



1.1 Safety, Health and Welfare Policy and Commitment

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

- a) The Board of Management, as employer, undertakes in so far as is reasonably practicable to: promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b) provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c) maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- d) continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- e) consult with staff on matters related to safety, health and welfare at work;
- f) provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

Chairperson, Board of Management

School: St. Mary's Boys' National School

Date: _____

1.2 School Profile

St. Mary's Boys' National School (SN Muire An Port Mór) is located in Ferrybank, Waterford. We are a parish school which provides a child centred education for boys from Junior Infants to 6th class. It is guided in all its work by an ethos of mutual respect for one another in a caring, Catholic and Christian community. The school shares close links with the parish of Ferrybank and with the local community. All members of the school community work together to help the children achieve their full potential. There is 1 administrative principal, 9 mainstream class teachers, 4.5 Special Education Teachers (SETs), 1 EAL teacher, 2 SNAs, 1 school secretary, 1 school caretaker and 1 cleaner (who also prepares and distributes the snacks/lunches) working in the school. The school itself is a single storey structure. The original school building opened in 1959 with a number of extensions added over time. There are 8 mainstream classrooms; 4 SEN rooms; a general-purpose room which is divided to use as additional SEN room; a sensory room; 2 offices; a staffroom; a communications room and 2 storage rooms. Access to the main school grounds can be gained through a single-entry point at the front of the school. All external doors are controlled by a security lock and can be opened from the interior by a door release button.

1.3 Resources for Health, Safety and Welfare in the School

The following resources are allocated to assist with the formation of a safe working environment in St. Mary's BNS in so far as reasonably practical:

- Human Resources
- Financial support by means of budget allocations
- Buildings, Furnishings and Equipment
- Training
- Policy development at National and Local levels in support of the Safety Management System

1.4 Roles and Responsibilities for Safety, Health and Welfare

1.4.1 Board of Management

It is the Board of Management's responsibility to ensure the following:

- a) That a safety statement is set up & maintained in order to ensure that all work is carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and that all reasonable, practicable measures are taken to avoid risk to staff members, pupils or others who may be affected.
- b) To oversee and review the implementation of the Safety Management System and the safety statement for the school.
- c) To establish a set of safety and health objectives.
- d) To receive regular reports on safety and health matters and matters arising from same are discussed.
- e) To review the safety statement at least annually and when changes that might affect workers' safety and health occur.
- f) To review the school's safety and health performance.

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- g) To allocate adequate resources to deal with safety and health issues.
- h) To appoint competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Designated persons for safety, health and welfare acting on behalf of the board.

1.4.2 Principal

- complies with the requirements of the 2005 Act;
- reports to the board of management on safety, health and welfare performance;
- manages safety, health and welfare in the school on a day-to-day basis;
- communicates regularly with all members of the school community on safety, health and welfare matters;
- ensures all accidents and incidents are investigated and all relevant statutory reports completed;

1.4.3 Safety Officer

- communicates regularly with all members of the school community on safety health and welfare matters
- organises First Aid training when required and ensure there is an adequate supply of First Aid equipment;
- organise fire drills, training, etc.
- to assist the Principal in the day to day management of Safety, Health and Welfare in the school.
- ensure Pupil Healthcare Plans are up to date and any pupils with a medical condition are flagged on Aladdin;
- ensure relevant members of staff have a copy of the Pupil Health Care Plan and that copies are available at central locations – staff room
- reviews and updates safety, health and welfare policy and statement
- organises annual risk assessment and walk through annually with principal and safety representative from the Board

1.4.4 Safety representative from the Board of Management

- work collaboratively with the principal and safety officer in the school to ensure the Boards obligations in regards to health, safety and welfare are met

1.4.5 Staff

It is the duty of every employee while at work:

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- To comply with all statutory obligations on employees as designated under the 2005 Act.
- 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 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 so as to provide the protection intended, any suitable appliance, protective clothing, 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.
- To report to the Safety Officer 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.
- To conduct risk assessments of their immediate work environment. 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.

1.5 Risk Assessment

Management recognises that its activities and buildings may present a health and safety risk and shall identify the areas where control measures are required in order to ensure a safe working environment. Hazards will be identified in the school and risk assessments (see appendix 1) will be completed by management / safety representative as required while all subsequent impacts, consequences and existing control measures raised will be reviewed & categorised into high, medium and low risk. Management will subsequently ensure that all hazards identified are eliminated or controlled as far as is practicable so that they are reduced to an acceptable level.

1.5.1 Hazards

Hazards shall be divided into two categories: General and Constant. 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.

1.5.1.1 General Hazards

The following general 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

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3. Computers
4. Guillotine
5. Projectors
6. Fuse Board
7. Electric kettles
8. Boiler house
9. Ladders
10. Protruding units and fittings
11. External store units
12. Icy surfaces on a cold day
13. Windows opening out

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

- a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement 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 school's Safety Statement and shall adhere to its provisions.
- b) In addition, all such plant and machinery are 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 plant, 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.
- 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 even, non-slip and splinter-proof.
- i) An Assistant Principal is responsible for ensuring that PE equipment is stacked securely and is positioned so as not to cause a hazard.
- j) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Caretaker under Board of Management.
- k) Check that there are no uneven/broken/cracked surfaces. Caretaker under Board of Management.
- l) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Caretaker under Board of Management.
- m) Caretaker checks that manholes are safe.
- n) Check that all play areas are kept clean and free from glass before use.
- o) Check that outside lighting works and is sufficient. Board of Management.
- p) Check that all builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely. Principal, Safety Officer, Caretaker.
- q) Check that refuse is removed from building each day and is carefully stored outside. This is the responsibility of the school caretaker and cleaner.

1.5.1.2 Constant Hazards

BROKEN GLASS

Staff are asked to report broken glass to the caretaker so that it may be immediately removed.

HIGHLY POLISHED FLOORS

The Board of Management of Saint Mary's Boys' National School will ensure that every attempt is 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 encouraged to use handrails when going up or down steps. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

VISUAL DISPLAY UNITS

The Board of Management of Saint Mary's Boys' National School will ensure that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority will be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

ACCESS TO SCHOOL

All visitors to the school must enter via the main entrance. In line with enhanced hand hygiene procedures, visitors will have access to hand sanitiser located inside the main door in a clearly marked dispenser. Visitors to the building will be asked to sign in and provide contact details which will be used solely to keep a contact log. Any contractor must make direct contact with the Principal/Secretary/Caretaker before initiating any work on the premises and shall be shown a copy of the safety statement 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 employees shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or provide other suitable protection.

COLLECTING CHILDREN

1. All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds and observe good hand hygiene.
2. Cars are not permitted to enter the school grounds when collecting children.
3. Those parking outside the school grounds must accompany children to and from the school premises.
4. If a parent/guardian/carer wishes to collect a child early he/she must check in at reception with the secretary. The secretary will collect the child from the classroom and the parent/guardian/carer will sign the child out using the sign in/sign out book.

SMOKING

It is the policy of the Board of Management of Saint Mary's Boys' National School that the school campus shall be a non-smoking area.

ELECTRICAL APPLIANCES

Arrangements will be made for all appliances to be checked on a regular basis 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.

CHEMICALS

The Board of Management of Saint Mary's Boys' National School will ensure that all chemicals, photocopier toner, detergents 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).

WELFARE

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. At present one staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in these areas. 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 students 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 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 students 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.

MANAGING SPECIFIC HEALTH ISSUES

Teachers and SNAs are made aware of the health issues in relation to certain pupils at the beginning of the school year and throughout the year. Staff meetings to discuss issues regarding the general running of the school are held at least twice a term. When classes are moving on at the end of the year the current teacher will inform the new teacher of any specific health issues in the class. An updated profile and picture of each student with serious allergies or specific medical needs may be displayed in the staffroom if necessary. Details of administration and location of medicines will also be displayed.

DRUGS AND MEDICATION

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Medication, when not in use, should generally be stored in a safe and secure place. This will normally be a locked cupboard or a locked non-portable container in a cool place. The medication must be accessible to the appropriate members of staff at all times. However, there are some important exceptions:

- All emergency medication must be stored safely but must also be readily accessible at all times, i.e. not locked in a cupboard.
- Asthma “reliever” inhalers must be readily available at all times, including prior to and during exercise. Whenever possible, children should be responsible for their own inhalers, but when this is not possible the inhaler should be kept in an easily accessible place. The need for a child to have ready access to their inhaler should override any concerns about misuse by others.
- Some medications may need to be refrigerated. An appropriate refrigerator, with restricted access, should be identified and the medication should be placed in a closed plastic container with the lid clearly marked “Medication”. This container should then be kept on a separate shelf in the fridge. Sometimes pupils or their parents may ask for pain relief (analgesics) at school e.g. Paracetamol / Calpol / Nurofen. Generally, school staff should not give non-prescribed medication to pupils. This is because they may not know whether the pupil has taken a previous dose or whether the medication may interact with other medication being taken. In a situation where it is necessary for staff members to administer Prescription Medication to children, parents must provide authorisation in writing and sign an indemnity form indemnifying the Board from any liability that may arise from the administration of the medication.

INFECTIOUS DISEASES

St. Mary’s BNS is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following infectious diseases plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the infectious diseases. We will:

- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE
- display information on correct hand-washing techniques and respiratory etiquette
- inform all staff and pupils of essential hygiene and respiratory etiquette
- implement the agreed procedures to be followed in the event of someone showing symptoms of infectious disease while at school. Many infectious diseases are most transmissible as or just before symptoms develop. It is important therefore that pupils and staff who are ill when they come to school, or who develop symptoms during the school day, should be sent home. Whenever possible, ill pupils should be removed from the classroom while waiting to go home. Obvious symptoms of illness are diarrhoea, vomiting, fever, cough, sore throat and rash. For most illnesses, pupils and staff may return to school once they feel well enough to do so. In some instances, however, it may be necessary to exclude pupils and staff from school for specified periods to prevent the spread of infection. Pupils and staff with gastrointestinal illness (i.e. diarrhoea and/ or vomiting) for example, are advised to stay at home until they are symptom free for at least 48 hours. In certain circumstances additional exclusions may

be necessary, e.g. in a case of measles the local Department of Public Health may recommend temporary exclusion of unvaccinated siblings of a case or other unvaccinated pupils. The full list of exclusion criteria is outlined in Chapter 9 of *Managing Infectious Diseases in Schools 2013*.

The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, 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.

1.6 Emergency procedures, fire safety, first-aid, accidents and dangerous occurrences

1.6.1 Emergency Procedures

St. Mary's B.N.S Critical Incident Policy and emergency response procedures have been developed in line with recommendations contained in the "Responding to Critical Incidents, Advice and Information Pack for Schools" and "Responding to Critical Incidents, Guidelines for Schools" (Dept of Education and Science/National Educational Psychological Service).

Emergency procedures have been prepared for fire, flood and other major incidents such as a car crash or suicide. The emergency procedures set out clearly what is to be done, who is to do it, who will liaise with families, who will co-ordinate actions on the day (designated roles etc.), follow-up care (where necessary) and local emergency service details etc.

"A critical incident can be defined as any incident or sequence of events, which overwhelms the normal coping mechanisms of the school and disrupts the running of the school".

1.6.2 Fire Safety

Fire-drill and School Evacuation Procedures:

Fire Drills are held at least once a term. The following are the correct agreed procedures in the event of a fire in the school.

IT IS THE DUTY OF ANYONE DISCOVERING A FIRE TO RAISE THE ALARM AT ONCE AND SOUND THE FIRE WARNING SIGNAL. The principal / caretaker / secretary / teachers will be responsible for ensuring that the Fire Brigade is called immediately.

On hearing the fire alarm:

1. Teachers in charge of classes will take their student lists and marshal the class in an orderly manner to the assembly point by an exit route away from the fire. Adults in charge should check toilets on their way past.
2. Other members of staff will immediately make their way to the assembly point.
3. Anyone not with their class or group when the alarm sounds must make their way to the assembly point and join their appropriate class or group. As soon as classes and groups are assembled each teacher will take a roll call and report to the Principal if anyone is missing.

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4. If any person is found to be missing an immediate check must be made by staff.
5. No other person must leave the assembly point to recover clothing, bags etc. until permission has been given - in the case of a drill by the Principal teacher - in the case of a fire by the Fire Officer in charge.
6. These instructions are not intended to preclude an immediate attack on the fire with the available fire appliances, where this can be done without personal risk.
7. The designated assembly points following evacuation are the assigned lines in the junior yard.
8. In these assigned lines, children will line up in single file, one child behind the other.
9. Any employee/pupil/visitor on hearing the fire alarm will leave by the nearest safest exit and gather on the children's yard areas.

The Board of Management of Saint Mary's Boys' National School will ensure that:

- i. 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. Fire drills take place at least once a term and that the principal is responsible for the fire drill and evacuation procedures.
- 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 (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. The principal will see that the main door is free of obstruction.
- vi. A plan of the school shows assembly points outside the school.
- vii. Assembly area is designated outside the building, and the location 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, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- x. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

1.6.3 First Aid

It is the policy of the Board of Management of Saint Mary's Boys' National School that members of staff shall be trained to provide First Aid to staff and pupils.

1. Staff are aware of:
 - a. arrangements for giving first aid
 - b. location of first aid boxes
 - c. procedure for calling ambulances etc....
 - d. telephone numbers of local Doctor, Gardaí, Hospital
 - e. School Eircode in case of emergency.

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2. All incidents, no matter how trivial and whether involving employees or students or 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 and is available in the office. The Safety Officer will see that First Aid Boxes are equipped and available to staff at all times. PPE must be used at all times in administering First Aid.

1.7 Instruction, Training and Supervision

St. Mary's Boys' National School regularly undertakes training needs analysis, especially when staff members leave, in order to identify and address any gaps in the provision of an effective safety and health management system in the school. The preparation and review of risk assessments also provides the school with an indicator of staff training needs. A formal process to identify the safety and health training needs of each group within the school community has been established at St. Mary's Boys' National School. This process includes the following:

- The provision of safety training to all individuals as necessary to enable them to carry out their duties as identified by the risk assessments and as set out in the safety statement.
- A record of all training, information and briefing sessions.
- A record of those in attendance at training sessions with signed attendance sheets.

In accordance with its statutory obligations St. Mary's Boys' National School will provide training in the following circumstances:

- On recruitment - The Safety Officer along with the Droichead Professional Support Team will provide appropriate health, safety and welfare advice to new staff members, staff returning after a lengthy absence and to newly qualified teachers. All will be made aware of our Safety Statement.
- The introduction of new systems of work, new work equipment or changes in existing work equipment or systems of work.
- The introduction of new technology. Refresher training is a short-term course aimed at recall and reinforcement of previously acquired knowledge and skills. It has to be carried out for certain courses after a defined period of time has lapsed from the initial training, e.g. refresher first-aid training should be taken every 2 years. Health and Safety teaching is also provided to all students as part of the SPHE curriculum. Training will also be given on the job in specialised areas where staff may require the skills to ensure a high level of safety is maintained. All training on site will be coordinated by the Board of Management.

1.8 Communication and Consultation

Safety Statement

It is the policy of the Board of Management of Saint Mary's Boys' National School to consult with staff in preparation and completion of hazard control forms, to make available a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

Implementation Date

10/06/2025.

Review

This statement shall be regularly reviewed by the Board of Management of Saint Mary's Boys' National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Concluding Comment

This safety statement has been prepared on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated so as to comply with any changes of conditions.

Ratification and Communication

Ratified at the BoM meeting on 10/06/2025 and signed by Chairperson. Secretary recorded the ratification in the Minutes of the meeting.

Signed: _____

Date: _____

Chairperson, Board of Management

Appendix 1

SN Muire An Port Mór

HEALTH & SAFETY CHECKLIST

Múinteoir: _____ Seomra: _____ Dáta: _____

1. Is there clear access from your internal to the nearest external door? Yes No
2. Are there any trailing wires in your classroom? Yes No
3. If there are shutters in your room are they in working order and raised as soon as you enter the room? Yes No
4. In your room, have you any issues with radiators / heating /leaks etc? Yes No
If so, please list them below:

5. In your room, do you have any health and safety concerns which need to be brought to the attention of the caretaker or the Board of Management? Yes No
If so, please list them below:

6. Externally or internally, are there any general health and safety concerns which need to be brought to the attention of the caretaker or Board of Management? Yes No
If so, please list them below:

Please consult with the SNA in your classroom (if applicable) to see if they have any concerns and return completed form to Mrs. Grant. Completed forms may also be returned by emailing it to agrant@ferrybankbns.ie