



Presentation Primary School

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Roll No: 20018H

Health & Safety Policy

Policy Review Date: June 2025

Applies To: All staff, pupils, parents, visitors, and contractors

Legal Framework: Safety, Health and Welfare at Work Act 2005

1. Introduction

This Health and Safety Policy has been developed by the Board of Management (BOM) of Presentation Primary School in collaboration with the school staff. It reflects the school's commitment to ensuring a safe and healthy work and learning environment for all members of the school community. The policy is reviewed annually or following significant change in practice.

2. Rationale

In accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, employers must prepare a written Safety Statement. This policy addresses that legal requirement, reflecting the BOM's commitment to maintaining high standards of safety, managing risks, and promoting health and welfare within the school.

3. Scope

This policy applies to:

- All school staff (teaching and non-teaching)
- Pupils and parents
- Visitors and contractors
- Volunteers and external service providers

4. Aims

The school hopes to achieve the following:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health
- Create a safe and healthy environment by identifying, assessing, and controlling hazards
- Comply with all relevant legislation, particularly the 2005 Act and 2007 General Application Regulations
- Provide training and resources to support health and safety awareness and practices
- Promote and support a culture of safety and well-being across the school community

5. Details of school personnel with responsibility for Health and Safety

Board of Management members:

Chairperson:

Maria Dervan

Secretary:

Barbara McNamara (Principal)

Treasurer:	Diarmuid O'Rourke
Teacher Nominee:	Elaine Considine
Parent Nominee:	Katie Hannon
Trustees:	CEIST
Patron:	Bishop/St. Senans
Principal:	Barbara McNamara
Deputy Principal:	Marie Meskell
Safety Representative:	Emer O'Sullivan

Local Emergency Contact Details:

	Contact Details:
Fire/Ambulance:	999/112
Gardaí:	Roxboro Road Garda Station - (061) 214 340 Henry Street Garda Station - (061) 212 400
Hospitals:	University Hospital Limerick-(061) 301 111 St John's Hospital Limerick- (061) 462 222

6. Responsibilities of employer- Board of Management

The Board of Management has the following duties to:

- Provide a safe and healthy workplace
- Make itself familiar with the requirements of the appropriate legislation and codes of practice
- Ensure risk assessments are up-to-date and that hazards are eliminated or minimized as far as is reasonably practical
- Periodically assess the effectiveness of the policy and ensure through review that any changes are made
- Communicate emergency procedures
- Ensure compliance by contractors

Responsibilities of employees

Employees have legal duties designed to protect themselves and those they work with.

All staff are expected to familiarize themselves with the Health and Safety aspects of their work and to avoid conduct that would put themselves or anyone else at risk.

All members of staff will:

- Co-operate with health and safety measures
- Report hazards and accidents to the appropriate person on staff i.e. Principal, Safety Representative or Caretaker
- Participate in training relating to health and safety, if required
- Use equipment correctly and safely

Responsibilities of Safety Representative

The safety representative has the right to:

- Represent staff in safety matters
- Conduct inspections
- Liaise with the HSA
- Investigate incidents and advise management

Emer O'Sullivan is the Safety Representative of Presentation Primary School and is responsible for the day to day implementation of the Health and Safety Policy.

7. Risk Assessments and Safety Audits

Every year the safety representative, on behalf of the Board of Management, shall carry out a risk assessment to:

- Identify hazards and specify actions required to eliminate or minimize them
- Ensure safety controls are reviewed and updated
- Review all activities and policies through safety lens

See Appendix 1 for Risk Assessment Template

8. Emergency Procedures

Emergency contact procedures

Contact details are updated annually by the secretary and the school principal. These are available on the Aladdin App in

- the pupil's individual file
- Class group lists.

They are readily available in the event of an emergency.

When contacting parents/guardians in case of an emergency, depending on the circumstances, phone calls, emails and text-a-parent are used. In the event of the school being unable to contact the parent/guardian, permission has been sought for the school to arrange for medical assistance from a doctor or hospital.

An emergency contact number is obtained on enrolment, for use in the event that parents/guardians cannot be contacted.

Teachers' emergency contact details are kept on Aladdin and on file in the school secretary's office.

Fire Drills and School Evacuation Procedures

The principal and staff representative are responsible for the implementation and overseeing of fire safety in the school.

Fire drills are carried out once per term. A clearly marked meeting point is located in the basketball yard to the rear of the building. All classes assemble in their class groups at these meeting points. Evacuation procedures are displayed inside each room door.

Fire drills are recorded and recommendations are made on areas needing improvement, if applicable.

See [Appendix 2 for Fire Safety Policy and Fire Drill Record Sheet](#).

Serious Accident Procedure & Accident Report Form

(See CPSMA Management Board Members' Handbook for report of accident to the HSA pg.285 and for accident report form to the BOM pg. 311 or this can be done on-line at www.hsa.ie)

- A report must be made to the HSA in respect of the following types of incident.
- An accident causing loss of life, to any employed or self-employed person if sustained in the course of their employment
- An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.

Critical incident policy

Refer to *Responding to Critical Incidents, NEPS Advice and Information pack for schools* and school's own critical incident policy.

Inclement weather

Signs are put at the entrance gate to advise staff, pupils and parents that the grounds are slippery. Salt may be applied to the footpaths at the entrances to the school.

Exceptional closures

The school uses the Aladdin app, Instagram and email to communicate with parents in the event of exceptional closures which may arise due to inclement weather conditions, no ESB, failed heating etc.

9. Health Issues

Enrolment Form

There is a section allowing parents to identify any allergies/illnesses/medical conditions of the applicant. Parents are asked to update the school on any allergies/illnesses/medical conditions that the child may develop and must fill out a letter giving consent.

This letter is re-circulated each September so that all emergency contact details and medical conditions can be updated. The school explains to parents how accidents/illnesses are dealt with and the first-aid that may be administered.

Managing specific health issues

If children have specific health issues, these are communicated to the class teacher. Teachers are required to check the pupil's file on Aladdin for details of the condition.

Administration of Medication

See Appendix 3 for Administration of Medication Policy and Letter of Consent for parents.

Sickness or Injury

Parents of children who are sick or injured are phoned and requested to come to collect their child.

A useful reference for first-aid guidelines is the Dept. of Health Guidelines/First Aid Chart available free of charge from the Health Promotion Unit, Hawkins House, Dublin 2.

First Aid

The Board of Management organized a three day 'First Aid Response Pre-Hospital Emergency Care Council Course on the 19th, 20th and 21st of February 2024 for Kieran O'Byrne and Joanne Maher.

The training lasts for two years and expires on the 20th of February 2026.

All required remedies and equipment are made available for first aid function.

There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

- Elastoplast plasters
- Tape
- Cotton Bandages
- Antiseptic Wipes
- Scissors
- First Aid Chart

Disposable gloves must be used at all times when administering First Aid. Hot water and soap will be available and should be used before and after administering First Aid.

See Appendix 4 for First Aid Policy

Illness and contagious infections

Contagious infections such as rubella, chicken pox, swine flu etc:

See Infectious diseases in the Primary School: Health Service Executive (H.S.E). Parents are asked to inform the school in the event of an outbreak of a contagious infection.

Head-lice

A standard letter/notice from the HSE is sent home to all families in the relevant class once the school becomes aware of an outbreak.

10. Cleanliness & Hygiene

The school building is in a good state of repair. The windows are PVC and installed with a safety system that restricts their maximum opening.

There are double fire doors on each corridor that lock in the case of a fire emergency.

The school has been freshly painted and the staffroom has had its floors sanded and varnished.

Brightly coloured noticeboards have been placed along each corridor. The staffroom kitchen has been replaced and the floor has been sanded and varnished.

All teachers have received new desks and chairs. New shelving has been constructed to store PE equipment in the hall and a storage area for basketballs erected in the back yard.

Toilets are cleaned daily; dispensable soap machines are provided to wash hands and hand dryers are available.

Bins are provided in all girls' toilets for the disposal of sanitary ware, tiled floors are mopped daily and classrooms are mopped on a weekly basis. There is a separate staff toilet on each corridor.

Refuse is collected on a weekly basis by a refuse collection firm, including food waste.

Healthy eating

Pupils are provided with a packed lunch for small break, lunches are delivered each morning. Hot meals are provided for big break and are heated by the caretaker in the kitchen in accordance with food safety guidelines.

The caretaker receives training in food safety and manual handling as part of this role.

- Food Hygiene ,Level 2 Course,
- Profit Protection
- Allergen Awareness

Clothing/Protection

Parents/pupils are made aware of the need for proper clothing and protection e.g. dressing accordingly with the weather, sun screen in the case of warm weather, runners for PE etc

11. Safety and Supervision

Assembly and Dismissal of Pupils

Supervision is provided from 08:40 to 14:30. Children are supervised in the classrooms from 08:40 by the ISM team on each corridor. Pupils are expected to be collected promptly at 13.30/14:30. Parents have been informed of the hours at which the school can accept responsibility for the pupils.

To ensure pupil safety on the grounds, drivers should take care when driving on school grounds. Parking is limited and at the users own risk. Parking is available in the front yard, on the right- hand side, inside the yellow lines. Parking is available at the back of the school on the right outside the boundaries of the basketball court. Parking is prohibited in the Secondary school.

Pupils leaving the school premises during the school day

e.g. for dentist or doctor appointment

Parent/guardians must report in at reception before the secretary or staff member organizes the collection of the pupil from the classroom. Children are not permitted to leave the yard with parents during lunch time unless permission is sought from the teacher on duty and class teacher.

Supervision of Pupils

In the event of a teacher being absent, a substitute is employed (where DES provides for this). Should a teacher who is rostered to be on duty is absent, their assigned buddy teacher takes on the role.

At least one teacher and one SNA is on duty in each area for break times. The supervision roster is clearly displayed in the staffroom and sent to all staff by email prior to the start of each school term.

Pupils who leave the Class or School Grounds without Permission

See Appendix 5 for Protocol for Dealing with Children who pose a flight risk

Incident/Accident Forms

There are accident forms where details of any accidents that occur at break-times are recorded by the teacher on duty. Blank copies of these are kept in the staffroom. Once the form is filled out by the teacher on duty, it is handed into the office and signed by the principal. It is kept indefinitely as part of school records. If the supervising adult/class teacher considers the accident serious, then parents are contacted and made aware of the injuries sustained by the child. The Principal must be informed immediately in relation to any serious accidents.

See Appendix 6 for Accident Template Form

Lift Policy

See Appendix 7 for Lift Policy

Classroom Environment

Pupils have a reasonably comfortable and safe environment. There is adequate ventilation, heat and light. Suitable chairs allowing for correct posture are provided.

Code of Behaviour and Bí Cinéalta Anti Bullying Policy

Refer to school's policy for dealing with behaviour which causes a risk to others.

Allegations or Suspicions of Child Abuse

Refer to Child Protection Guidelines and Child First guidelines.

See school's Child Protection Policy, which is in line with Child Protection Guidelines, and must be followed in the case of an allegation or suspicion of child abuse.

Use of mobile phones

Refer to school policy on mobile phones.

School tours / outings

Refer to school's policy on school tours.

12. Staff Safety and Welfare

Garda clearance

The school conducts a Garda check before a person is employed. Volunteers are asked to fill out a volunteer form and Garda Vetted when necessary, in line with Department of Education Guidelines.

Employee Assistance Service

The INTO offers a free and confidential Employee Assistance Service (EAS) to its members known as 'Wellbeing Together: Folláine le Chéile'. It provides confidential counselling and support for teachers and their immediate family members on a range of personal and work-related issues. Staff are made aware of the availability of this service when experiencing difficulties.

Positive Staff Relations:

See Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000. Also refer to CPSMA Management Board Members' Handbook.

Staff are provided with the procedures to address cases of adult bullying/ harassment and how to initiate a grievance procedure. See school policy dealing with adult bullying/sexual harassment.

Assaults on Teachers/School Employees:

See CPSMA Management Board Members' Handbook.

Practices that create and maintain a culture where risks of acts of violence are reduced are as follows:

- Good practice for the conduct of communication between home and school in order to build and maintain healthy relationships with parents
- Only admitting parents /visitors to the school (outside of whole school community gatherings) in a controlled and secured manner
- A detailed Code of Behaviour is available to view online and is reviewed as necessary
- Parents are always encouraged to go to the teacher first. In most cases, things can be resolved at this level. The teacher will inform the principal of any serious complaints. At this stage if the parent feels no resolution has taken place, they are entitled to make an appointment with the principal to discuss the matter. If they are unhappy with the outcome, parents will be directed and advised to follow The Revised Parental Complaints Procedure which are available on the school's website.

In the event of an incident of assault occurring, teachers should follow the guidelines contained in [Appendix](#)

8. Work Environment

Employees work in a reasonably comfortable and safe environment. There is adequate ventilation, heat and light. A staff room is available where staff can eat their lunch. Suitable chairs, tables, drinking water, facilities for boiling water, fridge, microwave and dishwasher are all provided.

A risk assessment has been carried out at the office work stations to ensure office ergonomics are correct. A suitable chair allowing for correct posture is provided, the computer monitor is at the correct height.

Pregnant staff members

Staff have been informed of the need to inform management if pregnant. Should a staff member report this, a risk assessment will be carried out to identify a risk to which the woman may be exposed. Safeguards will be put in place/efforts made to reduce the risks for pregnant staff members.

Provision of training

A risk assessment of employee tasks has been carried out to identify if training is needed in Manual Handling for lifting heavy equipment. Kieran O'Byrne (caretaker) has received training in manual handling.

Equipment

Computers, televisions, other technologies are stored safely. They are not transported around the school as each room has been fitted with the necessary equipment. Plugs, leads etc. are checked on a regular basis.

Caretaker

A risk assessment has been carried out to ensure the caretaker is provided with appropriate safety gear. Ladders and any other equipment associated with school maintenance are stored in a safe area, not accessible to children. This is locked during the school day. Only staff have access. The caretaker attends training courses on a regular basis as part of his role including:

- Let's Talk about Race on March 20th, 2024
- Tackling Sexual Harassment on March 20th, 2024
- Dignity at Work on March 20th, 2024
- Health and Safety Course on March 20th, 2024
- Introduction to Safeguarding on March 21st, 2024

Cleaning procedures

Correct procedures are followed by cleaners e.g. Vacuum cleaner leads not trailing on the floor, floor washing completed after the pupils have left the premises. Solvents, chemicals and cleaning agents etc are stored in a locked storage area. Only the cleaner and caretaker have access.

Access out of the school

There are exits in the school that can be opened without a key ensuring that it is impossible to get trapped inside. These can be opened from the inside by pressing a button.

13. Communication and Review

The policy is reviewed annually and post-incident and communicated to all staff via email and briefings at staff meetings. The policy must be signed and acknowledged by all staff members. Contractors and service providers are required to comply with this policy also.

14. Success Criteria and Monitoring

The policy will be considered successful if there are:


- Low incidence of accidents and incidents
- Timely emergency responses
- Improved safety culture

15. Ratification

This policy was ratified by the Board of Management on: 7/11/2025

Signed by


Maria Dervan, Chairperson BOM


Barbara McNamara, Principal

Acknowledgment of Understanding

I have read and understood the Health and Safety Policy. I am aware of my rights, duties and responsibilities and will contact management if clarification is needed.

Name: _____

Signature: _____

Date