

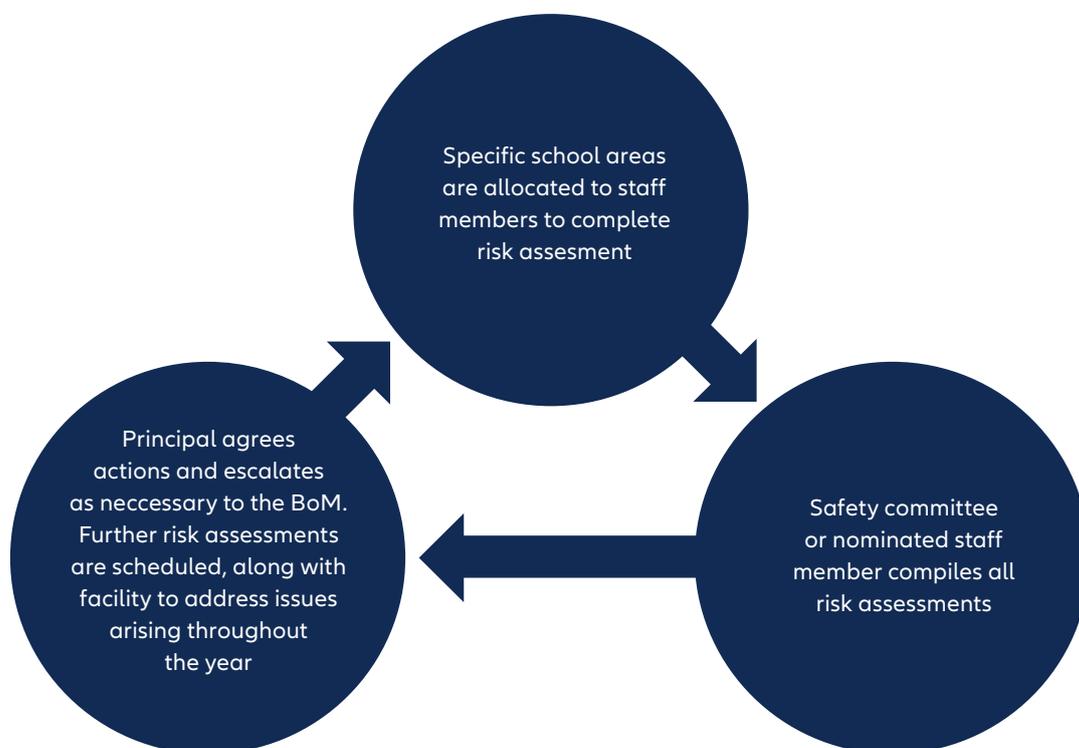


# Allianz Primary School Risk Assessment

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It is a legal requirement for a school to compile a safety statement. The schools board of management have the ultimate responsibility to ensure this is complete and that they create a safe environment for all users of the school. Therefore health and safety should be an ever present item on the board of managements agenda. All members of staff have responsibility for health and safety in the school and the school needs to have processes and structures in place to facilitate staff members to adhere to their responsibilities.

A key component of a schools safety statement and safety structure is the periodic completion of risk assessments. A risk assessment is essentially the identification of hazards and then suitable assessment of these risks with the intention to eliminate, reduce and control the risks. The diagram below illustrates a simple structure schools can implement in order to ensure all areas of the school are reviewed and all staff members are involved.

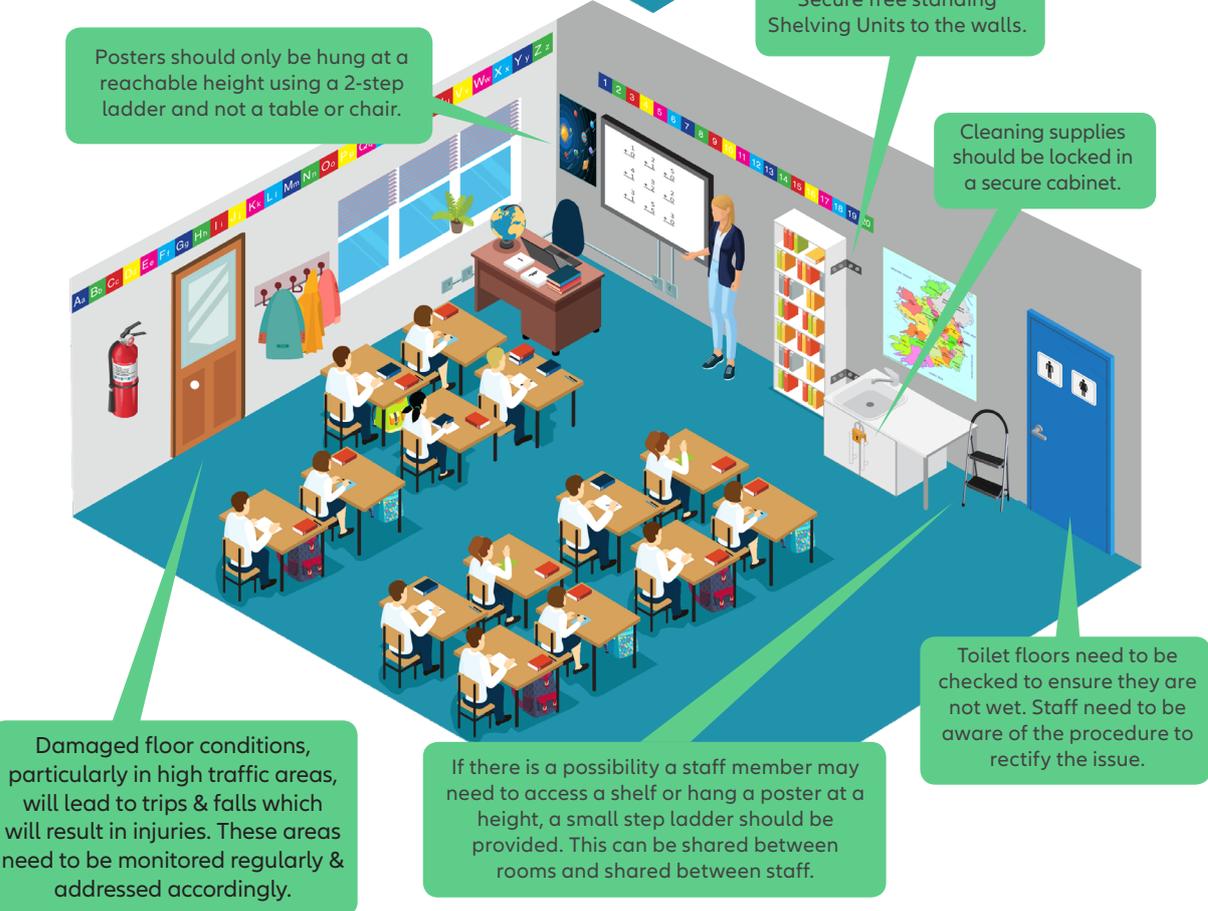


In this booklet we have identified a number of recurring hazards that we have seen in school settings throughout the country. The following scenarios aim to give schools a flavour of what to look out for and address.

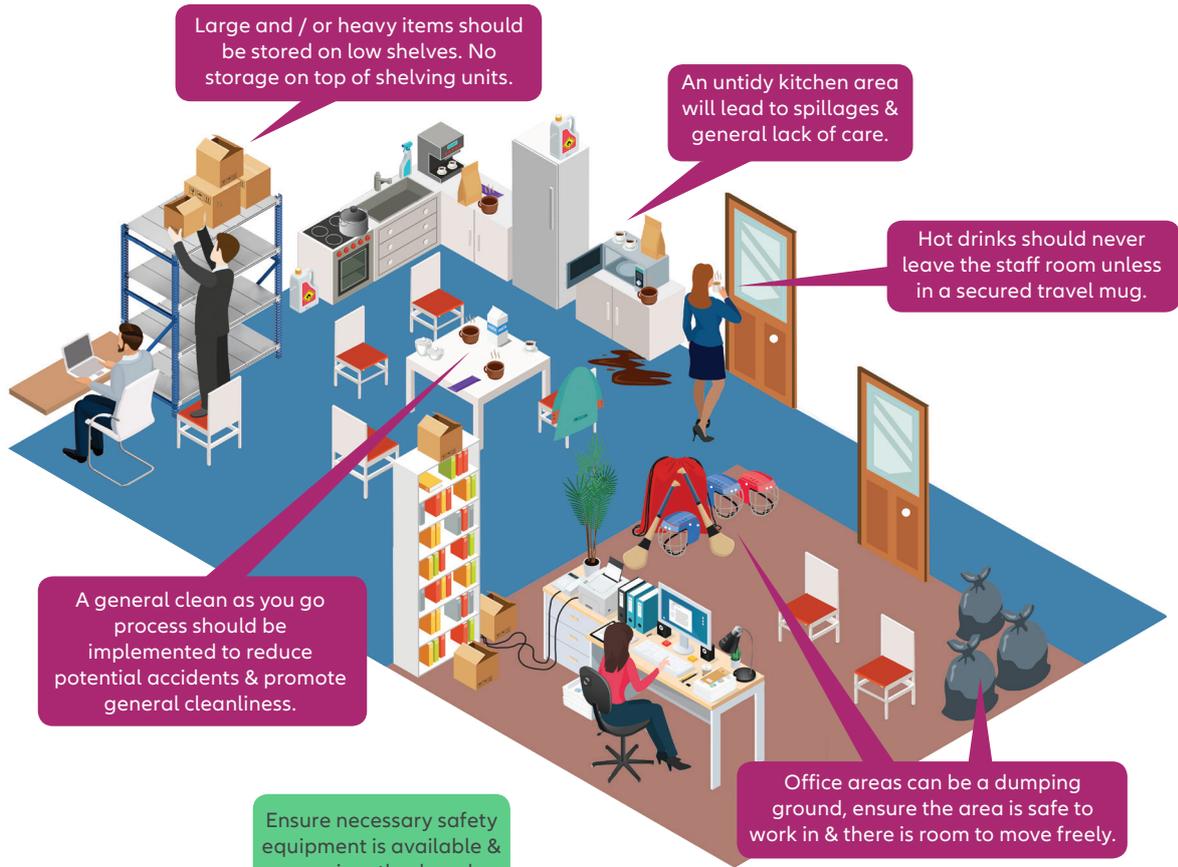


Allianz cannot compile a school safety statement for you school but our local Allianz representatives based around the country can visit your school and assist in a risk review that can inform your safety statement. If you are insured through an insurance intermediary, please contact them directly.

# Classroom



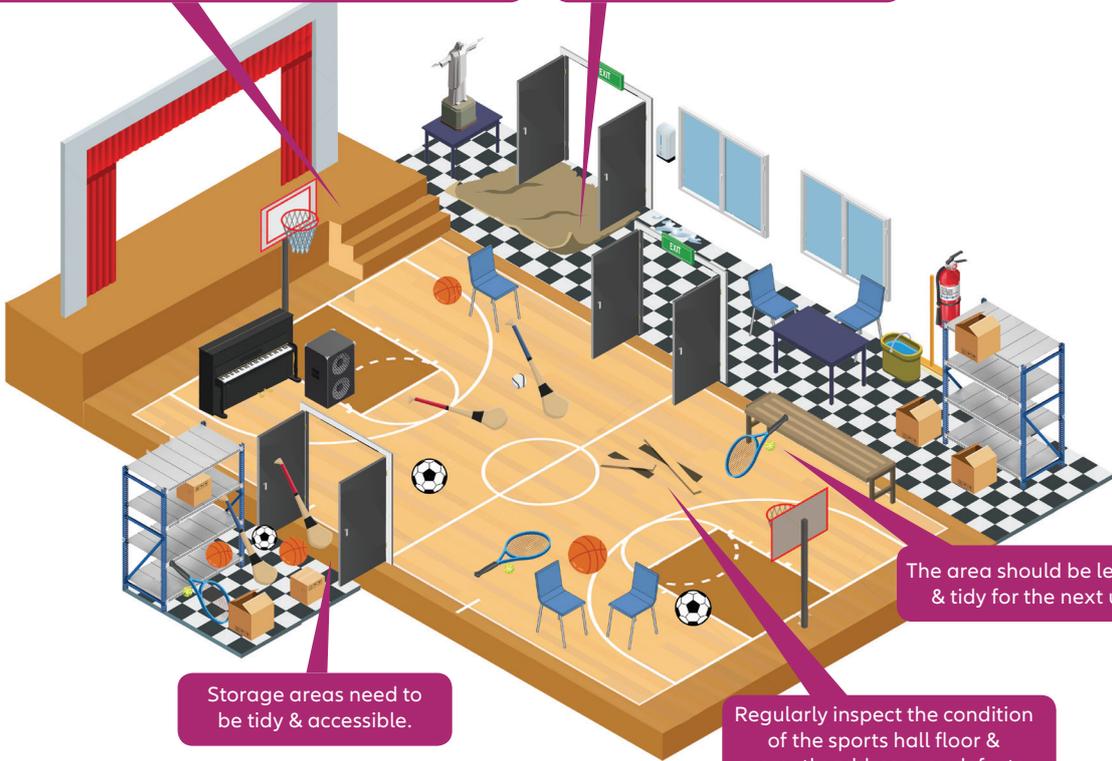
Staffroom & office area



Sports hall & corridors

Steps more than 1.5 metres wide or with 3 or more steps regardless of width, should have handrails fitted.

Damaged or unturned mats create a significant trip hazard.



The area should be left neat & tidy for the next user.

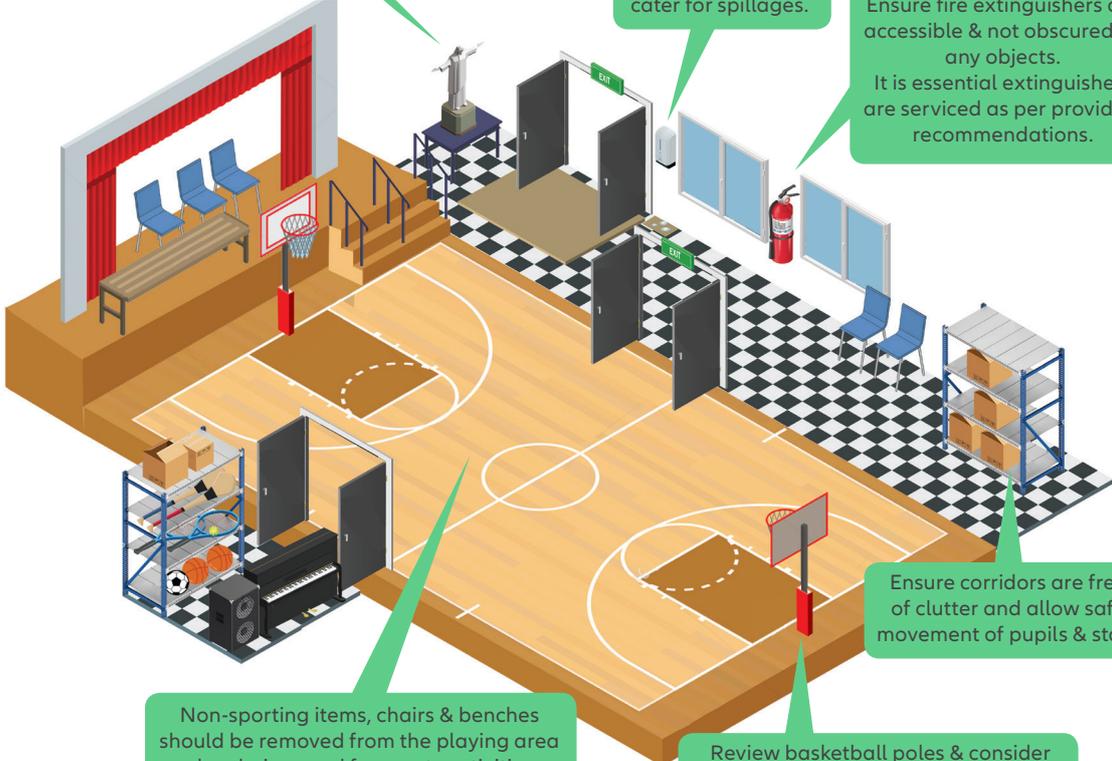
Storage areas need to be tidy & accessible.

Regularly inspect the condition of the sports hall floor & promptly address any defects.

Statues & school /class work projects & themes should be secured. Strong consideration should be given to their placement in social areas to ensure they do not cause an obstruction and impede safe exit from the school in an emergency.

Ensure any sanitization stations cater for spillages.

Ensure fire extinguishers are accessible & not obscured by any objects. It is essential extinguishers are serviced as per providers recommendations.



Non-sporting items, chairs & benches should be removed from the playing area when being used for sports activities.

Ensure corridors are free of clutter and allow safe movement of pupils & staff.

Review basketball poles & consider is padding required to reduce risk of injury in the event of a collision.

Safe & appropriate use of facilities must be implemented.

Damaged fencing, especially those that curl up at the bottom, should be repaired/replaced. These cause a tripping hazard to pupils especially when playing games.

Timber products such as benches, tables, flowerbeds etc. should be inspected at least once a term to ensure they are in good condition and don't have any rusty or protruding nails/screws/splinters. This inspection should be recorded.

Bins should be stored in a secured location, away from the school building, to help prevent vandalism. This area should be kept neat & tidy with equipment disposed of promptly.

Any set of 3 or more steps or any steps 1.5m or wider should have handrails fitted.

Ensure manhole covers, drain caps & such are secured. Any damaged or missing caps must be replaced.

Playground equipment should be certified & only for school use. "Homemade" obstacles should not be used & appropriate surfacing should be installed.

Schools should consider replacing old oil tanks & those that are not "bundled". The connections & pipes must be replaced as required. Furthermore schools are encouraged to secure their oil & LPG tanks.

Secure & lock playground & sport facilities to deter unauthorised use outside of school time.

Basketball poles & other similar poles in the playground should be padded. It is very important that the padding is maintained & at a sufficient height to protect all pupils.

Oil boilers must be fitted with an automatic fire extinguisher over the burner unit. Access should be restricted & there should be no storage of flammable/combustible materials.

Schools should never allow pupils access roofs to retrieve balls. Only safe forms of access should be allowed for contractors & employees who have been provided with "work at height" training.

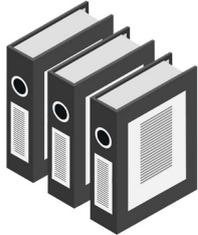
All surfaces should be fit for purpose. Crumbling tarmac, disjointed concrete sections, slippery/mossy ground & rough playing fields should be addressed appropriately. Goalposts must meet relevant safety standards & portable goals should be anchored.

The grounds of the school should be free of loose objects or old equipment. If the items are still required they should be securely stored, otherwise they should be disposed of.



### Safety statements:

The school has a legal obligation to have a written safety statement in place and to implement and monitor any safety measures identified in the safety statement. The safety statement must be up to date and available to all and should include risk assessments. It should show that hazards have been identified with risks assessed and eliminated or controlled. The Health and Safety Authority have free-to-access guidelines in relation to safety statements, risk assessments and also provide on-line training modules, [www.hsa.ie](http://www.hsa.ie).



### Training records:

Records of all training carried out should be maintained & kept up to date for each individual staff member.



### School security:

Schools should regularly review security measures to prevent unauthorised members of the general public accessing the premises either by vehicle or foot. Gates should be locked after school, and signs should be put in place discouraging members of the public accessing the school.



### CCTV:

Some schools may need to consider CCTV to help prevent trespassing and vandalism. Where CCTV is installed, appropriate signage advising same must be clearly visible, and the school should have a CCTV policy in place.



### Control of contractors:

School management should require any contractor employed by them to provide written confirmation that they are in possession of suitable and adequate liability insurance cover. A minimum limit of indemnity of €6.5 million is recommended for Public Liability and €13m for Employers Liability. Formal risk assessments and supporting method statements should be requested from contractors for any significant contracts and/or contracts involving significant hazards. For work involving any application of heat, school management or project management must request a copy of the contractors written Hot Works Permit. This should set out necessary safety precautions to be taken.



### Emergency lighting:

Schools should consider the need to install emergency lighting. Existing systems need to be inspected and maintained to ensure they remain in line with current regulations. All exits from the building must be clearly identified with the appropriate signage.

*Its recommended to run a fire drill every term in order to practice a safe exit in the event of an emergency and identify any potential issues. Results should be recorded.*

### Fire doors:



Where fire doors are installed, schools will sometimes clip open in order to facilitate the free flow of students and to assist those students with physical difficulties etc. The school should discuss this process with the fire wardens and look to install magnetic clips connected to fire alarms or procedures to ensure the doors close in the event of a fire alarm activation.

### Fire detection and prevention:

Schools should consider automatic fire detection and alarm system if not already in place. Any defects or faults with existing systems should be addressed without delay.

### Fire extinguisher training:



Staff members should be trained to use fire extinguishers at the school and shown the correct type of extinguisher to use on the different types of fires. In the event of a fire, staff should only use the extinguisher when safe to do so, and prioritise their own safety and that of the pupils also..

### Third party providers:

The school should ensure that they have confirmation of adequate insurance for all third party providers (travel, catering, IT, cleaning etc.). Confirmation from their insurers should be produced and examined by the school annually to ensure the necessary insurances are in place.

### Third party use of school facilities:



School management must ensure that all external groups who use the school facilities (e.g. the sports hall, classrooms, sports facilities) have suitable liability insurances in place. Copies of insurance documents for each group should be requested on an annual basis, along with written confirmation the group have their own child safeguarding procedures in place if dealing with minors (do not request a copy of the procedures). It is best practice for schools to have lease agreements in place with all third party users.

# Completing a risk assessment

Completing a risk assessment may seem daunting to a teacher or staff member who has not completed one previously. Ultimately staff members are best placed to complete the risk assessment as they are the ones who know the school building best, its quirks, its nuances and how staff, pupils and visitors interact with it.

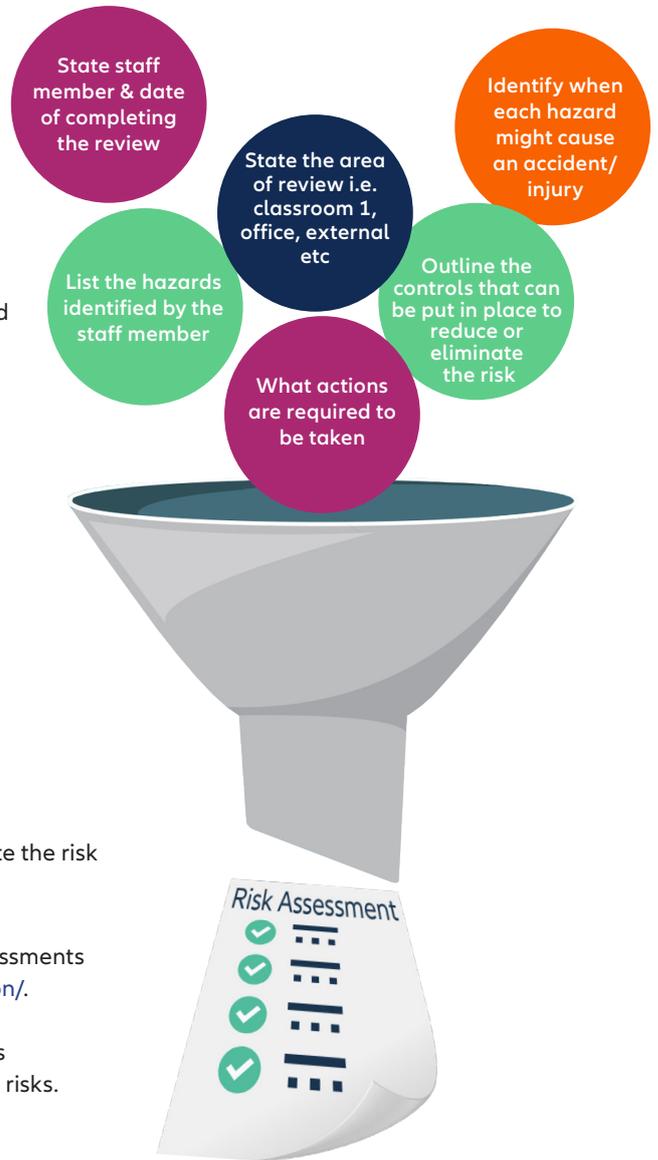
Providing a template to staff members to complete the risk assessment is a simple but important step. A standard template adds consistency throughout the school if all staff members are completing the same form.

There is no correct or incorrect format or template to completing a risk assessment but there are essential components that should be included in your template.

- State the area of review i.e. classroom 1\*, office, external etc.
- State staff member and date of completing the review.
- List the hazards identified by the staff member.
- Identify when each hazard might cause an accident/injury.
- Outline the controls that can be put in place to reduce or eliminate the risk
- What actions are required to be taken.

The HSA website has lots of useful information and sample risk assessments in its dedicated Education section, <https://www.hsa.ie/eng/Education/>.

\*Where individual risk assessments are completed on classrooms, its acceptable to combine these into one risk assessment identifying all risks.



A simple example is as follows:

<b>Area: Classroom 1</b>	<b>Date: xx/xx/xxxx</b>	<b>Staff member: John Doe</b>	
<b>Hazard identified</b>	<b>Who is at risk &amp; when</b>	<b>Controls</b>	<b>Action required</b>
Mat at door is upturned & torn	Anyone entering the room is at risk of tripping	Remove the mat immediately as it cannot be repaired	Mat to be removed, disposed & replaced. All staff to be aware of the danger damaged mats pose, and notify a nominated person if they identify an issue
<b>Area: External</b>	<b>Date: xx/xx/xxxx</b>	<b>Staff member: Jane Doe</b>	
<b>Hazard identified</b>	<b>Who is at risk &amp; when</b>	<b>Controls</b>	<b>Action required</b>
Exposed basketball pole	Pupils playing games in the yard could collide with the pole	Ensure pole is adequately padded & that the padding is of a sufficient height to protect all pupils	Purchase of padding, installation & regular review to ensure it remains at a sufficient height

We hope you find this guide to be helpful.  
 If you have any questions please contact your local Allianz representative  
 (details can be found at <https://www.allianz.ie/products/schools/schools-insurance/Localrepresentatives.html>).  
 If you are insured through an insurance intermediary, please contact them for assistance.

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