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## Health & Safety Statement

### Introduction

A Health & Safety statement is required by law under the Safety, Health & Welfare at Work Acts (1989 & 2005). This Statement is prepared by the Board of Management (BOM) of Saint Michael's National School, 11 Barrington Street, Limerick, to set out in writing a programme for safeguarding Safety, Health & Welfare of staff in St Michael's National School.

It represents the commitments of the BOM to providing a workplace, which is as safe and as healthy as possible for its employees, and specifies the organization, the manner necessary for maintaining and reviewing safety and health standards.

The BOM of SMNS brings to the attention of staff, the following arrangements for safeguarding safety, health and welfare at work. Staff are reminded yearly to read and review the policy and once complete this is recorded. (Appendix 3) If new staff join during the year they are also asked to read the policy. The policy is emailed in these cases for ease of access and referral.

The policy, reviewed annually, or more frequently if necessary, in light of experience or changes in legal requirements. The safety statement will be re-examined by the Board on at least an annual basis. The safety statement requires the co-operation of all employees in order to be effective. All records of accidents and ill-health are monitored in order to ensure that any corrective measures required can be put in place to reduce the recurrence of such accidents and ill-health. The Principal will give the Board a summary of incidents as they arise.

The Board of Management of Saint Michael's National School wishes to ensure as far as is reasonably practicable that:

- The design, provision and maintenance of all places in the school are safe and without risk to health.
- There is safe access to, and egress from, places of work.

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Saint Michael's National School, 11, Barrington Street, Limerick V94 A0K7

- Equipment may be operated safely.
- Work systems are planned, organized, performed and maintained so as to be safe and without risk to health.
- Staff are instructed and trained as necessary to ensure health and safety.
- Protective clothing or other appropriate clothing are provided as necessary to ensure safety and health.
- Plans for emergencies are complied with and revised as necessary.
- Employees are consulted on matters of health and safety.

The BOM recognises that its statutory obligations under legislation extend to employees, pupils, student-teachers, to any person legitimately conducting school business off-site or legitimately conducting other business on the school premises. The Board of Management of SMNS undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to.

#### Duties of Employees

It is the duty of every employee while at work:

- (a) To take reasonable care for his/her own safety, health and welfare, and that of any person, who may be affected by his/ her acts or omissions while at work. Each employee has a duty to look after him/herself.
- (b) To co-operate with his/ her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use, in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided for securing his/her safety, health or welfare at work.
- (d) To report to the BOM without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare.
- (e) The Chairperson of the BOM has a responsibility to ensure that all employees are not putting themselves in harm's way of the duties being undertaken.
- (f) Staff will sign in and out when taking class/es out of school during school hours; the risk assessment for school excursions will also be completed (Appendix 1).
- (g) Members of staff who are pregnant will, with the Principal, discuss and complete the risk assessment for pregnant staff (Appendix 2).
- h) Staff will carry out a risk assessment of the yard at the start of each term.

No person will intentionally or recklessly interfere with or misuse any appliance, protective

clothing, convenience or other means or thing for securing safety, health or welfare at work. Employees using available facilities and equipment provided, must ensure that work practices are performed in the safest manner possible.

### **Role of the Safety Representative**

The BOM will consider reasonable representations made by the safety representative on behalf of the staff. Maria Robinson is the current Safety Representative and each term she reminds staff to report issues to her directly.

### **Consultation and Information**

It is the policy of the BOM, or the BOM representative, to consult with staff in an annual review of risk assessments at the beginning of each school year. A copy of the safety statement is made available to all staff via e mail at the beginning of the school year.

Health, Safety and Welfare at work will be considered in any future staff training and development.

The Health & Safety Statement is displayed in a public place in the school. All staff members will be asked to read the Health & Safety Statement at the start of each school year and this will be recorded and dated. All work experience students and long term substitutes will be asked to read the Health and Safety Statement before commencing their role in our school. This will also be recorded (Appendix 3).

### **Hazards**

Hazards shall be divided into two categories. Those which can be rectified, will be dealt with as a matter of urgency. Those that cannot, will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

### **Fire**

- (i) The Board ensures that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher has instructions for its use.
- (ii) The Principal ensures that fire drills take place at least once per term.
- (iii) Signs are clearly visible to ensure that visitors are aware of exit doors and routes.
- (iv) All doors, corridors, and exits are kept clear of obstruction and are able to be opened at all times from within the building. Each teacher, who has an exit in the classroom, must ensure it is kept clear. Back and main doors must be free of obstruction.
- (v) The assembly point is in the yard.
- (vi) All electrical devices should be left unplugged, when unattended for lengthy periods and

when the building is empty, where practical. Teachers are responsible for their own classrooms. The Principal and the school secretary are responsible for their offices. The general kitchen area is each staff members' responsibility.

(vii) Any recommendations made by a Fire Officer in addition to these provisions will be implemented.

(viii) An outline of the fire escape plan is contained in the Critical Incident policy

### Risk Assessment

The following hazards (in so much as can be identified) are considered by the BOM to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Trailing leads
3. Computers
4. Guillotine
5. Projectors
6. Fuse Board
7. Electrical appliances
8. External gas boiler
9. Ladders
10. Surface of school yard
11. Protruding units and fittings
12. External stores (to be kept locked)
13. Icy surfaces on a cold day
14. Ramp entering the school when wet/icy or when wet leaves have gathered
15. P.E.T testing is carried out year on the necessary appliances

To minimise risks from these sources, the following safety/ protective measures must be adhered to (see 'duties of employee' above):

- (a) All equipment is to be used in strict accordance with the manufacturer's instructions and recommendations.
- (b) Where applicable the Board will ensure that members of staff are instructed in the correct use of plant, machinery and equipment.
- (c) Operation of equipment is restricted to those members of the staff whose job function includes running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties.
- (d) Before engaging a contractor, the Principal/ or BoM will send a copy of this Safety Statement to them. Any other contractors entering the school must be shown a copy of the school's Health & Safety Statement and must adhere to its provisions. Contractors working onsite must sign in and out.

- (e) All items of electrical equipment are fitted with adequate safeguards.
- (f) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (g) Ladders must be used with another person's assistance.
- (h) Staff will avoid use of glass bottles by pupils, where possible. Remove broken glass immediately on discovery.
- (i) The Board will check that floors are clean, even, non-slip and splinter-proof.
- (j) The staff will ensure that PE equipment is stacked securely and positioned so as not to cause a hazard.
- (k) All personnel check that all PE and other mats are in good condition and not presenting trip hazards.
- (l) There is an on-going inspection of furniture, floors, apparatus, equipment and fittings by staff. Any faults are reported on Aladdin, which is accessed daily.
- (m) The staff check that wooden beams, benches, etc. are free from splinters and generally sound.
- (n) A caretaker or other person designated by the BOM, checks that there are no uneven, broken or cracked paving slabs.
- (o) The BOM's representative with the caretaker, checks that roofs, guttering, drain pipes, etc. are sound and well-maintained as far as can be seen.
- (p) Staff check that manholes are safe.
- (q) Staff check that all play areas, are kept clean and free from glass before use.
- (r) The BOM checks that outside lighting works and is sufficient.
- (s) The caretaker ensures that all building materials, caretakers' maintenance equipment, external stores, etc. are stored securely.
- (t) The staff checks that refuse is removed from the building and is carefully stored outside in a location likely to minimise damage in the event that it should catch fire.
- (u) The In School Management team carry out a yard risk assessment once per term and as the need arises (Appendix 4).

\*A detailed Risk Assessment in relation to COVID 19 has been undertaken by staff and approved by the BOM. This should be viewed in conjunction with the Health and Safety Statement.

### **Constant Hazards**

#### **Machinery, Kitchen Equipment, Electrical Appliances**

It is the policy of the BOM that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment are visually checked at each use.

#### **Electrical Appliances**

Arrangements will be made for any appliances in need of servicing, to be checked on a regular basis.

Before using any appliance, the user should check that:

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

Unplug leads of appliances when not in use.

### **Chemicals**

It is the policy of the Board that all chemicals, photocopier toner, detergents, etc be stored in clearly identifiable containers bearing instructions and precautions for their use. These are kept in a closed cupboard and, where needed, protection is provided to be used when handling them.

### **Highly Polished Floors**

Every attempt will be made to avoid the creation of slippery surfaces. Floors are washed, as far as is possible, after school hours to minimise the danger of slipping. Where floors are wet, warning signs regarding wet floors, should be used where practicable. Attention is drawn to the possibility of outside surfaces being affected by rain in wet weather, wet leaves and frost in cold weather. Where possible staff and pupils shall be reminded to use handrails when going up or down ramps.

### **Smoking**

The entire school premises, both indoors and outdoors, is deemed a non-smoking premises to avoid any hazard of passive smoking and fire.

### **Broken Glass**

Staff are asked to carefully remove broken glass. Class teachers should ensure that children are instructed to report broken glass to a teacher and are warned never to pick up broken glass or foreign items they may find on the yard.

### **Visual Display Units**

The advice contained in the Health & Safety Authority's (HAS) guidelines on the safe operation of visual display units is followed. Any up-to-date information regarding hazards relating to the use of VDUs will be studied and recommendations and directives implemented.

### **Infectious Diseases**

It is the policy of the BOM that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The BOM will endeavour to minimize the risk by adherence to sound principles of cleanliness, hygiene and disinfection, and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and

washrooms are provided at all times with a facility for the safe disposal of waste.

Specific procedures are in place at present due to COVID 19. The school are guided in this area by the HSE and the Department of Education. An internal cleaning checklist is in operation to minimize the risk of contaminated surfaces causing infection. An external cleaning checklist is in place for all external touchpoints e.g. key pads, door handles etc. Additional measures have been put in place by the board of management which include regular handwashing by all staff and pupils along with the regular use of hand sanitizing units. In the classroom staff maintain their work area and sanitize regularly. Dunk bins are in operation to disinfect items of frequent use by the pupils.

### **First Aid**

All staff are currently first aid trained. This will be due for renewal in November 2021. Two staff members have completed specific Covid 19 First Aid Training.

The first aid box is located in the shelter shed and a smaller version is available in each classroom. Contacts for the school doctor and emergency services are to be found in this policy. A dedicated Wellness Room has been established and a list of parent contact details along with GP details for each child is available there.

- (1) All incidents, no matter how trivial and whether to employees or to students or to members of the public, must be reported immediately to the member of staff on duty and/or the Principal. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. The staff member on duty keeps an Accident Report File, recording all accidents and incidents.
- (2) A yearly review of use by dates is carried out on medical supplies

The Principal will see that there will be maintained in the school, a properly equipped First Aid Box available to staff at all times containing:

- Sticking plasters
- Cotton bandage/gauze
- PPE (apron, masks)
- First Aid Spray (anti-bacterial, anti-viral, anti-fungal)
- Non-woven triangular bandage
- Skin closure strips
- Instant cold pack
- Adhesive surgical dressing
- Roll of plastic bags
- Disposable gloves

- Adhesive surgical dressing
- Medistrips (skin closure strips)
- Antiseptic spray
- Silk tape
- Normasol (sterile topical irrigation solution)
- Antiseptic wipes
- Scissors
- Savlon antiseptic wash

Disposable gloves must be used at all times in administering First Aid.

PPE will also be worn.

(The school will follow Guidelines as outlined in the Critical Incident policy.)

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal are available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities are available.

### **Staff Facilities**

Tea and lunch breaks are taken in either the classroom (when the teacher is on out/inside supervision duty) or in the Staff Room. During Covid 19 two kitchens are in use. No more than two staff members will be in the kitchen at any given time. Staff will clean and disinfect after each use.

Members of staff are reminded that:

- (a) A person, who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities, which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the interim.
- (b) Staff members are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol.
- (c) Members of staff will be required to sign a declaration stating that they do not have Covid-19 symptoms. Members of staff who display any symptoms of illness must not attend work.

### **Contractors & Access To School**

Anyone entering the school premises must:

- identify themselves to a member of staff before gaining admittance to the school and



- provide a copy of their current schedule of insurance.
- 'Visitors' to the school must follow certain protocols as laid out in 'Risk Assessment Covid-19'

Any contractor must make direct contact with the Principal, before initiating any work on the premises and be shown a copy of the Health & Safety statement applying to the school and must agree to its provisions. While work is in progress, noise shall be avoided wherever possible during school hours. The contractor and his work team shall not create any hazard, permanent or temporary, without informing the Principal and shall mark such hazard with suitable protection or at least with warning signs.

### **Contact Phone Numbers**

Emergency Services	999/112
Mid-West Regional Hospital	061-301111
School Doctor - Dr. Hanley	061-314810
Roxboro Garda Station	061-419555
Henry St Garda Station	061-212400
ESB	061-414592
HSE Live	1850 241850

### **Review of this Health and Safety Statement**

This statement shall be regularly revised by the Board of Management of St Michael's NS in accordance with experience and the requirements of the Safety, Health and Welfare at Work Act 2005 and the Health and Safety Authority.

The Health and Safety Statement is also made available to all staff, who have been forwarded a copy and requested to read same.

*Signed on behalf of the Board of Management*

**Chairperson of BOM:** *Dean Niall Sloane*

**Date:** **14<sup>th</sup> September 2020**

(The Health & Safety Statement was prepared by representatives of the school community, in accordance with the Safety, Health and Welfare Act at Work Act 2005.)

Health & Safety Representatives      *To be confirmed*      (BOM)  
 Maria Robinson      (Staff)

**Please note:** *This plan is subject to change based on emerging needs .*

**Appendix 1**

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

**Saint Michael's NS 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

1.	<b>Getting on and off bus</b>	<i>(a) Bus must Park in Visible, clean Area</i>	<i>(b) Must alight/ disembark onto footpath or other controlled area</i>	<i>(c) Keep back from corners/ blind spots</i>				
2.	<b>Walking on the Public Road</b>	<i>(a) Teachers to Wear High Visibility clothing</i>	<i>(b) Walk on the right hand side</i>	<i>(c) Beware of oncoming traffic</i>	<i>(d) Use footpaths if available</i>			
3.	<b>Crossing the Public Road</b>	<i>(a) Teachers to Wear High Visibility clothing</i>	<i>(b) Cross at pedestrian crossings where available</i>	<i>(c) Children to walk in pairs</i>	<i>(d) Beware of oncoming traffic</i>			
4.	<b>Slippery/Wet /Uneven Surfaces</b>	<i>(a) Wear Suitable Footwear</i>	<i>(b) Keep Hands Free</i>	<i>(C) Avoid Worst Areas</i>				
5.	<b>Dogs</b>	<i>(a) Avoid Close Contact by children</i>						

6.	<b>Running in the Park</b>	<i>(a) Ensure that children are in sight at all times</i>	<i>(b) Make sure children know where teachers are to stand.</i>	<i>(c) Ensure that children are in pairs</i>	<i>(d) Don't stand behind when reversing</i>		
7.	<b>Aggressive members of the public</b>	<i>(a) Don't get into an argument leave</i>	<i>(b) Request Garda Presence if required</i>	<i>(c) Contact school secretary before and after visit.</i>			

Appendix **Should this be Appendix 2?**

### Appendix 2 - Risk Assessment for Pregnant Staff

This risk assessment should be discussed by the pregnant member of staff and 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)?
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- 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	<input type="checkbox"/>	No	<input type="checkbox"/>
- Is the worker exposed to cold draughts even when the average temperature is acceptable?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes to any of the above, what measures can be taken to prevent problems:				
- Is room temperature and ventilation effective?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
- Are there arrangements for sufficient breaks and access to hot or cold drinks?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Welfare Issues</b>				
Is there somewhere quiet for the pregnant woman to rest?	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Are new or expectant mothers provided easy access to toilets and allowed sufficient breaks where needed?	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
(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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
- Is there somewhere safe to store expressed milk?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If no to any of the above, what measures can be taken:				

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

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






APPENDIX 4 - Health and Safety Policy - Risk Assessment of Yard - September 2020

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	Students and staff informed of established school code of behaviour relevant to behaviour in playground  Playground supervision roster established and implemented  Condition of playground inspected by supervising staff members Condition of entrance and exit to the playground for J1 to 3rd Class	Yes  Yes  Yes	<ul style="list-style-type: none"> <li>• Pebble dash at side of shelter shed</li> <li>• Steps at the front door</li> <li>• Steps at the side door</li> <li>• Bottleneck at side of shelter shed</li> <li>• Protruding rocks on the wall</li> <li>• Holes in wall where stones have come out</li> <li>• Cracked and uneven concrete / tarmac near the side of PE shed while entering the yard</li> </ul>	Staff supervision and pupil cooperation  will look into repairing this  Staff supervision and pupil cooperation	
Lack of social distancing	Yes	Illness	High	Condition of exit and entrance to the			Builders working here - this may be	

<p>ng in yard</p>				<p>playground from fire exit at back of building to the yard for 5th and 6th Class inspected by supervising staff members</p> <p>Staggered break times Teachers to train classes to:  - line up in pods, one metre apart, using pillars at shelter shed and poles in yard as markers to ensure social distancing  - play in class bubble  - classes to stay in their designated part of the yard</p>	<p>area and near the shelter shed</p> <ul style="list-style-type: none"> <li>• Loose plastic covers over gutter by red wall</li> <li>• Some uneven surfaces and some accumulation of gravel in yard generally</li> <li>• Some areas in the yard where mud accumulates</li> <li>• Sunken drain x2 (soccer / basketball areas)</li> <li>• Water dripping from shelter shed roof</li> <li>• New fence – children must be aware that they must</li> </ul>	<p>filled in - check</p> <p>Staff supervision and pupil cooperation</p>	
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						<p>not run into new fence</p> <ul style="list-style-type: none"><li>• Protruding poles along walls</li><li>• possible slip hazard from manholes and drain covers.</li><li>• Some uneven concrete</li><li>• Wooden slats at the edge of the garden may fall</li><li>• Narrow turn to right at grass area + rocks on the left-hand side</li><li>• Tap sticking out of wall (covered)</li><li>• Narrow path at the end of the school with grass</li></ul>		
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						edging (slip hazard) <ul style="list-style-type: none"> <li>• If rain, the path will be wet with some puddles and possibly mud</li> <li>• Gaps in concrete / uneven concrete along the path</li> <li>• Small hole by the drainpipe outside the halla section of the path</li> </ul>		
Dangerous objects in playground	No, but potentially	Injury		Caretaker to check daily 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 - Ann-Marie Mullane, Maria Robinson

Date: 2nd September 2020

Term 2:

Date:

Term 3:

Date: