

BELLAGHY P.S. - SAFETY CHECKS

PLEASE REMEMBER – OUR CHILDREN’S AND STAFF SAFETY IS OUR PRIORITY!

DAILY CHECKS

- If any hazard or potential health and safety risk is spotted e.g. a trip hazard, deal with the hazard immediately – All staff
- Outside doors are locked at 9am and remain locked until 5.30pm - DD
- Gates are locked at 9am and opened at 2.55pm - DD
- Filing Cabinets are locked at close of day – MLR, DD (Friday)
- PCs, lap tops – in sleep mode (Friday – shut down) – all staff
- Windows are closed at close of day - DD
- Building is secured at 5.30pm, internal and external doors locked, alarm set and gates padlocked - DD
- Wet floor signs are used if necessary – All staff
- Any medicines to be administered are kept in staff room – All staff

WEEKLY CHECKS

- Fire alarm system is checked - DD
- Outside fence is checked for any damage - DD
- Check playground areas for any potential hazard eg broken glass, fireworks etc – All staff
- Check there are no obstructions at any Emergency Exit - DD

TERMLY CHECKS

- Evacuation rehearsal for whole school takes place - MLR
- Check Fire Extinguishers have not been tampered with – DD
- Check door releases are working effectively when fire alarm sounds – DD
- Check Emergency Lighting is working – DD
- Check First Aid Box is well resourced – JT/AV
- Check outside toys and games for damage and breakage - MLR

This is not an exhaustive list.

All staff should be vigilant to potential hazards and health and safety risks at all times.

Any health and safety issues must be reported to the school Principal without delay.