairs	(d) Beware of oncoming traffic			
4.	<b>Slippery/Wet /Uneven Surfaces</b>	(a) Wear Suitable Footwear	(b) Keep Hands Free	(c) Avoid Worst Areas				
5.	<b>Dogs</b>	(a) Avoid Close Contact by children						
6.	<b>Aggressive members of the public</b>	(a) Don't get into an argument leave	(b) Request Garda Presence if required	(c) Contact school secretary before and after visit.				

## Appendix 2 - Risk Assessment for Pregnant Staff

This risk assessment should be discussed by the pregnant member of staff and Deputy Principal:

Name	
Position in School	
Have you been certified pregnant?	
Have you notified the Principal?	
Expected date of delivery (EDD)	
Date of risk assessment	
Are there recommendations made by Doctor, Midwife and/or Consultant:-	

Has the pregnant woman checked if she is immune to the rubella virus, chickenpox, measles or Slapped Cheek disease (Parvovirus)?	
• Rubella (measles)	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Chickenpox	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Slapped cheek disease	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Other (specify)	
(For more information on diseases refer to the Health Protection Agency Guidance on Communicable Disease and Infection Control in Schools and Nurseries or to the Safetynet document on Infectious Control Guidance).	

Have risks associated with farm or zoo visits (in particular, contact with sheep) been assessed?

Are there infection risks in tasks which may be carried out eg: clearing up body fluids or disposing of used syringes?

Have particular risks associated with the teaching of PE been addressed?

Have risks associated with crowded corridors been addressed?

#### Movement and posture

- Does the job involve awkward twisting or stretching? Yes  No
- Does the woman have to stand for long periods of time without a break?  Yes  No
- Does the woman have to sit for long periods of time without a break?  Yes  No
- Are there space restrictions (eg: working behind a desk)?  
- Yes  No
- If so, will these cause more restricted movement as the pregnancy develops? Yes  No

If yes to any of the above, what measures can be taken to prevent problems:

#### Manual Handling

- Does the job involve twisting, stooping or stretching to lift objects?  
- Yes  No
- Does the job involve the lifting, pushing or pulling of heavy loads?  
- Yes  No
- Does the job involve rapid repetitive lifting (even of lighter objects)?  
- Yes  No

- Does the job involve lifting objects that are difficult to grasp or awkward to hold? Yes  No

If yes to any of the above, what measures can be taken to prevent problems:

#### Working Time

- Is the woman expected to work long hours or overtime? Yes  No
- Does the work involve very early starts or late finishes? Yes  No

If yes to any of the above, what measures can be taken to prevent problems:

- Does the woman have some flexibility or choice over her working hours?

Yes  No

If not, what measures can be taken to prevent problems:

#### Work-related Stress

- Are there any tasks which are known to be particularly stressful, eg: dealing with potentially irate adults or pupils with violent or aggressive behaviour?

If so, what measures can be taken to prevent problems:

- Are colleagues, BOM and ISM team supportive toward the woman?

Yes  No

- Is the woman aware of what to do if she feels she is being bullied or victimised?

Yes  No

- Has the individual risk assessment taken into account any concerns the woman has about her own pregnancy?

Yes  No

If no to any of the above, what measures can be taken to prevent or deal with issues:

#### Extremes of cold or heat

- Does the work involve exposure to temperatures that are uncomfortably cold (below 16°C) or uncomfortably hot (above 27°C) Yes  No

- Is the worker exposed to cold draughts even when the average temperature is acceptable?

Yes  No

If yes to any of the above, what measures can be taken to prevent problems:

- Is room temperature and ventilation effective?

Yes  No

- Are there arrangements for sufficient breaks and access

to hot or cold drinks?

Yes  No

#### Welfare Issues

Is there somewhere quiet for the pregnant woman to rest? Yes  No

Are new or expectant mothers provided easy access to toilets

and allowed sufficient breaks where needed?

Yes  No

(If necessary measures should be put in place to ensure that  
new and expectant mothers can leave their workstations at  
short notice eg to use bathroom)

Is there a clean, private area to express milk?

Yes  No

- Is there somewhere safe to store expressed milk?

Yes  No

If no to any of the above, what measures can be taken:

Signed: \_\_\_\_\_ (Member of Staff)

Signed: \_\_\_\_\_ (Principal)

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## APPENDIX 4 - Health and Safety Policy - Risk Assessment of Yard -

Hazards	Is the hazard present	What is the risk?	Risk rating H - high M - medium L - low	Controls (when all controls are in place will risk be reduced?)	Is this control in place?	Action / to do list/ outstanding controls	Person responsible	Signature and date when action completed
Slips, trips, falls	Yes	Injury	Low	<p>Students and staff informed of established school code of behaviour relevant to behaviour in playground</p> <p>Playground supervision roster established and implemented</p> <p>Condition of playground inspected by supervising staff members</p> <p>Condition of exit and entrance to the playground from both buildings</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>Staff supervision and pupil cooperation</p> <p>will look into repairing this</p> <p>Staff supervision and pupil cooperation</p> <p>Staff supervision and pupil cooperation</p>	
Dangerous objects in playground	No, but potentially	Injury		Teacher on yard duty to check	Yes		Caretaker Teacher on duty	

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken.

Medium Risk (M) actions should be dealt with as soon as possible.

Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by:

Term 1:

Date:

Term 2:

Date:

Term 3:

Date: