

Area of Risk Assessment: Whole School		Affected persons: Staff, students, members of the public		Is this control in place	Action/to do list/outstanding controls	Persons Responsible
Activity/ Hazards	Risks	Procedures set in place to prevent risks	Risk Rating 1-5 (5 being of greatest risk)			
Daily arrival and dismissal of pupils	Risk of injury from falls and potential road safety issues	<ul style="list-style-type: none"> Caretaker present in the school building from 7.30am Manager, Principal and Deputy on-site from 7.45am 	3	<p>YES</p> <p>YES</p>	<p>In conjunction with local schools, management are actively engaged with the City Council to reduce this risk.</p> <p>Ongoing liaison with the Gardai and Bus companies</p> <p>Inform the parents through the journal</p> <p>Awaiting new traffic lights and zebra crossing</p>	<p>Caretaker</p> <p>Manager</p> <p>Principal</p> <p>Deputy Principal</p>

Recreation Breaks for pupils	Risk of injury from falls and sudden illness.	<ul style="list-style-type: none"> • Pupils are assigned base classrooms for break-times. • Floors and corridors are supervised • Principal and Deputy Principal are visible during break-times and make regular checks of classrooms. • Supervisor on duty monitors the break out areas on 1st floor. 	1	YES YES	No Action Required	All S+S Teachers Principal and Deputy Principal
Sporting Activities	Risk of leg, knee, arm, head etc injury through contact sports.	<ul style="list-style-type: none"> • Qualified and trained coaches on-site at all times. • First aid kit always available at practice and match times. 	2	YES Yes	No Action Required	Hockey and Basketball Coaches PE Teachers

School Outings	Risk of illness or injury.	<ul style="list-style-type: none"> The accompanying teacher has a list of contact details for parent/guardian 	2	YES	NO ACTION REQUIRED	All Teachers
School trips involving overnight stay	Risk of illness or injury	<ul style="list-style-type: none"> Medical forms must be presented and where a pupil has a list of serious medical issues, written permission from a medical professional must be supplied. 	2	YES		
School trips involving foreign travel	Risk of illness, injury, stolen passport or money, civil unrest.	<ul style="list-style-type: none"> A copy of passport at home Teacher has a copy of passport should a pupil lose their own one. The pupil –teacher ratio for school trips is adhered to. 	3	YES YES		
Annual Sports Day	Risk of injury through falls etc	<ul style="list-style-type: none"> Students are supervised by their teachers at each activity. 	1	YES YES	NO ACTION REQUIRED	All Teachers

<p>Fundraising events involving pupils</p>	<p>Risk of threatening behaviour from the general public, theft of funds.</p>	<ul style="list-style-type: none"> • First Aid Kit is available throughout the day. • Contact details of parents/guardians is available should the need arise to contact them. • Students are assigned in pairs to a location and must stay in a pair per one collection box. • The location of students is known to the teacher in charge who regularly inspects the location. 	<p>4</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>NO ACTION REQUIRED</p> <p>Action has been changed in light of this review.</p>	<p>All Teachers</p> <p>All Charity Services</p>
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Use of off -site facilities for school activities	Risk of injury from falls and potential road safety issues	<ul style="list-style-type: none"> Teachers accompany and supervise their class group. Event Coordinator to check the off – site facility in advance of the activity. 	2	YES YES	NO ACTION REQUIRED	All Teachers Principal Deputy Principal
School Transport arrangements including bus escorts	Risk of harm not being properly reported or identified	<ul style="list-style-type: none"> Hockey coaches accompany students to training pitches. 	1	YES	NO ACTION REQUIRED	

Care of Children with special educational needs	Risk of isolation, stress and anxiety	<ul style="list-style-type: none"> • SNA's accompany pupils • SNA Policy including invisible strategies • In SDP, we cater for differentiation. 	2	YES YES YES	NO ACTION REQUIRED	All Staff The SEN Team
Administration of medicine and first aid	Risk of harm not being properly reported	<ul style="list-style-type: none"> • Any staff member who witnesses an accident will administer first aid or bring the child to the office/staff room for the first aid kit • Parents notify the school if their child has a serious allergy/illness and the steps that need to be taken regarding it. • Staff report the incident to the office and complete an accident report form. 	1	YES	NO ACTION REQUIRED	All staff members

Curricular Provision in respect of SPHE, RSE and Stay Safe	Risk of grief, anxiety, stress, isolation.	<ul style="list-style-type: none"> All staff including teachers with suitable qualifications in CSPE, RSE and SPHE teach Junior and Senior Cycle Students. The provision will increase in line with the well-being guidelines under the Junior Cycle. The Guidance Counsellor provides counselling support to all students and careers support to 5th and 6th years. A range of talks and presentations on a wealth of social issues are 	1	<p>YES</p> <p>Yes</p> <p>Yes</p> <p>YES</p>	<p>NO</p> <p>ACTION</p> <p>REQUIRED</p>	<p>All Staff</p> <p>All Service Providers</p>

		<p>organised for students throughout the year.</p> <ul style="list-style-type: none"> Ladder of intervention and student support structure in place. 				
Prevention and dealing with bullying among students	Risk of child being harmed by another child in the school	<ul style="list-style-type: none"> The school has adopted a zero tolerance approach to bullying of both pupils and staff A policy on the prevention of bullying is available in every pupil's journal and in the school plan. Ladder of intervention and student support structure in place. 	1	<p>Yes</p> <p>Yes</p>	<p>No</p> <p>Action</p> <p>Required</p>	All members of the school community.

<p>Training of school personnel in child protection matters</p>	<p>Risk of harm not being recognised by school personnel.</p>	<ul style="list-style-type: none"> • The school has formally adopted the Child Protection Guidelines and a copy of the agreement is on the noticeboard of every classroom. • Staff are made aware of the DLP and DDLP every year and the names of these designated personnel are on the noticeboard of every classroom for both pupil and teacher. 	<p>1</p>	<p>Yes</p>	<p>NO ACTION REQUIRED</p>	<p>All members of the school community.</p>
<p>Training of school personnel in child protection matters</p>	<p>Risk of harm not being recognised by school personnel</p>	<ul style="list-style-type: none"> • Staff have undertaken extensive training in health and safety matters. • Staff have undertaken online 	<p>1</p>	<p>Yes</p> <p>YES</p> <p>YES</p>	<p>NO ACTION REQUIRED</p>	<p>All members of the school community</p>

		training modules on Child Protection in 2016/2017 and have undertaken further training in the Children First online training via TUSLA from January 2018.				
Use of external personnel to supplement the curriculum	Risk of inappropriate behaviour	<ul style="list-style-type: none"> • All external personnel are Garda Vetted and a copy of the vetting must be provided to the school. • External personnel undertake children first training. • SMC Teachers are present during class activities that involve external personnel 	1	<p>Yes</p> <p>Yes</p>	NO ACTION REQUIRED	Principal Deputy Principal Garda Vetting Bureau

<p>Ethnic Minorities Religious Minorities</p>	<p>Risk of isolation, stress, anxiety</p>	<p>SPHE teachers throughout the year on LGBTQ+ and other issues.</p> <ul style="list-style-type: none"> • Posters are displayed during LGBTQ+ Awareness week. • LGBTQ+ Awareness week celebrated 			<p>ACTION REQUIRED</p>	
<p>Visitors/contractors present in the school during school hours</p>	<p>Risk of child being harmed by volunteer/visitor to the school</p>	<ul style="list-style-type: none"> • All visitors must present and sign in at the school office. • The school building can only be accessed with a code. • Visitors are accompanied by staff members to the designated area. • Guest Bathroom is available on 	<p>2</p>	<p>Yes Yes Yes Yes</p>	<p>NO ACTION REQUIRED</p>	<p>Principal Deputy Principal All Staff Caretaker</p>

		<p>ground floor for visitors.</p> <ul style="list-style-type: none"> • Many rooms within the school are fob access only. • Where possible, building works take place during school holidays or out of school hours. 		<p>Yes</p> <p>Yes</p>		
<p>Use of information and communication technology by pupils in school</p>	<p>Risk of harm due to pupils inappropriately accessing computers, social media, mobile phones while at school</p>	<ul style="list-style-type: none"> • Mobile phones are turned off and stored in lockers all day for all 1st, 2nd and 3rd years. • Senior Cycle Students are permitted to access their phones only during break times in their classrooms. • The school enforces a strict 	<p>2</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Ensure all lockers have locks.</p>	<p>All Staff</p>

		<p>mobile phone policy.</p> <ul style="list-style-type: none"> • Computer Room can only be accessed by teachers via a fob. • Students are supervised when in the computer room by teachers. • Computers in classrooms can only be accessed with teacher log in details. • The dangers of social media are highlighted in the SPHE Programme and Digital Literacy and RSE. 		<p>YES</p> <p>YES</p> <p>YES</p>		
<p>Application of sanctions under the Code of Behaviour including detention of students and confiscation of phones</p>	<p>Risk of harm not being reported properly and promptly by school personnel</p>	<ul style="list-style-type: none"> • Student Journal outlines the various sanctions that will be enforced following misdemeanours. • Parent/Guardian signs the code of 	<p>2</p>	<p>YES</p> <p>YES</p>	<p>The current mobile phone policy was reviewed by all staff in January 2018.</p>	<p>All Staff</p>

		<p>behaviour in the school journal</p> <ul style="list-style-type: none"> • School operates Class Teacher and Year Head system who act as the first point of contact should incidents arise between students, between teachers and students and between teachers and parents. • Students may be placed on report card by the Year Head. Parents and subject Teachers are asked to sign the report card every day. 		<p>YES</p> <p>YES</p> <p>YES</p>		
Students participating in work experience in the school	Risk of harm due to inappropriate supervision or inappropriate communications between the student	<ul style="list-style-type: none"> • Students must complete individual Garda Vetting forms and their parents must sign these forms also. 	1	<p>YES</p> <p>YES</p>	<p>NO ACTION REQUIRED</p>	<p>Principal</p> <p>Deputy Principal</p> <p>Garda Vetting Bureau</p>

	and other students/adults	<ul style="list-style-type: none"> • TY Coordinator and Careers Guidance Counsellor speak to students prior to work experience. • Students are spoken to by TY Coordinator regarding their duties and responsibilities. 		YES		
Recruitment of school personnel including: Teachers/SNA's Caretakers/Secretaries and cleaners. Sports Coaches External Tutors/Guest Speakers Volunteers/Parents in school activities	<p>Risk of child being harmed in the school by a member of school personnel</p> <p>Risk of child being harmed in the school by a member of school personnel</p>	<ul style="list-style-type: none"> • All Teachers and SNA's must be Garda Vetted and registered with the Teaching Council before commencing work in the school. • All coaches, guest speakers, volunteers and auxiliary staff must be Garda Vetted. • All members of the school community have 	2	YES	NO ACTION REQUIRED	All members of the school community.
			2	YES		
				YES		

		<p>completed online training with Tusla as part of the Children First Guidelines enacted on the 11th December 2017.</p> <ul style="list-style-type: none"> Teachers will be present when guest speakers visit their classrooms 		YES	NO ACTION REQUIRED	All members of the school community
Students from the school participating in work experience elsewhere	Risk of harm due to inappropriate supervision or inappropriate relationships	<ul style="list-style-type: none"> Students may only work with those who have been Garda Vetted A copy of the school insurance indemnity policy is provided to employers and likewise a copy of the employers' insurance may be requested TY Coordinator and team visit/phone 	2	YES	NO ACTION REQUIRED	Principal Deputy Principal TY Coordinator Garda Vetting Bureau

		students and speaks directly with employers				
Student Teachers undertaking training in the school	Risk of harm due to inappropriate supervision, communication or harm not being reported properly	<ul style="list-style-type: none"> • All PME teachers must be Garda Vetted • All PME teachers are interviewed and inducted by the Principal and Deputy Principal in June. • Details of the PMEs' tutor/supervisor must be given to the Deputy Principal • Cooperating Teachers inform PMEs about expectations and standards in teaching and practice. • The Deputy Principal informs PMEs about the school rules and important policies. 	1	YES	NO	Principal
				YES	ACTION	Deputy Principal
				YES	REQUIRED	All Staff
				YES		University Staff
				YES		
				YES		
				YES		
				YES		

		<ul style="list-style-type: none"> • Tusla Online Training must be completed by all personnel before the commence work in SMC. • The Staff Handbook is emailed to PME teachers for reference. • The Principal and Deputy Principal may sit in on a lesson. 		YES		
Use of video, photography and other media to record events	Risk of harm caused by a member of personnel accessing/circulating inappropriate material via digital devices and social media	<ul style="list-style-type: none"> • A school camera is to be used when filming a school project or event. • Files are then deleted from the camera. • A letter of consent is sought on entry by all parents to cover school projects. • Parents are free to withhold consent. 	1	YES YES YES YES	The school will review the need to purchase a school camera.	All members of the school community.

Supervised Study	Risk of harm due to inadequate supervision	<ul style="list-style-type: none"> Students and parents sign a supervised study protocol form. Students are supervised by Garda vetted teachers from 4pm-6pm and from 6.30pm to 9pm Monday-Friday. Study operates on Saturday from 9am-4pm. Specific rules and protocols apply during supervised study. 	1	YES YES YES	NO ACTION REQUIRED	Principal Deputy Principal Supervised Study Team
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