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St. Patrick's S.N.S.
Roll Num.: 16332O
Principal: Oisín McGinty
Deputy: Kim McGregor

Health and Safety Policy

Introduction
This policy was devised and formulated by the school community, involving the Board of Management, parents and staff of St. Patrick's Senior National School, in accordance with the Rules and Regulations of the Department of Education and Skills and the Catholic Primary Schools Management Association (C.P.S.M.A.).

Ethos
St. Patrick's Senior National School is a co-educational primary school, which strives to provide a well ordered, caring, happy, safe and secure learning environment where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and nurtured. While respect is paid to all religious and/or value systems, St. Patrick's Senior National School is a Catholic school under the patronage of the Archbishop of Dublin.

Compliance with School Ethos
This policy complements the school ethos of nurturing potential in a caring environment where the welfare of children is paramount.

Introductory Statement

The Safety Statement approved by the Board of Management of St. Patrick's Senior National School under the 'Safety, Health and Welfare at Work Act 2005' sets out the policy and organisation of safety, health and welfare in the school. The school seeks to make every effort to preserve and promote the safety, health and welfare of our school community.

The Board of Management of St. Patrick's Senior National School 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.

Rationale

The Board of Management of St. Patrick's Senior National School is committed to safety and health. It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety Statement. This statement specifies the manner, the organisation and the

resources necessary for maintaining and reviewing safety and health standards in our school.

Aims

In drafting this policy, the Board of Management hopes to achieve the following with this statement: -

The Board of Management will:

- Provide a team structure that will value the health and safety of all personnel
- Lead by example and respond to all reasonable health and safety concerns
- Provide and maintain safe and healthy working conditions, in accordance with all statutory requirements
- Provide employees with training, information and supervision in a form, manner and, as appropriate, a language that is reasonably likely to be understood
- Make available all applicable safety or protection devices, information, instruction, training and supervision as is necessary to generate a safe place of work
- Maintain a constant and continuing interest in health and safety matters pertinent to all the Schools activities
- Regularly review this Safety Statement and any other safety related documents
- Carry out ongoing assessments of our operations through the medium of audits and inspections

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
- Consulting with the Staff Health and Safety Rep 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

- 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.

Deputy Principal/Staff Safety Representative

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
- 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
- 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

Health and Safety Team Structure

Names	Titles
Oisín McGinty	Health and Safety Representative/Principal
Fr. Melyvn Mullins	Chairperson, Board of Management
Maeve Griffin	Health and Safety Representative BOM

Procedures To Deal with Emergencies

Emergency Contact Procedures

The secretary updates contact details on an ongoing basis. These are kept in the office, and each teacher can access this information via Aladdin. The teachers and the secretary have access to these details.

In case of emergency, parents/guardians or emergency contact persons nominated by parents/guardians are contacted by telephone.

Fire-Drill and School Evacuation Procedures

Fire drills are held once each term.

All teachers and pupils are aware of the designated assembly points following the evacuation of the building.
The school revises these procedures annually.

Serious Accident Procedure & Accident Report Form

(See Appendix 38 p.285 CPSMA Management Board Members' Handbook).

A report must be made to the HSA in respect of the following types of incidents: An accident-causing loss of life to any employed or self-

employed person is sustained in the course of their employment on the premises. An accident sustained in the course of their employment prevents any employed or self-employed person from performing the normal duties of their employment for more than three calendar days, not including the date of the accident.

All Accidents

Injuries sustained by students will be recorded in an Incident Report Book and parents/guardians informed. Parents will be informed immediately of any injury to the head and advised to collect their child from school.

Exceptional School Closures

The principal in consultation with the Chairperson of the Board of Management will make the decision to close the school. Each 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.

Health Issues

1. Enrolment Form

Parents are requested to identify any allergies/illnesses about their child on the enrolment form.

2. Administration of Medication

Please refer to Administration of Medication Policy

3. Sickness or Injury

For children who become sick or injured during the school day, their parent/guardian(s) are contacted. Children should then be collected and taken home.
The school will deal with minor accidents/illnesses, and a staff member will administer basic first-aid (including applying a small plaster).

4. Head-Lice

When parents inform the school about an outbreak of head lice, a notice is sent via Aladdin requesting parents to check their children over a particular weekend and treat them as necessary.

5. School Hygiene

Soap and paper towels are available in all toilet areas Hot and cold water is available in all toilet areas Adequate toilet facilities are available
Sanitary disposal unit in senior class toilets

6. General cleanliness of school environment

A caretaker and cleaners are employed to maintain the school premises both inside and out

7. Healthy eating:

Refer to the school's Healthy Eating Policy

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 CETB. 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;

1. Informal Communication
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. Please refer to Dignity at Work Policy

c) Stress

Workplace stress arises when the demands on a person exceed the capacity to meet them. If a staff member feels under stress due to demands that exceed their capacity to meet them, the following are available:

An Employee Assistance Programme is available for the School Teachers and Principal through the INTO
Annual revision of Middle Management workload to provide fair division of the work BOM ensures fair divisions of its own workload.

d) 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 an 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 and where necessary an emergency meeting of the Board should take place. 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 the 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 to the safety procedures.

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. Staff members under medical care

A staff member who is under medical supervision or on prescribed medication, 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.

5. 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.

Pregnant Employee Policy

St. Patrick's SNS will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts.

In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee

- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk.

- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.

- Similarly, when a breast-feeding mother returns to work an assessment of her work will be carried out. If a mother wishes to continue breast-feeding her child after returning to work, the Board of Management will make arrangements to facilitate this.

Safety & Welfare Issues

1. Assembly and Dismissal of Pupils

School begins at 8:50am. The children are instructed to stay at their designated entry points in the mornings. Ball games are not permitted on school grounds before the school day commences. Pupils assemble at their designated entry points on the junior and senior side of the school.
All children leave the premises at 2.30 pm. If their transport or escort is late arriving, they remain at the school.

2. Travelling to and from the yard

Each teacher collects their class from the yard after breaktime/lunchtime.
Each teacher escorts their class to the yard at each breaktime and to the correct exit point at home time. The children are taught/reminded at the beginning of each school year as to the standards that they are expected to uphold in St. Patrick's Senior National School.

3. Wet Day Supervision

Class teachers are responsible for providing worksheets/games etc on wet days Classes will be supervised by teachers as per supervision timetable

4. Visitors who come to the school

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

Everyone (including parents/guardians) visiting, must report to the office at the main entrance.

5. Children leaving school early

A nominated parent/guardian will sign the child out.

6. 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.

7. Child Protection

Please refer to our Child Safeguarding policies and procedures.

Equipment & 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.

2. Chemicals

All chemicals will be kept in a locked area.

3. Heating & Ventilation

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

4. School Building

The caretaker and principal are responsible for ensuring that everything in the building is undamaged and in working order

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 will check the following and report potential faults to principal:

- plugs
- sockets

7. Equipment and School Furniture

Teachers/caretaker will alert the principal where broken furniture/equipment is noted

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.

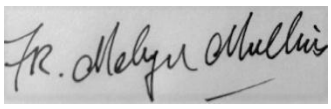
Communication
A copy of the draft Health and Safety Policy was made available to all members of staff and to the Board of Management. After the Board of Management ratification, the policy was made available to all teaching staff members on the shared teacher drive on the school IT network. This policy is also included on the St. Patrick's Senior National School website at www.stpatssns.ie

Evaluation
This policy is monitored on an ongoing basis and shall be revised annually by the Board of Management of St. Patrick's Senior National School, in accordance with experience, amendments and the requirements of the Health and Safety Act and the Health and Safety Authority.

Success Criteria
The effectiveness of this policy will be evident in the day to day running of the school. It is hoped that all serious misadventures will be avoided by implementing this policy.

Ratification and Implementation
This policy was adopted and ratified by the Board of Management of St. Patrick's Senior National School on 9th September 2025.

Signed:



Chairperson



Principal

Description of the area	Classrooms		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Fire	Staff/Pupils	Low	• Classroom fire exits will be kept clear at all times • Report fire hazards to Principal/caretaker • Ensure where possible, all electrical equipment Interactive whiteboards, laptops…) are unplugged at the end of each day.
Potential that poor housekeeping will lead to slip/trip and manual handling related injuries	Staff/Pupils	Low Medium	• Children are encouraged to obey class rules (i.e. no running in the room) in order to stay safe at school. • A high standard of housekeeping will be maintained in all classrooms • Adequate shelving to be provided • Children are encouraged to take care and be responsible for own belongings • Children keep their books and belongings in bags/on shelves provided.

			• Classes are adequately supervised at all times.
Wet Floors. Risk of slip injury	Staff/Pupils Parents/Visitors	Low	• 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 the danger of slipping. • Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather. The caretaker will salt where possible.

Description of the area	Hallways		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Storage of items in the hallway. Risk of trip injury as well as the risk of delay in an emergency evacuation should an evacuation route be blocked	Staff Pupils Visitors Parents	Low	• Remind staff that hallways should not be used for temporary storage of items. It is recommended that the storage presses are used for this purpose. • Hallways are well maintained and kept clear at all times. • External doors/fire exits are kept clear at all times
Running in school: Risk of trip injury	Staff/Pupils	Low	• Running is strictly forbidden in hallways and classrooms. • Strict discipline will be maintained by staff

Description of the area	Yard Area		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Risk of injury to child when in the yard	Pupils	Medium	• All pupils are supervised at all times • Children are zoned in different areas of the yard in line with activities • Injuries to children should be documented in log book • Roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained • All play areas are kept clean and free from glass before use • All builder's materials, caretaker's maintenance equipment, external stores etc. are stored securely.

Child leaving the school grounds without permission	Pupils	Medium	• Children are reminded they do not have permission to leave the school grounds by themselves during the school day unless collected by a parent/guardian • Children not permitted to play outside their designated areas

Description of the area	Toilet Areas		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Potential for unhygienic conditions. Risk of infection	Staff/Pupils	Low	• A supply of anti-bacterial soap and paper towels will be available at all times. • Toilets are cleaned on a daily basis • Children are encouraged and reminded to wash hands after each visit to the toilet.
Slip/Trip	Pupils	Low	• Children are encouraged to inform the teacher if there has been an accident in the toilet cubicle. • Spills will be covered with newspaper. Children will be told to use alternative toilets if necessary. • The cleaner will be informed in order for the toilet(s) to be cleaned.

Description of the area	Caretaking/Cleaning Activities		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Manual Handling	Caretaker	Low	• Caretaker is provided with manual handling training
Fall from a height	Caretaker	Low	• Ladder briefing sheet to be provided to anyone who may use a ladder as part of their duties

Dermatitis/Skin Allergies	Caretaker	Low	• Caretakers provided with PPE personal protective equipment when appropriate • Issues to be reported to the principal

Description of the area	School Grounds		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Frost/Snow	Staff Pupils Visitors Parents	Medium	• Salt pathways • Pupils to walk in the yard
Snow	Staff Pupils Visitors Parents	Low	• Clearing and Salting of pathways as far as possible • Pupils to walk with care in yard
Overhanging Branches	Staff Pupils Visitors Parents	Low (Personal injury)	• Trim Back Annually • *Responsibility of controls:* Caretaker
Swinging/Climbing on railings	Pupils	Medium High Injury	• Children are warned not to climb on railings • *Responsibility of controls:* Teachers/SNAS
Taking hot drinks from the staff room during pupil contact time	Whole School Community	Low Medium	• Not permitted by staff or pupils
Visitors entering the school by other entrances	Pupils/staff	Medium	• Report to secretary before access to school buildin • Timelocks on each door •

Description of the area	School Tours/Visits/Activities		
Hazard	**People at Risk**	**Risk level**	**Controls Required**
Children becoming ill while on tour	Pupils	Low	• Class teacher in consultation with the principal: • Will ensure that there is appropriate staff/pupil ration • Will ensure that parents are given details of the tour, including drop-off/collection times. • First-Aid kit on the bus • Sick bags in the case of vomit
Slip/Trip	Pupils/Staff	Medium	• Incident will be recorded and procedures followed.
Collision/Traffic Accident	Pupils/staff	Medium	• Adult accompanying tour will ring school and/or principal. Procedures detailed in the *Critical Incidents Policy* will be followed.
Pupils getting lost	Pupils	Low/Medium	• Pupils will be given clear guidelines by the adults on tour including the steps they are to follow if they get lost.