

## **Health and Safety Policy**

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the health & safety, wellbeing and welfare of pupils and those employed and working in the school. This policy is guided by current circulars and any subsequent changes to legislation as directed by the Department of Education and Government of Ireland.

The policy shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes.

The Board of Management and Safety Officer shall carry out a safety audit, including a risk assessment, as required, then a report will be made to staff. All records of incidents 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 incidents and ill-health. It is the responsibility of all staff members to be vigilant and report any identifiable concerns or risks.

Appropriate professional medical advice and guidance will be sought to guide our working practices and to preserve the health & safety, wellbeing and welfare of pupils and those employed and working in the school.

### **Board of Management**

The Board of Management of Scoil Mhuire Naofa, Kiltale wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Machinery may be opened 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 of all in the school.
- ◆ 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.
- ◆ Employees shall be consulted on matters of health and safety.
- ◆ Provisions shall be made for the election by the employees of a safety representative.



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- ◆ Instruction shall be made available,( if required ) to staff, on techniques for dealing with pupils who exhibit challenging behavior.
- ◆ The Health and Safety policy will be reviewed and updated as necessary.
- ◆ The duly appointed Safety Officers shall act on behalf of the staff. In the event of her absence, the principal shall assume this role in a temporary capacity.

The Board of Management of Scoil Mhuire Naofa, Kiltale recognises that it's statutory obligations under legislation extends to employees, pupils, to any person legitimately conducting school business, and to the public.

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

## Employees

It is the duty of every employee while at work:

- To take reasonable care for his/her own safety, health, wellbeing 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 extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such a 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, wellbeing or welfare at work.
- To report to the Board of Management without unreasonable delay, any defects in equipment, place of work, or system of work, which might endanger safety, health, wellbeing or welfare of which he/she becomes aware.
- To turn off all electrical appliances and machinery at the end of the day, and ensure no pupil or person remains in the classroom.
- To keep the classroom properly aired and ventilated.
- To close all windows in each room at the end of the day.
- To ensure all external doors are kept closed during the day when not in use.

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, wellbeing 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*).

### **Pregnant Employees** - (*Refer to Human Resources & Occupational Health*)

It will be the policy of Kiltale NS in consultation with the employee to assess any risk to the safety and health of employees, and any possible effect on the pregnancy of, or breastfeeding by employees resulting from any activity at work likely to involve risk of exposure to any agent, process or working condition and for that purpose to determine the nature, degree and duration of any employees exposure to any agent, process or working condition and to take the preventative and protective measures necessary to ensure the safety and health of such employees and to avoid any possible effect on such pregnancy. Please refer to the *Safety, Health and Welfare at Work (General Applications) Regulations 2007*, for more information.

All pregnant or breastfeeding employees are responsible to notify their manager and contact Occupational Health for advice where they will be asked to sign and complete a Pregnant and Breastfeeding Employees Risk Assessment form, available from Occupational Health. The activities/duties assigned in consultation with the employee will be reviewed regularly and will be assessed to ensure the continued health and safety of the employee and their unborn baby or child during this period.

Appropriate medical advice and guidance will be sought on all issues outlined throughout this policy.

### **Consultation and Information**

It is the policy of the Board of Management of Scoil Mhuire Naofa, Kiltale to consult with staff in preparation and completion of hazard control forms, to give a copy of the Health and Safety Policy to all present and future staff, and to convey any additional information or instructions regarding health, safety, wellbeing and welfare at work to all staff (including temporary or substitutes, students or individuals on placement) as it becomes available.

Health, safety, wellbeing and welfare at work will be considered in any future staff training and development plans.

## Parents

Parents must disclose to the school, in writing, any relevant issues pertaining to the health and safety of their child whilst attending this school and to be updated as required.

## Hazards

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

## Fire

It is the policy of the Board of Management of Scoil Mhuire Naofa, Kiltale that:

- (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. Staff will be trained in the use of fire extinguishers (eg., during 2024 all current staff were trained in the etiquette of using and the use of fire extinguishers).
- (ii) The principal will ensure that fire drills shall take place at least once a term. (In the first half of term one. End of January. End of May). Each fire drill will be logged and filed in the Health and Safety file held in the office.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.(Staff Safety Officer)
- (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) Assembly areas are designated outside the building, and the location specified.
- (vii) Exit signs shall be clearly marked.

- (viii) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Computers will be turned off and put away each day. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility to keep clean and tidy at all times. Cleaner to check when cleaning.
- (ix) Staff leaving the building during the school day shall inform the principal or member of the management team.
- (x) The Safety Officers, Principal and Deputy Principal, shall be responsible for fire drills and evacuation procedures.
- (xi) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

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.

1. Wet corridors
2. Trailing leads
3. Computers, Laptops
4. Guillotine
5. Projectors
6. Fuse Board
7. Electric kettles
8. Boiler house
9. Ladders
10. Excess Gravel on school yard
11. Protruding units and fittings
12. Flat roof part of school
13. External stores
14. Lawnmower
15. Slabs around perimeter of school
16. Icy surfaces on a cold day
17. Mats in hall
18. Windows opening out

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee page 2 of this document):

- A. Access to and operation of equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of equipment in the course of their normal duties. Copies of this Health and Safety policy will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Health and Safety policy and shall adhere to its provisions.
- B. In addition all such machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- C. Where applicable, the Board of Management will ensure that members of the staff will have been instructed in the correct use of machinery and equipment.
- D. All machinery and electrical equipment are fitted with adequate safeguards.
- E. Precautionary notices, in respect of safety matters are displayed at relevant points.
- F. Ladders must be used with another person's assistance. Children will not climb ladders.
- G. Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- H. Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- I. Deputy Principal will check that PE equipment is stacked securely and positioned so as not to cause a hazard.
- J. Check that all PE and other mats are in good condition.
- K. An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- L. Check that benches etc. are free from splinters and generally sound.
- M. Check that benches, etc. are stable and do not wobble when in use.
- N. Check that there are no uneven/broken/cracked paving slabs. Board of Management Safety Officer.
- O. Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- P. Teachers check that manholes are safe.
- Q. Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- R. Check that outside lighting works and is sufficient.

- S. Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- T. Check that refuse is removed from the building each day and is carefully stored outside. Board of Management Safety Officer.

## Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Scoil Mhuire Naofa, Kiltale that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorized persons. Such appliances and equipment will be subject to regular maintenance checks.

## Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are intact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

## Other Hazards

- ◆ Children are requested to wear flat non-slip footwear that will enable them to play safely on the tarmac area of the school yard
- ◆ The school paths and outside areas can be slippery in frosty weather and the school community is advised that due caution should be taken in frosty or icy conditions. Pupils are not allowed to slide or skate on ice. Paths will be salted whenever possible in severe weather conditions.
- ◆ Sports equipment should be stored neatly at all times.
- ◆ School bags / boxes should be kept under tables where they will not cause harm to employees/pupils.
- ◆ Leaks, broken windows or any other problems should be reported and rectified as soon as possible.
- ◆ Class room blinds to be pulled down by adults only.
- ◆ Steps and their usage for situations such as opening and closing windows should be used with great care as necessary.

- ◆ Appropriate care should be taken in the use of glues and solvents.
- ◆ Lighting should be adequate.
- ◆ All toilets and surrounding areas should be properly ventilated and clean for use. Adult toilet facilities, hygiene and sanitary facilities should be adequate.

### **Chemicals**

It is the policy of the Board of Management of Scoil Mhuire Naofa, Kiltale that all chemicals, photocopier toner, detergents, cleaning materials etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them.  
(Secretary/Cleaner/Principal where appropriate).

### **Drugs and Medication**

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child and that they fully comply with the administration of medicine policy and complete a health plan form for any child with a serious medical condition.

It is the policy of the Board of Management of Scoil Mhuire Naofa, Kiltale that all drugs, medications, etc be kept in a secure cabinet, in a separate and secure place and used only by trained and authorised personnel.

### **Welfare**

To ensure the continued wellbeing and welfare of the staff and children, toilet and cloakroom areas are provided. A staff room separate from the work area is provided, where breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and pupils are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to



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either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.

- (b) Staff and pupils 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 disciplinary action.

## **Highly Polished Floors**

It is the policy of the Board of Management of Scoil Mhuire Naofa, Kiltale that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

## **Smoking / Vaping**

It is the policy of the Board of Management of Scoil Mhuire Naofa, Kiltale that the school shall be a designated non-smoking/vaping area within the school and school grounds.

## **Broken Glass**

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

## **Infectious Diseases**

It is the policy of the Board of Management of Scoil Mhuire Naofa, Kiltale that all infectious diseases shall be notified and steps taken to ensure the safety of staff and pupils against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to HSE directives and sound principles of cleanliness, hygiene and disinfection. The Board of Management will provide suitable equipment and supplies such as disposable gloves for use in all First Aid applications, cleaning tasks, etc., hand sanitizer, paper towels, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

## **In the event of outbreaks, epidemics or Pandemics**

It is the policy of Kiltale National School to follow the HSE guidelines and recommendations with regard to the risk of being exposed eg., COVID-19. The board will draw up an action plan for managing the risk of exposure e.g., COVID-19 Policy Statement, Response Plan for Re-Opening Kiltale NS, COVID-19 Risk Assessment, etc.

## **First Aid**

It is the policy of the Board of Management of Scoil Mhuire Naofa, Kiltale that members of staff shall be trained to provide First Aid to staff and pupils and the Board of Management will provide this training regularly. In 2024 all current staff took part in certified First Aid and Use of Defibrillator training courses.

The Safety Officer will ensure a properly equipped First Aid Box is available to all staff at all times in the school and ensure that each staff member is aware of the location of the first aid boxes.

- (1) Contact numbers in order to advise parents when pupils are sick or injured is on Aladdin.
- (2) Telephone numbers of local Doctor, Gardaí, ambulance, Hospital are on a notice over the photocopier in the office.
- (3) All incidents, including any "near miss" events, whether to employees or to pupils or to members of the public must be reported to the Safety Officer and the Principal and logged in the incident report file.
- (4) An Incident Report File is to be maintained for the recording of all incidents by the safety officer and reported to the Principal, they should be dated and parents informed. The incident report file is kept in the office.

## **Access to School**

The main entrance to the school can be accessed with a key. The two other external doors have been secured with a maglock door system, with access by keypad/fob for school staff only. Thus every effort will be made to ensure that no unauthorised person and or animal e.g., vermin, dogs, cats, etc., enters the building during the day. It is every staff member's responsibility to ensure all external doors are secured (ie. closed) during the day and locked with alarm on when leaving the building at the end of the school day.

Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the Health and Safety policy applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or the safety officer and shall mark such hazards with warning signs or other suitable protection.

## Access to the school

1. The Board of Management requests the parents and guardians drop and collect their children from the car park at all times.
2. Children will be supervised at the home times of 13.40hrs for infants and 14.40hrs for the rest of the school at the exit to the car park.
3. Anyone entering the school premises shall be required to enter through the front door, sign in and identify themselves to a teacher or the Secretary as relevant before gaining admittance to the school.
4. Parents/adults that are not employees of the school are not permitted to leave the reception/sign in area to collect children or drop off items. They shall be asked to wait in the reception area while the secretary/teacher deals with their concerns.
5. Parents and guardians are requested to use a sign in/out book in order to record children entering or leaving the school during the school day.
6. Children are not permitted to answer/open the front door. A member of staff shall do so and take a message accordingly.
7. Parents are requested to send in a note or email in advance if their child is being collected before dismissal time. If the child is being collected by someone other than their parents/guardians this should be stated in writing.

## Extra Curricular Activities

- Parental permission is required for **all** out of school activities including sporting competitions, tours, field trips, etc. (Note/email sent out for each event)
- The level of supervision required is the same as for in school activities with provision to be made for extra adult help if required.
- Children must have all the required equipment to ensure their safety including suitable clothing, footwear and items like helmets for hurling, shin guards, gumshields, etc.
- Only transport with seat belts will be used for school outings at all times and garda vetted drivers.



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## Revision of This Health and Safety policy

This statement shall be regularly revised by the Board of Management of Scoil Mhuire Naofa, Kiltale in accordance with experience and the requirements of the *Health and Safety Act and the Health and Safety Authority.* (Reviewed October 2022)

Signed on behalf of the Board of Management:

Chairman: Maura Dineen Date: 09-10-25  
Principal: Colin McElroy Date: 09-10-25  
Safety Officer: Anna Kelly Date: 09/10/25 Nominee of BOM  
Safety Officer: Anne Ford Date: 09/10/25 Nominee of staff

Policy statement in accordance with the *Safety, Health and Welfare at Work Act 1989*

## Members of the Board of Management:

**Chairperson:** Maura Dineen

### Board Members:

Fr. Yohanna Jacob  
Colin McElroy,  
Orla Dunne,  
Phyll Rehill,  
Katie Kelly,  
Justin Byrne,  
Chris Driver,

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the *Safety, Health and Welfare at Work Act 2005* and any subsequent changes to legislation and circulars as directed by the Department of Education and Government of Ireland.