



Roll No.: 11894I

Health, Safety and Welfare Policy Statement

Introductory Statement

This policy statement was adapted to the current format in accordance with the guidelines of the Primary Professional Development Service and after consideration of the Guidelines on Managing Safety, Health and Welfare in Primary Schools (2024). Our Safety Statement was reviewed and updated to take into account the most recent legislation in regard to Health and Safety.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. This Statement represents the Board of Management (BOM)'s commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards. The BOM wishes to document their Health and Safety programme and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

Relationship to Characteristic Spirit of the School

According to our Mission Statement, Scoil Mhuire aspires to place the child at the centre of our collective endeavour. In keeping with this philosophy our Health and Safety policy emphasises the importance of the health and safety of our pupils and that of all school employees. The BOM recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Health, Safety and Welfare Policy of the BOM and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come into contact. This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes. The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management. All records of accidents or

ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

Aims

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
 - *Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.*
 - *To employ competent staff, who will carry out safe work practices*
 - *Safe access and egress routes*
 - *Safe handling and use of hazardous substances and equipment*
 - *Safe equipment including maintenance and use of appropriate guards*
 - *Provision of appropriate personal protective equipment.*

Guidelines

The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.

Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- The design, provision and maintenance of all places on school grounds in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupils with challenging behaviour when such children are enrolled.
- The provision of such information, instruction, training and supervision, as is necessary to ensure the safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, injuries etc..
- The prevention of risk to health at work in connection with use of any article or substance.

- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the HSE, Fire Officers, ICT Advisors re equipment, ergonomics etc.
- An annual review of this *Health & Safety Statement* and a log of issues raised and remediated.
- The provision of arrangements for consultation with employees on matters of Health and Safety
- The provision of arrangements for the selection from amongst its employees of a Health and Safety Representative.
- The prevention of risk to the health and safety of all staff members and students due to Covid-19 or another pandemic.
- The prevention of risk to the health and safety of all parents, outside agencies and visitors who enter the school to provide an essential service during Covid-19 or another pandemic.

The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, and any person legitimately conducting school business and the public.

The Board of Management of Scoil Mhuire will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.

The Board of Management will form a Safety Committee to monitor the implementation of the Safety and Health policies of Scoil Mhuire and the requirements under the Safety, Health and Welfare at Work Act, 2005.

The Board of Management will appoint a member of the school staff as the Safety Representative, normally the School Caretaker, to be the Safety Representative and a member of the BOM to be the Safety Officer.

Staff Safety Representative:

Fire Safety and Medical Officer:

BOM Safety Officer:

Consultation and Information

It is the policy of the Board of Management:

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available the *Health & Safety Statement* to all present and future staff.
- That any additional information or instructions regarding safety, health and welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Hazards

All staff will complete Hazard Control Forms (Appendix 1) as hazards are identified. Some hazards can be rectified but others remain constant. The hazards have been divided into categories.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Hazard Control Forms will be posted on the Staffroom Noticeboard. When a Staff Member notices a hazard, he/she will use the form to notify the Safety Representative (Caretaker), who will rectify the issue and sign with the date and time of when the issue was resolved. Those hazards that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of hazards.

Specific Hazards

1. Fire

It is the policy of the Board of Management of Scoil Mhuire that:

- * There is an adequate supply of fire extinguishers, suitable to any type of fire.
- * All fire equipment is identified and regularly serviced.
- * Regular fire drills take place at least once a term. (See Fire Drill Policy for Fire Evacuation Procedure)
- * Instruction is given in the use of fire extinguishers for specific materials/equipment.
- * Signs will be clearly visible to ensure visitors are aware of exit doors.
- * All electrical equipment be turned off when classrooms are vacated for lengthy periods e.g school holidays
- * An assembly area is designated
- * Those leaving buildings/classrooms should inform the office or a colleague.
- * Exit signs are clearly marked.
- * The teacher in each classroom will be responsible for fire evacuation and ensuring fire drills procedures are followed and practiced with their class.
- * A fire officer has checked the school and equipment and all recommendations made by him/her have been implemented.
- * The Fire Safety Officer has as one of his/her duties to act as Fire Marshall and oversee in conjunction with the Safety Officer and Representative the above aspects of the policy.

2. Other hazards

- * The surface of some of the playing areas is uneven.
- * Some classroom windows open out at head level.
- * The floor surface of classrooms, hallways and toilets may become unsafe due to a spillage and pose a risk.
- * There are goalposts and basketball posts on the school yard

- * Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety e.g. frost, snow, ice, serious Weather Warning
- * During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.

Constant Hazards

1. Electrical Appliances

It is the policy of the Board of Management of Scoil Mhuire that only competent persons use Electrical Appliances. Such appliances and equipment will be subject to regular maintenance checks.

2. Chemicals

It is the policy of the Board of Management of Scoil Mhuire that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them.

3. Wet Floors

It is the policy of the Board of Management of Scoil Mhuire that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. Wet floor signs are used as standard practice.

4. Drugs and Medication

As staff are not qualified to administer medication, it is the policy of the Board of Management that no drugs or medication be administered to pupils by members of school staff without a directive from the parents with the agreement of their GP or Consultant. An indemnity form is signed by the parents. (see administration of Medication policy).

The administration of medication will only be done where such medication is required to safeguard a child's welfare. A teacher or SNA may be requested to administer the medication on a regular basis or in extraordinary circumstances having been guided by the parents or the hospital which child is attending.

6. First Aid

It is the policy of the Board of Management that employees will be trained to apply First Aid to pupils and other employees. All required remedies and equipment are made available for first aid function. There will be an adequate supply of properly equipped First Aid Boxes available at all times.

7. Defibrillator

It is the policy of the Board of Management that staff personnel will be adequately trained in the correct use of the defibrillator. The school defibrillator is located on the wall of the school hall.

8. Bullying

It is the policy of the Board of Management that the Scoil Mhuire Bí Cineálta Policy is used as a framework for dealing with instances of bullying among pupils.

9. Dignity at Work

It is the policy of the Board of Management that the procedures for dealing with Adult Bullying are in accordance with the INTO publication 'Working Together: Ag Obair le Chéile (2024)' and available in Scoil Mhuire's 'Dignity at Work Policy'.

Other Hazards

1. Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. We will aim for a ratio of ten pupils per adult (teacher or parent) but not more than fifteen. Every effort will be made to ensure the safety of the pupils at events or activities in which they are participating i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

2. Visitors to the School

Persons coming onto the school premises must identify themselves clearly at the front office, record their name and purpose in the book before gaining admittance to the school premises. Any contractor should make direct contact with the Principal, Deputy Principal or Caretaker before initiating any work on the school premises. All outside agencies, facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any other outside professionals working with the students must have appropriate qualifications and Garda vetting.

3. Wet Days

On wet days, children will be supervised indoors. The pupils stay seated in their classroom, where they read, draw, play board games, watch age appropriate interactive programmes or chat.

4. Emergency Closures

On occasions where school is in progress and it becomes necessary to close the school for safety reasons, parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation through Aladdin, WhatsApp, school website etc.

Roles and Responsibilities

Duties of All Employees

It is the duty of every employee while at work:

- 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.
- To co-operate with his/her employer and any other person to such an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.

- To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
- To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work or system of work, this might endanger safety, health or welfare, of which he/she might become aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health and welfare arising out of work activities.

Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

Duties of a Safety Representative

- Conduct an assessment to identify all hazards and document on the appropriate form (Appendix 1). A Sample Checklist is included as Appendix 2. See also Tool 1(b) the School Safety, Health and Welfare Management Audit in the 2024 Guidelines.
- Assess the risks associated with these hazards. See Health & Safety Guidelines 2024 for other relevant risk assessment checklists.
- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.

Duties of a Safety Officer

- To liaise with the Safety Rep on matters of Health and Safety.
- To make recommendations for the alleviation of potential hazards.
- To monitor progress in relation to dealing with hazards.
- Report on all of the above where applicable at B.O.M. meetings.

Procedure in the Event of an Accident/Serious Illness

- When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher the following procedure will be followed:
- The teacher will ascertain the seriousness of injury or illness.
- Minor injuries will be dealt with in a manner consistent with that which any prudent parent would adhere to in a similar situation. However, this treatment will not generally include administration of medication (See Policy).

- In a case where serious injury or illness is suspected, the teacher will take a decision as to whether or not the injured/ill person can be moved. Where it is felt a breakage or other such serious injury has occurred, the injured/ill person will be made comfortable and kept warm in situ until the emergency services can be contacted.
- If the injured/ill person is a pupil, the parents or guardians will be contacted immediately in all instances.
- If it is felt the pupil needs to be brought to casualty, parental permission will be sought. If a parent/guardian cannot be contacted a decision will be made by a member of staff in the best interests of the child. This may involve a trip to casualty or the calling of an ambulance. Written parental consent for such action will be a prerequisite for enrolling a child in the school.
- In such circumstances, repeated attempts will be made to contact parents.
- If the injured/ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health & safety of the injured/ill person.
- A written report will be kept of all serious accidents.

Success Criteria

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector's Reports and our safety record as our benchmark for success or otherwise of the policy.

Timeframes

- Timeframe for Implementation

This amended policy in line with current guidelines will be implemented from May 2026.

- Timeframe for Review

This policy will be reviewed annually by the Board of Management.

Ratification and Communication

The Board of Management officially ratified this policy on 24 / 6 / 26.
The policy is available on the school website.

Signatures

Signed: Josephine Henry
Chairperson, BOM

Date: 24/6/26

Signed: Danniha O'Connell
Principal

Date: 24/6/26

Appendix 1

Hazard Control Form
(to be displayed in Staff Room)

Hazard (please include details and location of Hazard identified)	Noted by: (Please sign name and date when Hazard was noted)	Action Taken	Date Remedied	Signed:

Safety Representative's Checklist

1. Circulation Areas

Passages

Check that:

- floor surfaces are even and are not slippery;
- passages are adequately lit;
- litter or rubbish has not been allowed to accumulate;
- mats, etc, are not positioned in such a way as to be tripping hazards;
- there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

Doors and Windows

Check that:

- doors are unobstructed;
- doors with glass windows have toughened or laminated glass;
- doors with a fire resistance requirement have wire reinforced glass;
- there are no doors with:
 - loose or broken hinges;
 - damaged or sticking catches;
 - broken wood panels or glass panels;
 - loose or stiff handles
- doors are not allowed to swing freely without restraint;
- windows are not broken or cracked;
- windows open easily without undue force being applied;
- windows do not jut out dangerously when open;
- windows are cleaned regularly;
- windows do not have broken fastenings or cords;

Actions Taken:

Dated Completed:

Signed:

2. Heating and Ventilation

Check that:

- the heating system is regularly serviced and maintained in good order.
- the heating system is adequate to comply with the requirements of circular 24/82;
- where there are large areas of glass facing direct sunlight, there is provision for shading
- windows can be easily opened to allow for adequate ventilation.

Use of Gas • Check all gas installations in the school		
Actions Taken:	Dated Completed:	Signed:
3. Fire Safety Check that: • the fire exits and escape routes are clear from obstructions; • fire doors are kept unlocked and unobstructed whilst people are on the premises; • all designated fire exits are clearly marked; • evacuation procedures are clearly displayed; • staff and children are familiar with evacuation procedures; • staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment; • there have been practice evacuations/fire drills held at least once per term; • fire doors open outwards and are not held or wedged open; • fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions; • the fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers recommendations; • the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building; • flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat.		
Actions Taken:	Dated Completed:	Signed:
4. Electrical Equipment <u>General</u> All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that: • equipment is correctly wired and earthed; • plugs are correctly wired;		

- use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- the mains supply is still capable of meeting the maximum demand;
- the distribution system (i.e. sockets, bench supplies etc) is suitable for the type of work being carried out;
- the isolating switches are marked, well-sited, accessible and known to staff;
- residual current (earth leakage) circuit breakers are used where appropriate.

Lighting

Visually check that:

- all the light fittings are working and are kept in a clean condition;
- light switches are not broken and appear to be in a safe condition;
- the lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

Plugs/Sockets/Leads

Visually check that:

- plugs are in good condition with no cracks or pieces missing;
- sockets are in good condition with no cracks or pieces missing;
- socket screws and mountings are secure;
- sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- indicator lights on sockets function correctly;
- insulation on leads is not cracked or frayed;
- leads are without knots or joins and are reasonably free of 'kinks';
- Leads are the correct length for the equipment being used;
- there are no trailing leads;
- surge protection adaptors are being used and not overloaded;
- leads and flexible cable are securely fixed at both equipment and plug ends.

Equipment

Check that:

- fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;
- copies of manufacturers' instructions/operating manuals are easily accessible;
- equipment is only being used for purposes for which it was intended;
- where appropriate, all electrical equipment is switched off and, unplugged when not in use;
- mains isolating switches are easily accessible and known to staff;
- on/off indicator lights function correctly;
- equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- equipment containing liquid has a leakage detector;
- all items of electrical equipment are properly and regularly maintained and serviced.

Actions Taken:	Dated Completed:	Signed:
5. First Aid <i>Check that:</i> ● display the school eircode in a number of locations ● notices are posted in prominent positions detailing: - procedure for calling ambulances etc; - telephone number of local doctor, gardai, hospital. - procedure for dealing with individual pupils emergencies due to known conditions/allergies etc ● first aid boxes are readily available and adequately stocked ● the accident forms are readily available and kept up-to-date.		
Actions Taken:	Dated Completed:	Signed:
6. General Purpose Classrooms Look again at sections 1-4; <i>Check that:</i> ● hazards are not arising from overcrowded classrooms; ● all cupboards, fixed boards, display units are stable; ● classroom furniture is not damaged; ● wherever possible, there are no sharp edges or corners on the furniture; ● furniture is positioned safely; ● all shelf mountings are secure.		
Actions Taken:	Dated Completed:	Signed:
7. Hall <i>Check that:</i> ● floors are clean, even and non-slip; ● all brackets securing ropes, wall bars etc are sound; ● PE equipment is stacked securely and positioned so as not to cause a hazard;		

- there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;
- benches etc are free from splinters and generally sound;
- where there is a stage that steps are not damaged;

Actions Taken:

Dated Completed:

Signed:

8. Non-Teaching Areas

Offices

Check that:

- substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;

Kitchen Areas

Check that:

- the kitchen/dining area is kept clean;
- the kitchen floors are sound and non-slip, especially when wet;
- first aid boxes are available in the kitchen area;
- equipment is adequately guarded.

Boiler Rooms

Check that:

- there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);
- all safety devices in the boiler room are in proper working order;
- the boiler is regularly maintained by a competent person;
- all cleaning materials, particularly those which might be hazardous, are securely stored;

Staff Facilities

Check that:

- the staffroom is clean, warm and well lit;
- the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables or desks for working and with comfortable seating;
- there is provision for tea and coffee to be made;
- staff sanitary facilities are suitable, sufficient and properly cleaned.

Hygiene

Check that the following are available:

- soap
- hand drying facilities
- hot water

- toilet paper
- litter bin per classroom
- provision for disposal of sanitary towels
- safe, suitable, sufficient and properly cleaned sanitary facilities.

Outside Areas

Check that:

- there are no uneven/broken/cracked paving slabs;
- outside steps are secure
- roofs, guttering, drain pipes etc are, as far as can be seen, sound and well maintained;
- all play areas, are kept clean and free from glass;
- outside play/PE appliances are securely anchored;
- outside lighting works and is sufficient;
- all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;
- all builders' materials, caretakers' maintenance equipment etc are kept securely.

Actions Taken:	Dated Completed:	Signed:
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