

SAFETY STATEMENT- HAZARDS

Please add any additional hazards you have noticed around the school.

| HAZARD: | RISK: | ACTION PLAN: | ACTION BY: |
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| Cleaning Products | Risk of ingestion or improper exposure. | School cleaning products locked in cabinet when not in use. | Cleaners Care taker |
| External Doors | Slamming on windy days | All doors to be secured by teachers as pupils exit for play. | All staff. First class out secures door. |
| External Rubbish | Dangerous to children | Collected and disposed of correctly. Regular litter audits occur to prevent littering and hazardous waste. Litter picker schedule. | Caretaker Green School Committee |
| Fire Extinguishers | Improper use in the event of an emergency. | Request training from the maintenance company on proper use. | All users |
| Floors on Corridors | Danger of slipping when weather is wet. | Non-slip mats provided inside doors. Running is not permitted in corridors. Wet signs to be purchased and displayed on corridors on wet days. | All users |
| Fuse Board | Danger of electrical fire or electrocution. | Fuse board room securely locked at all times when not in use. | Principal |
| Gas Tank | Access to hazardous area. | Padlock placed on gate to prevent access. | Principal Caretaker |
| Gates in playground areas left open | Children leaving playground area | Gates are closed before children enter the playground area | Staff on yard duty |

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| Goalposts | Danger of falling | Goalposts should be secured firmly into the ground | Caretaker |
| Hot Liquids | Danger of scalding or slipping. | Travel mugs to be used | All users |
| Internal Fire Doors | Left open and allowing the spread of potential fire. | Always closed after entrance/exit to prevent the spread of potential fire. | All users |
| Items left in corridors | Injury due to tripping | Keep corridors clear | All staff |
| Keypad door lock on front door | Access to school by uninvited visitors | Keypad always turned on. | Secretary All users |
| Locks on gates | Staff are unable to open locks due to not knowing combination | All staff are made aware of lock combination. Lock combination included with class list to be taken to the yard in the event of a fire. | All staff |
| Man Hole Covers on the grassy areas | Danger of tripping and causing serious injury | All staff are made aware of the risk, consultation about best way to alleviate risk. Perhaps filling with soil and/or surrounding with planting. | Caretaker |
| PE Storage | People falling over equipment. | All equipment must be tidied and stored correctly after use. No bags, boxes or equipment to be left on the floor. No children to retrieve or return PE equipment. | All users |
| Refuse and Recycling Bins | Bins could be moved, stolen, set alight or used as a climbing aid. | Bins moved to alcove beside the shed. No children should fill the bins unattended. | Caretaker All staff |
| HAZARD: | RISK: | ACTION PLAN: | ACTION BY: |

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| School bags on floors | Danger of tripping over them | Schoolbags must be kept under desks, must not be left in passageways between desks. | All pupils |
| Stacking of Shelves | Items or shelves falling causing injury. | All shelves are kept neat and tidy to ensure items will not fall. All shelves have the correct amount of supports. | Teachers All staff |
| Staff standing on chairs/tables etc. to reach high areas | Falling and injury | Step ladders purchased and made available to all staff. | Caretaker All staff |
| Steps | Danger of falling | Should be painted using a non-slip coating in order to highlight changing levels. | Caretaker |
| Stones/bricks beside window at rear of school | Potential tool for trespassers/dangerous for children. | Removed immediately. Stored in shed if needed, or properly disposed of. | Caretaker |
| Toilet Floors | Danger of slipping when wet. | Toilet floors checked at least once a day for surface water and checks are recorded. | Teachers Cleaners All users |
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