

Claddaghduff N.S
Health and Safety Policy

Introductory Statement

The Board of Management of Claddaghduff N.S is committed to securing high standards of health and safety in and around the school. It strives at all times to create a working and learning environment that is safe and healthy for all that use it, namely staff, pupils, parents/guardians and relevant members of the public.

The school will apply the provisions of all applicable health, safety and welfare legislation and codes of practice to ensure that places and systems of work are safe and without risk to health. Continuous improvements in health and safety performance will be sought, but interventions will reflect the reality of identified risks

Aims

With this policy the Board of management of Claddaghduff N.S hopes;

- 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)

Relationship to Characteristic Spirit of School

While preparing this policy the Board is mindful of the unique place the school occupies as an extension of the home life of the child and the responsibilities entrusted to the personnel of the school by the parents of the pupils and by the Department of Education's Rules for National Schools. Safety, Health and Welfare within the school is, and has always been acknowledged as a most serious duty

incumbent on all members of the school community and one which calls for constant vigilance.

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. It represents the Board of Management'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 Board of Management is required to document the school's health and safety statement and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management must also consider its 'duty of care' in the school and this must be an integral part of any Health and Safety statement.

Safety Statement

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. A safety audit shall be carried out annually by the Board of Management Safety Officers. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of Claddaghduff N.S wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all areas in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Plant and Machinery may be used safely in so far as is possible.

- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- ◆ Plans for emergencies shall be complied with and revised as necessary.
- ◆ This statement will be continually revised by the Board of Management as necessity arises.
- ◆ Employees shall be consulted on matters of health and safety.
- ◆ Provisions shall be made for the election by the employees of a safety representative.

Duties of Employees

It is the duty of every employee while at work:

- (a) 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.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

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

Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible (see section 9 of safety, health and welfare at Work Act 1989).

Safety Organisation

Safety is a line management responsibility. Staff are responsible for safety in their The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve the Safety, Health and Welfare at Work of every employee and guest alike, so far as is reasonably practicable. Its objective is to endeavour to provide a safe and healthy school for our staff and pupils

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining Safety, Health and Welfare in the workplace, and for behaviour which does not jeopardise the individual's personal safety, health and welfare, or that of others.

Safety Representative

The Principal is the Safety Officer. She shall be responsible for overseeing the safety provisions on behalf of the school. The teacher Rep on the Board of Management is the Safety Representative. Both Safety Officer and Safety Representative should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement.

The Safety Officer shall make the Board of Management aware of their duties with regard to the following:

- (a) To guide and advise on all health, safety and welfare matters.
- (b) To ensure that the school fulfils all statutory requirements in respect of the Safety, Health Welfare Act (2005).
- (c) In particular to ensure:
 - that our place of work is arranged to take account of employees with disabilities;

- that training is provided for people with disabilities on health and safety issues, considering their capabilities to take on a particular task, and using formats accessible to people with disabilities;
 - that consideration is given to evacuation procedures in the event of an emergency for people with disabilities, and that adequate assistance is provided.
- (d) To ensure that the appropriate safety education and training for staff, pupils and volunteers (if appropriate) are coordinated and carried out, using both in-house and external resources.
- (e) To undertake regular and appropriate revision and auditing of the School Safety procedures and methods of operation, to ensure that they are kept up to date.
- (f) To ensure that adequate fire protection and prevention measures are provided.

The Safety Officer shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notification procedures are properly completed.

Causes of accidents shall be determined as far as is practicable and where appropriate. The Board of Management will be informed of any safety malpractice which could lead to injuries or otherwise.

Hazards

Risk Assessments are carried out under the supervision of the Board of Management, at regular intervals. A copy of the most recent Health and Safety Audit is attached (Appendix 1). The following hazards (in as much as can be identified) are at all times considered by the school management to be a source of potential danger and are brought to the attention of all concerned.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

Inside:

1. Main Fuse Board and Power Distribution Board: Access is restricted.
2. Photocopier, Shredder, Laminator, Guillotine: restricted access to these items.
3. Trailing leads: should be positioned in a safe, unobtrusive manner.
4. All electrical equipment. i.e. ensure computers shut down each evening and plug sockets powered off at the wall.
5. Kitchen: Care must be exercised by all when using the electrical appliances and cookers provided therein.
6. School Bags: Children to be instructed to keep them tidily under their tables.
7. Windows opening out- teachers should be aware of the danger of windows opening out and close them before play times. Each teacher must check that their classroom windows are closed securely at the end of the day.
8. Wet Surfaces- especially during cold weather when condensation may occur. Care must be taken on wet floors. Slippery floors in toilet areas are of particular concern. If the floor is wet, a wet sign alerting people to wet floors must be put in place
9. Pupils and staff are reminded not to drop tissue paper on the floor in the bathrooms. In the case of spillages, teachers should ensure that surfaces are wiped immediately.
10. Chemicals used by staff and/or cleaner: Chemicals used for cleaning are stored carefully. The cleaner's storage room is located at the end of the Senior corridor. Chairs should not obstruct access to this room.
11. When work is being done by caretaker/tradespeople: Similarly, chemicals used by the caretaker/tradespeople are stored carefully. Also, tools being used, particularly electrical tools, ladders, machinery items with trailing flex/leads are of particular concern. No machinery is used in the yards during break times; and tools and equipment must not be accessible to children.

Outside:

Regular checks needed on playground e.g.

- Boiler House: Access to the boiler house is restricted. Any adult entering must be aware of the dangers involved and must be extremely careful. At all times, this room must be free from flammable and combustible materials.

- Playground equipment must be checked monthly by person on supervision duty and any items in need of repair must be reported in the maintenance book
- Fence at the side of the school
- Stones in drainage system – children must be reminded regularly about not throwing stones as they may result in blocking the drainage areas.
- Low boundary walls – children are not allowed to walk on them.
- The gate must be kept closed at all times during the school day.
- Flat roof of hall and flat roof of school – children are NOT allowed to climb onto it to retrieve ball. They must tell teacher on duty if ball goes on flat roof.
- External PE shed to be kept locked, equipment may be retrieved under instruction of the teacher
- Icy surfaces upon entry to the school to be checked on a frosty day and salted if necessary.
- Gardening by children: Proper and safe use of gardening tools/equipment by pupils needs to be supervised at all times by teachers

To minimise any dangers in the school, the following general safety/protective measures must be adhered to:

- (a) Access to and operation of machinery and powered equipment is **strictly restricted** to qualified members of staff.
- (b) In addition, all such machinery/equipment is to be used in strict accordance with the manufacturer's instructions and recommendations and, where applicable, members of staff are instructed in its correct uses.
- (c) All machinery and electrical equipment is fitted with adequate safeguards.
- (e) Plans in respect of Safety matters are displayed at relevant points where necessary.

Safety Training

All employees are:

- (a) Advised of the safety equipment and protective clothing available, and how they should be used.
- (b) Advised of the nature and location of fire equipment and how it is safely operated.
- (c) Notified of changes in safety procedures.

Electrical Appliances

The caretaker should carry out appliance checks at regular intervals to ensure that:

- All safeguards which a normal part of the appliances are fitted and in working order.
- Power supply cables/leads are intact and free of cuts or abrasions.
- Suitable undamaged fused plug tops are being used.

All users are asked to visually check leads etc. before use; and to advise the caretaker of any concerns.

Children are made aware of the dangers of tampering with electrical apparatus, sockets etc.

Chemicals, Solvents etc.

Safety data sheets are supplied with all such materials. Members of staff using these materials should familiarise themselves with the hazards associated with the materials and the precautions to be taken in the event of spillage, splashes etc.

Proper clothing/protection will be required while employees are handling or using dangerous or toxic chemicals, solvents, etc. Dangerous chemicals are to be kept in a safe storage place.

Welfare

A. Employees:

To ensure the continued welfare of employees, toilet and cloakroom areas are provided. Staff must cooperate in maintaining a high standard of hygiene in these areas.

Members of staff are reminded that:

- (a) Any person who is under medical supervision or on prescribed medication, yet has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers or pupils. The Principal, in consultation with the Department of Education and Skills, will try to arrange or assign appropriate tasks for that person to carry out in the interim.
- (b) Staff/trainees are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to instant dismissal.

B. Students:

Teachers must be aware of their responsibility for their students. It is most important that teachers are punctual for their classes at all times. If teachers are going to be late, it is important that the Principal or Deputy-Principal would be notified, where possible. Where staff members are absent for whatever reason, it is very important that teachers notify the Principal beforehand, or as soon as possible, to minimise dangers which might result due to lack of supervision of classes. The office phone number and/or the Principal's and Deputy Principal's mobile phone nos. (as provided to all staff members) should be used.

Students are to be advised by their teachers of safety regulations, as follows, and of the necessity for full cooperation:

- (a) Students are not to run in any of the corridors or classrooms.
- (b) They must not interfere with any electrical fittings in the school.
- (c) They must walk in and out of the school grounds

- (d) They must not throw any object which would endanger another person's well-being.
- (e) They must treat every evacuation drill in a serious manner and realise the need for good drills by cooperating fully with teachers.
- (f) Students line up in their allocated areas in the mornings and after breaks
- (g) They must not behave in any manner contrary to the spirit of this Safety Statement.

First Aid

It is the policy of the Board of Management of Claddaghduff N.S that members of staff shall be trained to provide First Aid to staff and pupils.

The Recovery room will store the following:

- First aid boxes
- Telephone numbers of local Doctor, Gardaí, Hospital.

All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents in the Principals Office.

The Principal will maintain a properly equipped First Aid Box available to staff at all times containing:

- Disposable gloves.
- Water wipes.
- Adherent Tape.
- Dry gauze.
- Scissors.

-Protective aprons.

-Masks.

Disposable gloves must be used at all times in administering First Aid

Dealing with common illnesses and infections

The parents of any child suspected of having a highly infectious condition will be contacted and they will be asked to collect the child. The child will be brought to a spare room while the child is waiting to be collected. Parents can seek advice from the HSE about common illnesses and infections.

Fire Protection

- (a) A Fire alarm system is in place.
- (b) Fire extinguishers are provided and correctly cited to meet statutory and insurance requirements and are placed as shown on attached school evacuation plan
- (c) All fire equipment is regularly tested and serviced by specialised contractors.
- (d) All fire exits, and emergency paths of egress are marked on attached school plans. Exit doors are clearly marked and are free from obstruction at all times.
- (e) A 'Fire Log' (stored in school office) is maintained, which records the checking/servicing of the following:
 - Fire Exits
 - Fire equipment
 - The fire alarm log

Fire Prevention

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The Principal will ensure that fire drills shall take place at least once a term.

- (iii) Fire alarms shall be clearly marked
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building.
- (vi) A fire plan of the school shows assembly points outside the school. Assembly Point is near the front gate and clearly marked
- (vii) Assembly areas are designated outside the building, and the location is specified.
- (viii) Exit signs shall be clearly marked.
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, are responsible for the office. The cleaner to check when cleaning.
- (x) The Principal shall be responsible for fire drills and evacuation procedures.

All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

Smoking

Smoking is prohibited at all times in Primary schools, including in the school yard.

Duties of Employees

The attention of employees/trainees/volunteers is drawn to the following duties of persons employed, as laid down in legislation.

1. It shall be the duty of every employee while at work:

- To take reasonable care for their safety, health and welfare and that of any person who might be affected by their acts of omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such manner and so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether provided for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- To report to his/her employers or immediate supervisor, without unreasonable delay, any defects in machinery, equipment, place of work or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

2. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities.

Accident/ Incident Reporting

All accidents/incidents, other than minor ones, whether to employees, pupils or members of the public must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given when required. An Accident Report Document is retained for recording all such accidents.

General Safety

The aim of the Board of Management is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees and pupils by:

- (i) Observing the general rules of safety.
- (ii) Using all machinery and equipment in a safe and proper manner.

- (iii) Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/or others.
- (iv) Keeping work areas clean and tidy at all times.
- (v) Making sure all corridors and passageways, particularly those leading to escape routes, are kept free of obstructions at all times.
- (vi) Taking care that fire points are not blocked or covered up in any way, and that they are ready for use if the need arises.

Visitors to the school

- In the interests of safety all visitors to the school should enter through the front door and check into the office.
- Teachers are willing to meet visitors at an appropriate time, however, only visitors with appointments will be accommodated in meeting with a member of staff.
- If a visitor approaches a member of staff without an appointment, the member of staff reserves the right to defer speaking about the matter in question until a later, more convenient time.
- Under no circumstances is it acceptable for a visitor to verbally or physically attack a child or a member of staff. In this instance the person will be asked to leave the school immediately and, if he/she refuses, then assistance should be sought from a colleague or the Principal.
- In the event of an unacceptable breach of these guidelines, the assistance of the Board of Management or outside authorities may be sought.

Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds
- (2) Those parking outside the school grounds are advised to not park in front of the school gate.

Success Criteria:

The provision of a safe environment will be the priority of the Board of Management. Updating of this policy will be ongoing. The policy will be reviewed annually or as the need arises.

Ratification and Communication

A copy of this policy will be given to members of staff, members of the Board of Management and published on our school website for parents.

Signed and ratified on behalf of the Board of Management on 23rd March 2026

Chairperson: *Feicin Mulkerrin*

Date: 23rd March 2026

Principal: *Laura Griffin*

Date: 23rd March 2026

*Original signed copy stored in policy folder in office

Appendix 1: Health & Safety Audit/ Review 2026

Senior Room

- Bags must be stored & pathways kept clear in classroom
- Laptops and ipads to be stored in the computer trolley
- Chargers to be neatly put away when not in use
- All electronic equipment must be powered off correctly when not in use

Junior Classroom

- Bags must be stored away and pathway kept clear
- Children must not have access to very hot water

Corridor

- The corridor must be kept clear of all obstruction
- No running signs in corridor

Bathrooms

- Hand dryers in use in senior toilets
- Blue roll in junior toilets
- Soap to be provided
- Wash your hands notices to prevent spread of infection
- Proper bins in place for waste

Kitchen

- All staff trained to use equipment correctly
- Bins emptied daily
- All appliances to be turned off after use

Library/ Special Ed. Teacher Room

- All equipment to be checked and turned off every evening, sockets powered off at the end of the day
- No trailing leads
- Equipment must be turned off after use
- Pathways must be kept clear and free of clutter

General purpose/ Afterschool room

- All equipment must be stored away properly when not in use
- All musical instruments must be put into their respective cases and stored on the shelves/ presses provided
- Floor must be kept free of spillages (i.e. water, paint, sand) and small objects

**Appendix 2: Report on Accidents in the school environment (For
School's Internal Records)**

Name: _____

Class: _____

Date of Accident: _____

Time of accident: _____

Location of Accident:

Staff on supervision duties at time of accident:

Information regarding circumstances of accident:

Witness _____

Any further information:

Action Taken:

Signature: _____

Date: _____