

Scoil an Chroí Ro Naofa Urlingford NS

Health and Safety Policy Statement-

September 2025

Under the Safety, Health and Welfare at Work Act 2005, it is a legal requirement for every employer, together with school staff, to prepare a Health and Safety Statement. It represents the Board of Management's commitment to safety and health, and specifies the manner, organisation and resources necessary for maintaining and reviewing standards.

All school policies link to this Health and Safety Policy. Although some specific policies are individually mentioned within this document, it is understood that this policy also pertains to those school policies and procedures not referenced within this document. This policy pertains to all those using the school building. All school policies are available from the school office or on our website www.urlingfordns.com.

Link to School Ethos

At Scoil an Chroí Ro Naofa Urlingford NS, we aim to provide a safe and healthy environment for all who work in or attend the school.

Aims

The aims of the policy are:

To create a safe workplace for the school community. This will be achieved by identifying and tackling risks that can be prevented and by highlighting and outlining procedures for risks that cannot be prevented.

To provide understanding of the school's duty of care towards the pupils.

To protect the school community from potential accidents and ill health in school.

To outline procedures and practices in place to promote safe systems of work.

It aims, so far as is reasonably practicable, to comply with all relevant health and safety legislation, to include the following areas:

Provision of a safe workplace

Safe entrance and exit routes

Safe playing areas for children at breaktimes

Safe handling, usage and storage of cleaning chemicals

Well-practiced, well-rehearsed fire drill routine.

Emergency Procedures

A. Emergency Contacts

The school requests contact details from each parent/guardian at the time of enrolment and we also request an emergency contact should the parents/guardians not be available.

Parents/guardians are responsible for providing this information and for updating details if/when they change

Student details are maintained on the school database Aladdin system.

Staff members are asked to submit a copy of emergency contact details to school office.

A contact Booklet with names and numbers for Parent/Guardians is available in School Office and school staffroom in the event of a pupil not having anyone to collect him/her at end of day collection time or after extracurricular activities. Class Teacher or School secretary is responsible for calling home in the event of a pupil having no one to collect them.

B. Fire Drill

Preparation/Prevention (Appendix 2)

Teachers are responsible for turning off all electrical equipment every day

The fire exits are clearly marked/lit above each door

The fire alarm sounds in each classroom and in the hallways

Each pupil and employee recognises the alarm sound

Each class has a fixed meeting place outside and away from the building

Fire drill is practised by the whole school 4 times in Term One.

The fire extinguishers are serviced bi-annually

The kitchen, the hallways and the offices have fire extinguishers

Smoke alarms are installed around the school to detect smoke

The fire alarm is monitored by a registered company who also maintain the fire detection system annually

The Principal (Mr Lonergan/ School Safety Officer (Mr Doyle) informs staff when it is safe to re-enter the school after a fire drill.

The Drill

The fire alarm sounds in every room in the school

Children stand in a line in the class

If a child is out of the classroom when the alarm sounds, they go to the nearest classroom, leave the building with that class and are brought to their own line

The teacher brings the class list

The teacher quickly checks the toilets

Children walk out quietly, without bags/coats, under the teacher's direction

The last child shuts the class door once everyone has left

Each class walks to the Fire Assembly Point. Each class stands in its own line

The class roll is called

The principal/deputy principal ensures that all staff members are present

The staff Health and Safety Officer asks if everyone is present

Everyone is asked to stand quietly

Recommendations for fire drill

The Principal and School Caretaker will organise fire drills.

The First Drill: Notice to be given to staff beforehand

The Second Drill: Notice to be given to staff only on the week of the drill

The Third Drill: No advance notice is given

The fourth Drill: No advance notice is given

The School Caretaker times the drill to see how quickly it is done and records same

After the fire drill

The time taken to evacuate the building is recorded

The staff discuss the drill at the next staff meeting

A report is made to The Board of Management at the next meeting regarding the drill; any recommendations are discussed and implemented as appropriate.

C. Serious Accidents

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 what any prudent parent would do in a similar situation. However, this treatment will not generally include administration of medication
- 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.
 - Where a pupil is carried in a member of staff's vehicle, it is policy to carry additional pupil/staff member to ensure that a pupil will not be alone in the vehicle with a staff member at any time.
- 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

Recording and Reporting

Accidents involving students are recorded on Aladdin and in the school Incident Book by Class Teacher and staff member who witnessed accident/incident.

D. Critical Incident Policy

Our Critical Incident Policy is followed should any critical incident arise. The roles and procedures are outlined clearly in that Policy statement.

E. Exceptional School Closure

The principal in consultation with the Chairperson of the Board of Management will make the decision to close the school. Each nominated parent will be sent an email and text.

If this happens during school time, the text will be sent indicating why the closure is necessary and providing information regarding collection procedures.

If this should happen outside of school hours, a text and email will be sent as early as possible and the information will be reported to local media

Health Issues

A. Enrolment

Parents are requested to inform the school of any illnesses or allergies the child may have when completing the enrolment form. They are also reminded that, should the child's health change during their time in the school, they must inform the school immediately. The school is not liable if uninformed of any illnesses/allergies. Parents are asked to provide the school with permission to contact a doctor or call an ambulance on the permission form that is completed when the child starts in the school.

B. Children with Specific Illnesses/Disabilities

When a child with a specific illness/disability is accepted, the school requires medical reports/ assessment report or any other reports in order to apply for resource hours or SNA support from our local SENO (Special Educational Needs Officer).

Relevant staff members are informed about the child's illness or disability.

Appropriate training is provided to the class teacher and the rest of the staff if necessary.

A photo of the child is placed on the staff noticeboard indicating the child's medical needs as appropriate. The Board of Management may make the decision to refuse enrolment if it decides that adequate provisions are not in place to support a student's particular needs/disabilities.

C. Administration of Medicine

Please refer to Administration of Medicine policy

E. Infectious Disease

Steps will be taken to ensure the safety of staff and students against all such diseases. 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 where appropriate. Toilets and washrooms are available at all times with an adequate supply of water, soap and paper towels.

F. Headlice

1. Parents/Guardians should inform the school if they find headlice in their child's hair
2. When the school is informed of this, a letter is sent home to parents/guardians of the affected class detailing what they are and how best to treat them
3. If there is a reoccurrence, a reminder letter is sent

G. Hygiene

The cleaners ensure that the following is available in classrooms and bathrooms:

soap

paper towels

water

toilet paper

swing close or pedal bins bin

sanitary disposal unit in the staff toilets and in the toilets from 3rd to 6th Class.

H. First Aid

The first aid boxes/kits are kept in the Secretary's Office and by the exit doors to the yard. Sufficient supplies will be maintained in accordance with the HSE recommendations.

I. Healthy Lunch

Certain foods such as egg or nuts may not be allowed in the school if the school is alerted to the presence of a student with severe allergies. Healthy lunches are insisted upon at Urlingford NS. Please refer to the schools Healthy Eating Policy for further information

J. Smoking

Staff members, visitors and parents are reminded that smoking is not permitted on school grounds or in the building

K. Broken Glass

Staff members are asked to remove broken glass immediately

Safety and Welfare Issues

Children

Travelling to and from the yard

Pupils exit for break at start of break time. No pupils should be let out on yard without a supervising yard teacher being present.

Each teacher collects their class from the yard after breaktime/lunchtime promptly at 11am and 1pm.

Each teacher escorts their class to the yard at each breaktime and to the correct door at home time. The children are taught/reminded at the beginning of each school year as to how they should behave when using playground and going to/from school office.

Wet Day Supervision

Class teachers are responsible for providing worksheets/games etc on wet days

Classes will be supervised by teachers and SNAs as per supervision timetable

Supervision of children before/after school hours

Children are not permitted to play in the school yard before or after school

School begins at 9.00 am every day. All pupils should be in on time. The children will be allowed in at 8.45am. Parents are responsible for their child (ren) before 8.45am.

Infants finish at 1.40pm. 1st – 6th classes finish at 2.40pm. The school cannot accept responsibility for the children after these times (except when involved in school tours or after-school activities under a staff member's supervision).

Designated Teacher on Pre School Supervision will ensure pupils stand quietly on the spots and remain orderly during Pre School Supervision time between 8.45 and 9am. Teachers and SNAs undertaking Pre School Supervision should circulate and cover different areas of assembly area.

Visitors who come to the school

Appointments should be made before coming to the school, if possible

Everyone (including parents/guardians) visiting, must meet the secretary or a staff member first.

Visitors are not permitted to walk through the school unaccompanied by a staff member.

Safety on School Campus

The children are taught the Safe Cross Code and road safety as part of the SPHE curriculum.

They are taught/reminded how to use the pedestrian crossings correctly. This is practiced during School SPHE time with younger classes.

Children leaving school early

The school secretary/teacher will sign the child out. The secretary will collect child from the classroom. In the event of school secretary not being present School Principal or Mainstream SNA will collect child from relevant classroom.

Code of Behaviour & Anti-Bullying Policy

Bullying and inappropriate behaviour are not tolerated in this school. Please refer to our Code of Behaviour & Anti-Bullying Policy.

Child Protection

Please refer to our Child Protection Policy

Yard Break time Supervision

Good proactive vigilant yard supervision will be practiced at breaks so as to as to minimise the risk of unwanted accidents or incidents.

School Staff

1. Garda Vetting

As part of the Department of Education's employment regulations, no teacher/staff member will be employed without Garda vetting having been completed. In the case of teachers, Garda vetting is carried out by the Teaching Council. In the case of other staff, Garda vetting is carried out through Diocesan Representative Ena Kennedy. Guidelines in relation to vetting as set out in the Department of Education circular 63/2010 are followed

2. Dignity at Work

a) Positive Staff Relations

Every staff member has a responsibility to maintain and encourage a positive working and social environment within the school. Where disagreements arise between staff members, every effort will be made to resolve these disagreements, as quickly as is possible, following the structures laid down by the school. Actions may include:

1. Informal Communication-

- o Talking together
- o Identifying problem
- o Looking for solution
- o Observing due process
- o Setting realistic goals
- o Keeping records

2. Intervention by the principal

3. Investigation by the Board of Management

There is more information available in the Board of Management Handbook and the INTO document "Working Together"

b) Bullying/Sexual Harassment

Bullying and inappropriate behaviour are not tolerated in this school.

c) Assaults on staff members

When the employee feels at risk from or threatened by any particular person on school property, this must be drawn to the Board of Management's attention. They will undertake to ensure that in such circumstances all appropriate measures will be taken to protect school staff. The following steps should be followed in the event of a verbal/physical assault:

The incident should be reported to principal/other colleague immediately

The details of the incident should be recorded on an incident form kept for this purpose in the workplace. Situations in which members have been intimidated or threatened with physical violence should also be recorded

Where necessary, immediate medical assistance should be sought

The matter should be reported to the Gardaí, where appropriate. This report would normally be made by the victim of the assault

The Board of Management should be notified of the incident. The Board will notify its legal advisors and its insurance company of the assault.

Where the assault is by a pupil, the matter should be dealt with in accordance with the school's Code of Discipline and as provided for in Rule 130(5) of the Rules for National Schools.

Repeatedly aggressive pupils should be referred, with the consent of parents/guardians, for psychological assessment in order to assess the pupil's social and emotional needs and to determine how these can be best met.

Where an aggressive incident is committed by a parent/guardian, the parent/guardian should be immediately contacted by the principal and requested, verbally and in writing, not to make direct contact with the staff member pending full consideration of the matter by the Board.

Applications for leave of absence in relation to a member who has been assaulted should be forwarded to Department of Education and Skills. Each application will be assessed on its merits.

3. Training

The Board of Management undertakes that all necessary training, instruction and information will be made available to each employee to secure their safety and health in the work place. The primary responsibility for this rests with the Board of Management.

There is a commitment by the Board of Management to identify safety training needs, to make that training available and to ensure that school staff is competent in regard the safety procedures. Any staff member who feels they need specific training to undertake their role safely should speak with School Health and Safety Officer Mr Doyle.

First Aid training will be made available regularly. All staff will be responsible for evacuation and safety procedures. Training courses will be provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency.

It is recognised that maintaining a safe working environment needs constant vigilance and it is accepted that training of school staff will assist in this regard

4. Drugs and Alcohol

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.

C. Equipment and materials

1. Machinery, Kitchen Equipment and Electrical Appliances

Machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks by qualified technicians and school caretaker. No pupils should be using Caretaker equipment, kitchen/microwave etc in Kitchen or school photocopiers.

2. Chemicals

All chemicals will be kept in a locked area. School Caretaker is responsible for ensuring Chemicals are stored safely and away from reach of pupils.

3. Heating & Ventilation

The gas boiler and heating system is serviced annually at Halloween and maintained appropriately.

There are blinds provided on each window in order that children and teachers do not have to work in direct sunlight.

The windows can be opened easily to provide ventilation. They open a safe distance for children.

4. School Building

The school caretaker is responsible for ensuring that everything in the building is undamaged and in working order.

All fire exits must be kept clear at all times.

5. Lighting

Teachers/caretaker will check the following in their own classrooms and will alert the principal to potential faults:

- 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

6. Plug, Sockets and Leads

Teachers/caretaker when appointed will check the following and report potential faults to school Health and Safety Officer Mr Doyle.:

- plugs
- sockets

7. Equipment and School Furniture

Teachers/caretaker will alert the School Health and Safety Officer/principal where broken furniture/equipment is noted and possible remedial work or new furniture is required.

8. Computers and ICT Equipment

The advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority will be followed.

The Acceptable Use of Internet Policy is followed when the internet is used in the school. ICT issues or internet issues should be reported to Ms Phelan.

Risk Assessment

The principal has consulted with an Allianz Insurance representative regarding the identification of risks on school site and in school building and the drafting of the school's Health and Safety Statement and Child Safeguarding Risk Assessment Statement. The risk assessment will be reviewed at the beginning of each school year by the principal, Board of Management, School Health and Safety Officer and School Caretaker. School Caretaker will work to ensure there are no health and safety hazards in school or on school grounds daily.

Roles and Responsibilities

Board of Management/Patron

The Board will be responsible for:

- Making provision of and maintaining a workplace that is safe (employment of School Caretaker)
- Managing work activities to ensure the safety, health and welfare of school staff (Regular meetings with School Caretaker)
- Ensuring that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- Reviewing the Risk Assessment once this document has been prepared by Allianz
- Preparing a safety statement and regularly updating it, particularly when there has been significant change.
- Preparing and updating procedures to deal with an emergency situation and communicate these procedures to school staff
- Appointing a competent person to oversee the functions of the Board in relation to Health & Safety (School Health and Safety Officer)
- Making provision of training, including induction and up-to-date information to workers in a format and language that is appropriate
- Reporting serious accidents to the Health and Safety Authority

- Consulting annually with school staff and provide them with information in relation to safety, health and welfare
- Provision of secure storage of personal and sensitive data.

The Board of Management's Health and Safety Officer/Principal

Will be responsible for:

- Planned implementation of effective health and safety standards within the school in conjunction and cooperation with the principal
 - Requesting from the Board of Management sufficient funds and facilities to enable the Health and Safety Policy to be implemented
 - Periodically appraising the effectiveness of the Health and Safety Policy
 - Procuring advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his /her attention
 - Investigating all accidents and dangerous occurrences, in conjunction with external Safety Consultants if necessary
 - Ensuring that there are an adequate number of first aiders and that those first aiders have received regular and relevant training so as to help them to discharge the duties of this role
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- Consulting with the Staff Health and Safety Rep (School Caretaker) and School Health and Safety Officer (Mr Doyle) in the preparation of the safety statement, the hazard identification and the risk assessment carried out under section 19 and 20 of the Safety, Health and Welfare at Work Act 2005
 - Ensuring that any contractors working within the school observe reasonable safety considerations and that they are aware that any work carried out must be in accordance with current health and safety regulations and any codes of safe practice governing the work being done.

School Staff

The school staff will undertake:

- Not to engage in improper conduct that will endanger themselves or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided
- Not to be under the influence of an intoxicant to the extent that they endanger their own or other persons' safety. To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- To co-operate with the principal or other people to ensure that the Health and Safety law is implemented
- Tidy up/clean/put away utensils in Staffroom after use.
- Not to allow pupils use kitchen, Caretaker store and Photocopiers.
- To report any dangerous practices or situations to an appropriate person
- Not to interfere or misuse any safety equipment in the school
- To inform the principal if they are suffering from a disease, condition or illness that adds to risks.
- To undertake Daily Safety Check each evening (see Appendix 1)

Deputy Principal/Staff Safety Representative /School Health and Safety Officer

Will be responsible for:

- Representing the staff members in consultation with the principal on matters in relation to health and safety
- Inspecting the place of work on a schedule agreed with the principal or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the health and safety of any person
- Receiving appropriate training
- Investigating accidents and dangerous occurrences
- Investigating complaints made by staff members
- Accompanying an inspector carrying out an inspection of the school, recording any recommendations and report same to the principal/Board of Management
- Making representations to the principal on matters relating to health and safety
- Making representations to and receive information from a Health and Safety inspector
- Liaising with other safety representatives.

Parents/Guardians

Parents/Guardians are responsible for:

- Providing the school with contact details
- Ensuring that these details are kept up-to-date
- Looking after their own child before the school opens at 8.45am
- Collecting their own child on time in the afternoon
- Avoiding any hazard they identify
- Informing teachers of any hazard they identify
- Informing the school if their child has any special needs/health problems
- Informing teachers of any incidents of bullying that may come to light at home
- Following school instructions (e.g. parking)
- Respect professional boundaries and understand that teachers are entitled to their private lives
- Showing respect for staff members, children and for the school environment

Implementation

The entire school staff is responsible, under the direction of the Board of Management, for ensuring that this policy is implemented. The principal and staff health and safety representative are responsible for ensuring all staff members understand the policy entirely.

Success Criteria

Feedback from school staff, parents, pupils, etc to see how the policy is working

Review

This policy will be reviewed yearly

Ratification

Ratified in September 2025

Signed: _____ Date _____
Chairperson of the Board of Management

Signed: _____ Date _____
Principal

Appendix 1

First Aid Plan

Emergency Contact Details		
Ambulance	999 or 112	On site First Aiders Elaine Moriarty (0871381968) Pat Doyle (0876306108)
St Luke's Hospital, Kilkenny	0567785000	
Urlingford Garda Station	0568831133	Location of First Aid Boxes 1)Staff room 2)Exit door to Yard 3) Supply of first aid resources in School Secretary Office – Staff should request additional stocks of first aid resources by speaking to Mr Doyle or School Secretary.
Kilkenny Garda Station	0858063440	
School Safety Officer	Pat Doyle, Deputy Principal	0876306108)

FIRST AID EMERGENCY RESPONSE

1. Attend to injured/ill person.
2. Call for First Aid Provider (Nominate someone to call)
3. Initiate 999 or 112(**School Eircode: P51 P5V2**)
4. Send someone for the nearest Automated External Defibrillator (AED)
5. Apply first aid protocol (See below)

IMPORTANT

***CARDINAL RULE OF INJURY CARE – if the injured student is not moving or you suspect a head, neck, or spinal injury, do not move the person and tell the person not to move

***CONDITIONS THAT REQUIRE AN AUTOMATIC 911 CALL – that is, loss of consciousness/fainting, uncontrolled bleeding, anaphylactic reaction, any life-threatening illness/condition or injury and the philosophy to err on the side of caution and call 911 if unsure

Appendix 2

Daily Safety Check for all members of staff

1. Close windows each evening (classroom and bathrooms)
2. Ensure all electrical equipment is switched off (laptops, projectors, lights, etc.)
3. Check toilet windows are closed before you leave daily.
4. Check that bathroom lights are switched off, taps are not running and toilet is flushed
5. Check that light on corridor is switched off
6. Close classroom door each evening.
7. No children allowed around the back of the school unsupervised. All teachers are asked to take note of their designated morning supervision days. Pre-school supervision operates between 8.45 and 9am.
8. Children are not permitted into storerooms without a teacher, SNA or secretary.
9. Care to be taken when taking down equipment in case of injury to the child.
10. Ensure the side door is locked after break-time if you are the last to enter building.
11. Ensure that no food is left on tables in classrooms/staff room.
12. No children should be released on yard at break-time without a supervising teacher being present.
13. Classes must be escorted to exit door at the end of school day and reminded to walk slowly and safely when leaving school.
14. Designated Teachers supervising on yard on different days will liaise with each other 5 minutes in advance of start of break time to decide whether or not it is best to get out at break times on possible rainy/showery days. School Principal will make a decision on whether pupils are going out at break or not if needed. A 5th or 6th class pupil should be sent around to communicate decision clearly so as all staff and pupils are informed in advance of break-time.
15. Designated Teachers supervising on yard will make a decision on whether pitch can be used at break-time or not. School Principal will make a decision on whether pupils are allowed to use pitch at break or not if needed. Pitch will be out of bounds for non-training children on GAA Coaching or Soccer Coaching Days.
16. If children using school pitch are engaging in rough or overly physical play which could be dangerous – ball should be confiscated and children instructed to use walking track until such time as they can follow school rules and play in a mature, safe manner.
17. School Resources, ladder for example or meter sticks etc should always be left back to the designated central area so next person can find and use school resource in a timely manner and not lose teaching and learning time trying to find the school resource.
18. Personal mobile phones should be on silent during school day. As much as possible barring emergencies personal phones should only be used at break times. Unless teachers are using phones for school related purposes no recordings audio or visual should be taken on school site.
19. Manhole covers, drain covers etc should only be lifted before or after 8.30am and 3pm. In the event of an emergency blockage manholes may be lifted during school day at a

time that is not yard break-time. Manholes should never be left open when pupils are on yard.

20. Paper towels should never be placed in toilet bowl or flushed as this leads to unwanted blockages.
21. Spraying of chemicals, weed killer etc will only take place on school closure days or after school has finished (after 3pm) in dry non-windy weather conditions.
22. Tidy up/ clean up items/utensils in staffroom/kitchen area after use.