

## Our Lady of Victories Infant School

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# ISM Health and Safety Audit OLV Infant School September 2024

*“Live” document- will be augmented as needed.*

Ladies, John, Derek,

Please read the audit carefully. Any additions, please let Mary/Rachel know. Audit is on the drive as a “live document”. It can be edited as needs arise, should a risk be identified.

Go raibh maith agaibh,  
Mary

# Health and Safety Audit OLV Infant School September 2024

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	Potential danger	Hazard	Actions needed	Who	Highlighted when:
1	Slips trips and falls. Internal	All hazards that can cause a fall. Including Mats/bags/liquid	Any risk areas for slips, trips, and falls are identified and dealt with immediately and safely without leaving children unattended. If safety signage is used- please remove it following the event.  Children are not permitted to run on corridors	All staff- they can notify P/DP/or another member of staff that is free to attend to the issue. Teachers/SNAs - school	Staff Meeting and Share Audit

			Children hold stairs bannisters	routines/reminders	
2	Slips trips and falls. External	All hazards that can cause a fall.	<p>Playground supervision roster established and implemented</p> <p>Condition of playground inspected by supervising staff members</p> <p>Balance equipment kept in orderly manner e.g. cannot be under the fireperson's pole</p> <p>Children are explicitly taught rules for the bus (rules printed inside bus) and playground and video shown to children (created by Ms Murray)</p>	All staff September classroom routines & reminders when required	August Staff Meeting Staff memo September
3	Accessing heights or windows		This should only be done by the caretaker or appropriate workperson. Step ladder must be in good condition.	All staff	Staff memo September
4	Hot Drinks	Liquid spills, burns.	<p>All staff members utilise covered travel mugs/flasks</p> <p>Students remain seated and are requested to exercise due caution when having hot drinks for lunch (rare occurrence)</p> <p>Lunch times are supervised by teachers</p>	All staff	Ongoing reminders
5	Broken electrical equipment.	Electrocution	Broken /Defective electrical equipment shall not be used, be unplugged and will be clearly identified, labelled as out of use, and stored separately to prevent accidental use in staffroom or under stairs.		Staff memo September
6	Sharp knives and cutters	Accident Trauma Injury	<p>Knives in the staff room should only be used if they are in good condition. It is up to the staff member to decide whether to use a knife (blunt knives require additional force in use leading to accidents)</p> <p>Knives and cutters checked for damaged blades or handles and disposed of if damaged</p> <p>Children's scissors are the only cutters used by children.</p> <p>If baking, a staff member uses the knife, if needed. Cookie cutters used are plastic.</p> <p>All staff. Additional Knives and cutters are not to be brought into school by staff.</p>	All staff	Staff memo September

7	Sudden Illness in class or on Yard	Illness, injury, trauma	<p>Access assistance from nearest first aid trained staff member or bring to first aid station if appropriate and administer appropriate first aid and decide on appropriate further action or medical referral.</p> <p>Complete report form for school Records</p> <p>Separate head injury form and phone call home (Gwen/ISM)</p>	All staff	Staff memo September
8	For Outings or activities: Are there students with disabilities including physical disability, vision impairment, hearing impairment, intellectual disability or mental health condition?	Accident Trauma Injury	<p>The suitability of the task is risk assessed</p> <p>Ensure students understand teacher's instruction Ensure access/egress is not restricted</p> <p>Ensure those with additional needs are supported with appropriate levels of staffing. Highlight concerns to the Principal/ DP/SET</p>	All staff	Staff memo September
9	For outings and activities: Are there students whose first language is not English and who may require extra focus with respect to safety, health and welfare?	Accident Trauma Injury	<p>Ensure students understand teacher's instruction</p> <p>Place signage in appropriate locations as directed by teacher</p>	All staff	Staff memo September
10	For outings and activities: Are there students with challenging behaviour that could increase the potential for	Accident Trauma Injury	<p>Follow the code of behaviour</p> <p>Ensure those with additional needs are supported with appropriate levels of staffing. Highlight concerns to the Principal/ DP/SET</p>	All staff	Staff memo September

	injury to occur?				
11	Stair use	Accident Trauma Injury and bullying	All teaching staff need to teach an explicit lesson on the safe use of stairs and make note of the date in their notes.	Teaching staff	August Staff Meeting Staff memo September
12	Arriving and leaving school Caution for pedestrians/cyclists and motorists.	Accidental trauma	<ul style="list-style-type: none"> <li>● All pupils arrive at the pedestrian gate and dismount from bicycles or scooters.</li> <li>● Parents hand over children to teachers in the line</li> <li>● Derek locks gate at 9.10</li> <li>● Combination locks on garden black gate and gate between yard and Hilton</li> <li>● No ball play or running is allowed at this time to minimise injuries and need for First Aid before school starts.</li> <li>● Staff arriving by car drive extremely slowly from the main gate to their car parking space.</li> <li>● Staff arriving by bicycle or scooter are asked to dismount at the main gate and walk from there.</li> <li>● Pupils are collected by their class teacher at 9.00 sharp and classes move swiftly and safely to rooms.</li> <li>● Exiting- Junior Infants line up first, to avoid congestion. Derek opens gate when 4 Junior Infant Classes are in situ</li> <li>● Parents encouraged to stand behind the yellow line</li> <li>● Each teacher carefully monitors who is collecting each child.</li> <li>● If a child has not been collected, child returns to main building. A phonecall is made if there is a protracted wait period..10 mins or more and the child is supervised until collected.</li> </ul>	All staff	Induction Meeting- inform Parents/Ind uction email/Septe mber Class meetings Staff memo September
13	On a trip leaving the school. Use of pedestrian lights etc	Accidental trauma	<ul style="list-style-type: none"> <li>● A minimum of 2 staff members with every group.</li> <li>● Before pupils leave the classroom, the class teacher reminds them of the required behaviour on a school trip.</li> <li>● If a child's behaviour is unacceptable, they may not be allowed on the next trip. This should be stated directly to the group.</li> </ul>	All staff	Policy followed

			<ul style="list-style-type: none"> <li>● As you (staff member) walk along, stop regularly to reform the line and wait for people.</li> <li>● When you come to a crossing, if there are pedestrian lights, use them. If not, wait for a safe time to cross. Teacher stands in the middle of the road until all pupils have crossed. Thank cars who may have had to wait.</li> <li>● Train the class to wait at the other side of the road until the teacher is ready to lead the group again.</li> <li>● If the trip includes a bus ride, remind the pupils to be polite to the driver and any other passengers.</li> <li>● When getting off any bus, one staff member gets off first and keeps the pupils in a line. The other gets off last, checking for pupils and belongings left behind.</li> <li>● Count the pupils regularly on a school trip.</li> <li>● Remind the pupils to look out for their partner.</li> <li>● When pupils are using toilets in a museum or venue, the teacher needs to be very mindful of the pupils' own behaviours and of child protection.</li> <li>● It is good practice when on a longer trip or school tour to keep in text contact with the OLV school mobile. Short texts like "on bus home now" can be very helpful. Principal/DP elects a person to communicate</li> </ul>		
14	Fire	Fire causing death or injury	<p>All teachers know how to raise the alarm and contact the emergency services</p> <p>All teachers have received training on how to use fire extinguishers and fire blankets</p> <p>Please take note of where there is an accessible fire extinguisher in classroom or hallway close to classroom</p> <p>Fire drill will be executed by end October annually and evacuation time noted</p> <p>Call will be made to the monitoring company to alert them to the drill action 24 (01) 2973333</p>	All staff	Principal or Acting Principal

			Or call 999 and state Eircode D090HC90 in the event of fire		
15.	Yard/PE	Accidents during PE	<p>Students and staff informed of established school code of behaviour relevant to behaviour in the playground. All classes learn/revise “ School Anthem” - reduces/minimises incidents due to unkind hands/feet</p> <p>Explicit instruction and demonstration of use of equipment , skills and pE routines</p> <p>Junior Infants trained in safe and respectful use of equipment</p> <p>Teachers tidy away equipment</p> <p>Balance equipment in playground is kept in a safe line</p> <p>Playground Safety video shared with classes (created by children)</p> <p>Safety video created by 1st class and circulated for teachers to show</p>		<p>Staff ongoing</p> <p>Staff ongoing &amp; Parental awareness induction/class meetings in September</p> <p>Social Stories for SEN on same as needed</p> <p>September-email circulated re playground safety</p>
16	EWS Emergency Works	Injury	<p>Consultant appointed and principal outlines potential dangers.</p> <p>Health and Safety file must be submitted to BOM.</p> <p>All workpersons must adhere to H&amp;S legal guidelines.</p>	As required	All Preventative measures to be accountable to consultants engaged.
17	EWS August 2024	Spark risk when Gas Networks connect new meter	<p>Gas Networks bore in yard to add a meter (August) and broke an old undocumented pipe discovering a suspected contaminant.Works ceased. AM Environmental produced a report. Contaminated soil was removed and further works to be done in October before Gas Networks return back to complete works.</p> <p><i>No risk to children from the end August. Insurance company agreed to pay for removal contamination.</i></p>	BOM, Principal, Consultant overseeing Gasworks	BOM, Principal, Consultant overseeing Gasworks. Timeline - Sept/Oct.

18	Trees	Maintenance required following works	BOM engaged arborist for report to ascertain condition of trees following works in May 2024	BOM, Arborist, Patron Body	BOM, Patron Body
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***Health & Safety Considerations/Procedure for use of Front Garden (Tape Barrier to the Front Gate) Created 4/4/2022***



- Be prudent at all times; the children's safety is paramount
- When exiting your building and walking outside, always **keep your whole class in view. Same for the return to the classroom.** Settle your class before you re-enter the building. Walk quietly in the corridor etc.
- **Always close exit door after you- be careful with front door- it can be put on latch but will strain if you pull when latch is "on"**
- **Keep class in view until you reach front garden**
- Class stand on the path by the Hilton
- Close tape barrier over
- Scan area for glass/sharp objects/fox waste
- Please bear in mind that there are first classes actively learning with windows open, so keep noise levels appropriate. If noise is distracting in 1st class, ask the teacher outside to keep it down. Please speak about this in the classroom and prepare the children for the routines
- If a courier comes, ask that they park outside & carry parcel in
- Likewise if a parent comes to drop off a child/message, allow them to walk in the gate.
- If parcel is too big, safely let vehicle in- you will know your class well- if you need an SNA from the new building to assist, knock gently on the window
- **There may be a vehicle trying to leave from OLV- exercise safety**
- Likewise if a child needs to use the bathroom, perhaps an SNA from Hilton can assist rather than bringing back whole class (best practice to have class use bathroom before outdoor session)
- Bear in mind that the caged geo-paving area is open-ended; a child can run around a full loop, so better stick to either area in front of outdoor blackboard area or "garden/drive" area
- Be cognisant of the weather
- Handwashing on return inside

**\*\*Addendum Health & Safety Note from Staff Meeting 12th June, 2023\*\***

**New Climbing Apparatus & Swings in Garden**

Procedure: Children stand behind the kerb (teach word kerb) and wait their turn.

Staff will look for an outside timer.

“Once off” substitute staff are not to use this area due to lack of familiarity/risks.

**Staff Meeting August 2024**

Procedure for safety for Climbing Wall. First class will create a **video** and **simple rules/procedural writing**. (The child’s voice)