



Ashgrove Primary School Risk Assessment

including Risk Assessment
for PTA and School-Staffed Events

This risk assessment is supported by a policy
of on-going, dynamic risk assessment
and communication between
governors, management and staff.

September 2010

Risk Assessment Rating Scales

Severity:	5	severe
	4	very serious
	3	serious
	2	significant
	1	mild

Likelihood:	5	almost certain
	4	very likely
	3	likely
	2	possible
	1	minimal risk

Hazard	To Whom	Severity	Likelihood	Risk
Unauthorised Pupil Access to Building During Break	Children	1	2	2
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • 2 teachers and all available classroom assistants on duty in playgrounds • P7 buddies in infant playground • Teacher and classroom assistant in medical room/hall • P7 pupils on playground door duty • Electronic access control on other doors 			<ul style="list-style-type: none"> • Teachers • Classroom Assistants 	<ul style="list-style-type: none"> • Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Unauthorised Pupil Access to Building During Lunch	Children	1	2	2
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • 6 supervisors and all available classroom assistants* on duty in playgrounds/grass areas • P7 buddies in infant playground • Senior Supervisor in medical room • P7 pupils on playground door duty • Principal/Vice-principal on duty in hall • Electronic access control on other doors • Mobiles out of bounds • Principal/Vice-principal to patrol all areas intermittently <p>* SEN classroom assistants are an additional presence but are responsible for individual children</p>			<ul style="list-style-type: none"> • Principal • Vice-Principal • Supervisors • Classroom Assistants* 	<ul style="list-style-type: none"> • From April 2009

Hazard	To Whom	Severity	Likelihood	Risk
Unauthorised Pupil Access Before School	Children	2	4	8
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Parents told in prospectus • Reminders in newsletters • Children reminded in assembly • Offending children and parents contacted • Record kept (child/date) • Standard information and request letter sent to persistent parent • Letter sent with dates of multiple offences • CCTV 	<ul style="list-style-type: none"> • CCTV: large playground 	<ul style="list-style-type: none"> • Principal • Vice-Principal • Buildings Supervisor 	<ul style="list-style-type: none"> • From May 2009 	

Hazard	To Whom	Severity	Likelihood	Risk
Unauthorised Access After School	Children	3	2	6
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • High perimeter fence and gate • Signage re. trespassers • Security monitoring • Listed keyholders • Gate keys with PSNI • CCTV • Good relationships with neighbours/observers • Warnings in newsletter • Buildings Supervisor, etc. on call-out 		<ul style="list-style-type: none"> • Principal • Vice-Principal • Buildings Supervisor • Security System Contractor • PSNI 	<ul style="list-style-type: none"> • Ongoing 	

Hazard	To Whom	Severity	Likelihood	Risk
Children Moving Through School	Children	1	1	1
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Children trained to walk calmly and quietly • Groups required to move in lines • Adult and/or P7 buddy supervision of groups • Support by classroom assistants of children with special needs 		<ul style="list-style-type: none"> • Principal • Vice-Principal • Teachers 	<ul style="list-style-type: none"> • Ongoing 	

Hazard	To Whom	Severity	Likelihood	Risk
Vulnerability from Physical Disability	Children	3	2	6
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Provision of classroom assistants through SEN statements • Vigilance re obstacles • Vigilance re turning space and time for walking frames, wheelchairs, etc. • Safeguarding, inclusive ethos • Short-term arrangements to meet medical and parental requests such as following a leg operation: isolated desk, leg support, allocation of buddy, indoor breaktime routine, adapted emergency evacuation plan • All children and staff working within an area are briefed on the presence and use of the aid 		<ul style="list-style-type: none"> • Principal • Vice-Principal • Teachers 	<ul style="list-style-type: none"> • Ongoing 	

Hazard	To Whom	Severity	Likelihood	Risk
Pupil Use of Doors	Children	2	2	4
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Finger guards fitted for rooms, toilets, hall, outside doors used by P1 • Doors closers monitored and adjusted accordingly • Hooks and magnetic locks used to secure corridor doors for group passage • Established practice of holding doors for visitors, classes, younger children 			<ul style="list-style-type: none"> • Buildings Supervisor • Principal 	<ul style="list-style-type: none"> • Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Public Access Control	Children Staff	4	2	8
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Centrally controlled locks • Monitoring of exit doors • Vigilance of all staff • Signage • Reminders in newsletters re. reporting to office • Vision panel for Secretary • Secretary greets visitors (but does not ask for signatures) • Telephones in mobiles • Panic buttons in Secretary's office and mobiles • Visitor badges as necessary 	<ul style="list-style-type: none"> • Fence requested to isolate playgrounds and mobiles from public • Limited use exits at staffroom, Room 6 and canteen 		<ul style="list-style-type: none"> • Principal • Secretary • Buildings Supervisor 	<ul style="list-style-type: none"> • December 2009

Hazard	To Whom	Severity	Likelihood	Risk
Child Running out of School	Children	4	3	12
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Monitoring of doors • Vigilance of all staff • Staff reminded of need for vigilance and early reporting • Manual exit buttons sited above reach of P1 and P2 			<ul style="list-style-type: none"> • Principal 	<ul style="list-style-type: none"> • October 2009

Hazard	To Whom	Severity	Likelihood	Risk
Outdoor Play Areas	Children	4	2	8
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Playgrounds checked for glass, ice, faeces, litter, etc. every day • Silt from grass banks cleared from senior playground when slippery • Outdoor play equipment sourced from approved suppliers, compliant with EU certificates and/or checked by Health and Safety Officer • Safety surface maintained around outdoor play equipment and bark replenished • Covers kept on sandpits • Mechanical toys checked regularly • Cycle helmets worn as appropriate • Supervision of activities • Routines, supervision levels and effectiveness reviewed regularly 			<ul style="list-style-type: none"> • Principal • Buildings Supervisor 	<ul style="list-style-type: none"> • December 2009

Hazard	To Whom	Severity	Likelihood	Risk
Accident while using PE Equipment	Children Staff	4	2	8
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Appropriate supervision • Large apparatus inspected and maintained annually • Safe use of equipment outlined by staff prior to use by children 			<ul style="list-style-type: none"> • Principal • Teachers 	<ul style="list-style-type: none"> • Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Potential Misuse of Equipment	Children Staff	4	2	8
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Staff trained in the safe use and movement of equipment appropriate to their post eg floor polisher, steps, interactive whiteboards, etc • Children trained in the safe use of equipment appropriate to their age eg PE apparatus, scissors, low-temperature glue guns • Children always supervised • Appropriate storage 		<ul style="list-style-type: none"> • Principal • Buildings Supervisor • Teachers • Classroom Assistants 	<ul style="list-style-type: none"> • Ongoing 	

Hazard	To Whom	Severity	Likelihood	Risk
Fall from or through Staging	Children	3	2	6
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • All staging units cable-tied • Outside edge of the stage secured with batons • Children briefed re. safety • Side panels added as necessary 		<ul style="list-style-type: none"> • Principal • Vice-Principal • Buildings Supervisor 	<ul style="list-style-type: none"> • Prior to first rehearsals 	

Hazard	To Whom	Severity	Likelihood	Risk
Use of Kiln and Glazes	Children Staff	3	2	6
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Children prohibited from kiln room at rear of school • Parents and children warned about risks from glazes • Use of chain across kiln to indicate firing • Kiln only opened by staff when cold • Ventilating skylight • Fire extinguisher situated near kiln 		<ul style="list-style-type: none"> • Principal • Buildings Supervisor 	<ul style="list-style-type: none"> • Ongoing 	

Hazard	To Whom	Severity	Likelihood	Risk
Staff Access to Heights	Staff	4	1	4
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • All staff aware that they must not “climb” • Step-stools are available to give teachers and classroom assistants safe access to display boards • Cleaning limited to 11’6” • Long poles and dusters used for high windows, etc. • When buildings supervisor requires use of ladder, such as for access to the roof, the HSE’s <i>Safe Use of Ladders</i> protocol is required • NEELB maintenance teams used for high roof or ceiling work • Buildings supervisor accesses (eg) ball on the roof when children are not present 		<ul style="list-style-type: none"> • Teachers • Classroom Assistants • Buildings Supervisor • Cleaners 	Ongoing	

Hazard	To Whom	Severity	Likelihood	Risk
Electrical Safety (see Roof Leaks)	Children Staff	4	2	8
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Portable electrical appliances tested annually by approved contractor • Safety of electrical fittings and fixed appliances monitored - tested by NEELB every 5 years • Children taught to stay away from electrical sockets • Covers for sockets fitted in Foundation Stage and SEN rooms • Children taught not to cover wall-mounted electric convector heaters in mobiles or portable electric heaters 		<ul style="list-style-type: none"> • Principal • Buildings Supervisor 	<ul style="list-style-type: none"> • September 2009 	

Hazard	To Whom	Severity	Likelihood	Risk
Fire Safety	Pupils Staff Visitors	5	1	5
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Emergency exits kept clear • Fire Safety and Emergency Evacuation Procedure reviewed annually • Procedure for emergency evacuation in each room • An emergency evacuation drill is carried out each term • Controlled access to flammables • Fire alarm, door release and emergency lighting tested in-house regularly and record kept • Fire alarm, door release and emergency lighting tested by NEELB and/or professional annually • Kitchen routines in relation to gas, cookers, deep fat fryers, etc. 	<ul style="list-style-type: none"> • Kitchen staff included in drill • Training by NEELB in use of fire extinguishers 	<ul style="list-style-type: none"> • Principal • Buildings Supervisor • Teachers 	<ul style="list-style-type: none"> • September 2010 	

Hazard	To Whom	Severity	Likelihood	Risk
Fire or Crush in Whole School Assembly	Children	5	1	5
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Carefully managed entrance and exit of school population to hall • Maintenance of clear access to emergency exits • Illuminated <i>running man</i> emergency signage • One out of three termly fire drills to be from assembly • Blocks of 100 chairs or more are cable tied 	<ul style="list-style-type: none"> • Rows of eight or more chairs will be cable-tied if this is not seen to create additional risk 	<ul style="list-style-type: none"> • Principal • Vice-Principal • Buildings Supervisor 	<ul style="list-style-type: none"> • Ongoing 	

Hazard	To Whom	Severity	Likelihood	Risk
Heating Boiler Plant	Children Staff	4	1	4
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> Boiler house kept locked Gas boilers tested annually and landlord's test certificate kept by NEELB Oil lines checked regularly for leaks; sand available. 	<ul style="list-style-type: none"> Check heat detector and automatic shut-off 	<ul style="list-style-type: none"> Principal Buildings Supervisor 	<ul style="list-style-type: none"> October 2010 	

Hazard	To Whom	Severity	Likelihood	Risk
Photocopier Jams	Children	3	1	3
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> Photocopier located in "unmanned room" Only staff and work experience personnel use the photocopier Machine well maintained Only parts marked by manufacturer used to rectify problem, mains switched off Engineer called as required 		<ul style="list-style-type: none"> Principal Secretary Teachers Classroom Assistants 	<ul style="list-style-type: none"> Ongoing 	

Hazard	To Whom	Severity	Likelihood	Risk
Internal Environment	Children Staff	2	1	2
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> Rooms are maintained at temperatures appropriate to their use – PE hall, office, classroom, corridors, etc Floors kept clean and dry and in safe condition Monitoring, reporting and prompt mopping of wet floors in corridors, classrooms, toilets, etc. Signage used to indicate cleaning and wet surfaces Toilet cleaning recorded 	<ul style="list-style-type: none"> Continue programme of improving surfaces 	<ul style="list-style-type: none"> Buildings Supervisor 	<ul style="list-style-type: none"> Ongoing 	

Hazard	To Whom	Severity	Likelihood	Risk
Objects Falling from Shelves	Children Staff	2	3	6
Existing Precautions		Additional Precautions		Who
<ul style="list-style-type: none"> • High standards of health and safety awareness, tidiness and care 				<ul style="list-style-type: none"> • Teachers • Classroom Assistants • Buildings Supervisor • Cleaners
				When
				<ul style="list-style-type: none"> • Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Allergic Reaction	Child	5	2	10
Existing Precautions		Additional Precautions		Who
<ul style="list-style-type: none"> • Staff, children and parents informed of nut-free zone • Implementation of personal emergency care plans supplied by Health Service • Annual training in use of EpiPens and diabetes monitoring 				<ul style="list-style-type: none"> • Principal • Vice-Principal • Trained Teachers
				When
				<ul style="list-style-type: none"> • Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Roof Leaks (electric shock and mould)	Child Staff	3	4	12
Existing Precautions		Additional Precautions		Who
<ul style="list-style-type: none"> • Interim roof repairs by NEELB Maintenance and Property Services • Ceilings of Rooms 7 and 11 filled and repainted August 2009 (Mould controlled in Room 11) • Monitoring and prompt reporting of leaks to NEELB 		<ul style="list-style-type: none"> • New roof required on Room 7 • If the temporary repairs fail power will again be disconnected from computer and power trunking in Room 7; the whiteboard will be switched off and then covered to avoid drips 		<ul style="list-style-type: none"> • NEELB • Principal • Buildings Supervisor
				When
				<ul style="list-style-type: none"> • Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Provision of Food other than by SMK	Children Staff Visitors	2	2	4
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Thorough cleaning regime • PTA carefully select volunteers to provide bought and home-prepared food • Teachers maintain hygienic conditions while providing children with opportunities for making pancakes, etc. • Principal and several classroom assistants and PTA members trained and accredited with food hygiene certificate 	<ul style="list-style-type: none"> • Letter to parents re. food safety for lunches, birthday cakes, pancakes, pancake-making bought/baked contributions for parties 			<ul style="list-style-type: none"> • October 2010

Hazard	To Whom	Severity	Likelihood	Risk
Infectious Diseases	Children Staff	3	4	12
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Teachers and classroom assistants monitor the visible health of pupils • Concerns raised with principal who may contact parents and/or seek advice • Children kept at home as per advice of health service • Poster listing symptoms 	<ul style="list-style-type: none"> • Confirm that the poster of indicators for infectious diseases is current 		<ul style="list-style-type: none"> • Principal 	<ul style="list-style-type: none"> • Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Traffic at Gate and on Ashgrove Rd.	Children	5	3	15
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Road traffic education • School crossing patrol • Limiting of vehicles in grounds to staff & deliveries • Newsletter to parents, etc • Contact with PSNI 	<ul style="list-style-type: none"> • Governors' minutes • Repeat contact with PSNI • Repeat request for lay-by • Lobby councillors • Repeat contact with DoE: <i>Safe Roads to School</i> 		<ul style="list-style-type: none"> • Principal 	<ul style="list-style-type: none"> • October 2010

Hazard	To Whom	Severity	Likelihood	Risk
Broken Glass, Faeces, Needles, Rubbish, etc in Grounds	Children	2	3	6
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Regular inspection of paths, fence and adjacent areas • Use of gloves, “litter-pickers”, sharps boxes by buildings supervisor • Kevlar gloves available to buildings supervisor 			<ul style="list-style-type: none"> • Buildings Supervisor, Lunchtime Supervisors 	<ul style="list-style-type: none"> • Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Snowy and/or Icy Paths	Children Staff Visitors	2	3	6
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Awareness of forecast • Paths cleared and salted by 8:30am • Additional grit bins ensure salt supply 			<ul style="list-style-type: none"> • Buildings supervisor 	<ul style="list-style-type: none"> • Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Slippery Surfaces	Children Staff Visitors	2	2	4
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Non-slip paint on steps kept fresh • Reminders to children to walk • Yellow warning signs 			<ul style="list-style-type: none"> • Buildings supervisor 	<ul style="list-style-type: none"> • Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Educational Visits	Children Staff Volunteers Visitors	3	2	6
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Child protection policy and procedures well established • Current ELB Guidance followed • School Policy for Educational Visits followed • Proposals for educational visits agreed by principal and governors • Teacher, driver and host to use first aid kit and/or to summon assistance • At least one accompanying adult trained in first aid for a residential visit • Pre-visits • Staff and volunteer vetted by Access NI 		<ul style="list-style-type: none"> • Principal • Board of Governors 	<ul style="list-style-type: none"> • Ongoing 	

Hazard	To Whom	Severity	Likelihood	Risk
Swimming	Children	4	1	4
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Child protection policy and procedures well established • Qualified swimming teacher • Supervision by class teacher: behaviour, accident • Routines in place to count and monitor children 		<ul style="list-style-type: none"> • Teacher • First-Aider 	<ul style="list-style-type: none"> • Ongoing 	

Hazard	To Whom	Severity	Likelihood	Risk
Assault from Child	Children or Staff	4	3	12
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Policy for Discipline & Good Behaviour • Policy for Safe Handling & the Use of Reasonable Force • Use of witness, time-out, withdrawal, shortened day, internal suspension, suspension at home, etc. • Use of parent meetings and early SEN reviews, individual education plans • Support from classroom assistants, principal and VP • Daily exchange of information regarding mood and triggering factors as required (school/home and among school staff) • Arrangements with parents to withdraw child if unmanageable • Advice sought from external agencies • Referral to Behaviour Support 		<ul style="list-style-type: none"> • Strategy meetings as required • Request full time classroom assistance for children demonstrating physical aggression to peers, staff and property • Child may be taught one-to-one but “dip into class” when able, as part of a structured programme 	<ul style="list-style-type: none"> • Principal • Vice-Principal • SENCo 	<ul style="list-style-type: none"> • Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Injury from Property Damaged by Intruders	Children and staff	2	2	4
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Daily caretaking checks • Perimeter fence • CCTV monitoring • Parents and neighbours encouraged to be vigilant • Maintenance of security lighting • List of key-holders kept up-to-date • Maintenance and use of alarm system 			<ul style="list-style-type: none"> • Buildings Supervisor • Principal 	<ul style="list-style-type: none"> • Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Injury from On-site Contractors	Children	4	1	4
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • NEELB has advised all contractors of appropriate procedures in relation to child protection, health & safety, protocols, etc • On-going vigilance in relation to site conditions • Liaison between school management, buildings supervisor and contractors • Supply of visitor badges as necessary 		<ul style="list-style-type: none"> • Principal • Buildings Supervisor • Property Services 	<ul style="list-style-type: none"> • Ongoing 	

Hazard	To Whom	Severity	Likelihood	Risk
Hot Liquids	Children	3	1	3
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Taps in children's toilets maintained at safe temp. • Buildings supervisor delivers tea/coffee to duty teachers while their children are seated for their own breaks 		<ul style="list-style-type: none"> • Buildings Supervisor • Teachers 	<ul style="list-style-type: none"> • Ongoing 	

Hazard	To Whom	Severity	Likelihood	Risk
Cleaning Chemicals	Children	4	1	4
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Chemicals stored above the reach of children • Stores kept locked • Procedures followed in line with <i>Control of Substances Hazardous to Health</i> (COSHH) 		<ul style="list-style-type: none"> • Buildings Supervisor • Principal 	<ul style="list-style-type: none"> • Ongoing 	

Hazard	To Whom	Severity	Likelihood	Risk
Asbestos	Staff and children	3	2	6
Existing Precautions		Additional Precautions		Who
<ul style="list-style-type: none"> • NEELB survey and remedial action carried out • Contractors made aware of locations of risk • Asbestos register signed in line with NEELB policy • Monitoring of condition 				<ul style="list-style-type: none"> • Principal • Buildings Supervisor
				When
				<ul style="list-style-type: none"> • Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Expectant Mothers	Staff & visitors	2	2	4
Existing Precautions		Additional Precautions		Who
<ul style="list-style-type: none"> • A room can be made available to any expectant mother requiring space to sit or lie down 				<ul style="list-style-type: none"> • Principal • Secretary • First-Aider
				When
				<ul style="list-style-type: none"> • Ongoing

Hazard	To Whom	Severity	Likelihood	Risk
Work Experience & Other Volunteers	Work Experience & Other Volunteers	1	2	2
Existing Precautions		Additional Precautions		Who
<ul style="list-style-type: none"> • Vetting by contributing schools and Access NI • Procedures in place to meet DENI requirements • Training by staff in use of appropriate equipment 				<ul style="list-style-type: none"> • Principal
				When
				<ul style="list-style-type: none"> • Ongoing

PTA & School-Staffed Events

(Any of the above risks that relate to PTA events will be met with the same precautions unless stated.)

Hazard	To Whom	Severity	Likelihood	Risk
Injury from Equipment	Public, PTA & Staff	3	2	6
Existing Precautions	Additional Precautions		Who	When
Tables, seating, sideshows, games equipment all checked: <ul style="list-style-type: none"> • sound condition • stability in wind • appropriate use • safe clearance for use • supervision 			<ul style="list-style-type: none"> • Staff or PTA Supervisor 	<ul style="list-style-type: none"> • Throughout any event

Hazard	To Whom	Severity	Likelihood	Risk
Failure to Deal with Illness or Injury	Public, PTA & Staff	5	1	5
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Trained first-aider on site • First-aid kits maintained • Ambulance if required • Appropriate signage 				<ul style="list-style-type: none"> • Throughout any event

Hazard	To Whom	Severity	Likelihood	Risk
Drowning	Infants	5	1	5
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Minimal depth and volume of water in fishing game, etc • Careful supervision 			<ul style="list-style-type: none"> • Staff or PTA Member 	<ul style="list-style-type: none"> • Throughout any event

Hazard	To Whom	Severity	Likelihood	Risk
Food Poisoning	Public, PTA & Staff	4	2	8
Existing Precautions	Additional Precautions		Who	When
<ul style="list-style-type: none"> • Hygienic conditions maintained when catering or selling foodstuff • Reputable people involved • Food Hygiene Certificate held by office bearer 			<ul style="list-style-type: none"> • PTA Office-Bearers 	<ul style="list-style-type: none"> • During preparation and throughout any event

Hazard	To Whom	Severity	Likelihood	Risk
Barbecue & Boiler	Public, PTA & Staff	4	2	8
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Barriers around barbecue – left in place while cooling overnight • Barriers around boiler and cold refills brought to it • Adult supervision • Fire extinguisher present 		<ul style="list-style-type: none"> • Staff or PTA Member 	<ul style="list-style-type: none"> • During preparation and throughout any event 	

Hazard	To Whom	Severity	Likelihood	Risk
Crowd Control	Public, PTA & Staff	3	2	6
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Supervision by adults • Troublemakers evicted • Queues, rotas and order encouraged • Appropriate space around individual attractions • Labelling of stalls, toilets, child-in-need post, first aid, events organiser, etc • PSNI told of major events • Separate gates for vehicles and pedestrians • Parking restricted within grounds and no movement of vehicles permitted during an outdoor event or as pedestrians leave • Emergency exits and routes signed and kept clear • Controlled access to toilets • Monitoring and control of numbers admitted to canteen and assembly hall during events • Identification for safety officer and organisers • A plan of the event's layout will be produced 		<ul style="list-style-type: none"> • PTA Office-Bearers 	<ul style="list-style-type: none"> • Throughout any event 	

Hazard	To Whom	Severity	Likelihood	Risk
Damage to Clothing	Public, PTA & Staff	1	1	1
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Appropriate protection for clothes from paint, etc. (eg apron, large shirt, towel) • Careful supervision 		<ul style="list-style-type: none"> • Staff or PTA Member 	<ul style="list-style-type: none"> • Throughout the event 	

Hazard	To Whom	Severity	Likelihood	Risk
Visiting Entertainers & Contractors	Public, PTA & Staff	4	2	8
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Vehicles moved and equipment erected while the event is closed to the public • Supervision monitored • Appropriate barriers • Appropriate age limits • Copy of insurance obtained in advance • Operators' risk assessments checked • Briefing of visitors about routines and safety issues 		<ul style="list-style-type: none"> • Safety Officer for the event (PTA office bearer) 	<ul style="list-style-type: none"> • During preparation and throughout any event 	

Hazard	To Whom	Severity	Likelihood	Risk
Child Protection	Children	2	4	8
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Parents advised of child protection policy via school • Supervision of hall, toilet doorways, tuck shops by staff and PTA members, including Event Organiser • Access to school building controlled during outdoor events (kitchen, toilets, etc) • Event office/post for child-in-need 		<ul style="list-style-type: none"> • PTA Office-Bearers 	<ul style="list-style-type: none"> • December 2010 	

Hazard	To Whom	Severity	Likelihood	Risk
Slips, Trips & Shocks	Public, PTA & Staff	3	2	6
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Emergency exits and thoroughfares kept clear • Power and PA cables minimised and taped down • RCD trip and/or circuit-breaker used • Barriers placed around generators/switchgear • Portable electrical appliances tested annually • Litter lifted during and after events and bins provided • Spills dealt with promptly • Yellow signage to mark slippery surfaces 	<ul style="list-style-type: none"> • Improve exterior lighting 	<ul style="list-style-type: none"> • Buildings Supervisor 	December 2010	

Hazard	To Whom	Severity	Likelihood	Risk
Strains	PTA & Staff	2	3	6
Existing Precautions	Additional Precautions	Who	When	
<ul style="list-style-type: none"> • Helpers encouraged to lift objects properly and to share the task of carrying larger/heavier objects • Children permitted to carry only small/light objects 		<ul style="list-style-type: none"> • Staff or PTA Member 	<ul style="list-style-type: none"> • Ongoing 	