

PRIMROSE HILL NATIONAL SCHOOL

HEALTH AND SAFETY POLICY

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and enrolled in the school.

This policy requires the co-operation of all employees. It shall be reviewed annually in the light of experience, changes in legal requirements and operational changes.

All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of Primrose Hill National School will ensure that the highest practical safety standards shall prevail and the provisions of the Safety, Health and Welfare at Work Act, shall be applied.

Specifically, the Board of Management wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from classrooms.
- School activities shall be planned, organized and performed so as to be safe and without risk to health.
- Equipment shall be operated safely in so far as possible.
- Staff and pupils shall be instructed and supervised in so far as is reasonably possible to ensure their health and safety.
- Protective clothing or equivalent shall be provided as necessary to ensure the health and safety of all pupils and staff.
- Provision shall be made for the election of a Staff Safety Officer who shall be proficient in First Aid.
- The Board of Management will continually revise this statement as necessity arises and the Board on an annual basis shall review it.

The Board of Management recognises that its statutory obligations extend to pupils, to staff and to any person legitimately conducting school business and to the public.

The Board of Management undertakes to ensure that the provisions of the Safety and Health and Welfare at Work Act are adhered to.

Duties of Employees

It is the duty of every member of staff in the school both teaching and ancillary:

- To take reasonable care of his/her own safety, health and welfare, and that of any person who may be affected by his /her acts of omission while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or such 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, convenience, equipment or things provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- To report to the B.O.M without unreasonable delay, any defects in equipment, place of work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, convenience or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing safety, health or welfare of persons arising out of work activities.

All staff will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

Consultations

It is the policy of the Board of Management to consult with staff in preparation and completion of hazard control forms to give 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.

Fire Safety

It is the policy of the Board of Management that

- An adequate supply of fire extinguishers is available, identified and regularly serviced by an authorised and qualified person. Each fire extinguisher shall have instructions for its use.
- Fire alarms shall be clearly marked.
- Fire Drill and Evacuation procedures are on display in each dedicated space in the school.

- Exits shall be clearly marked, to ensure that staff, pupils and visitors are aware of exit doors and routes.
- All fire doors shall be kept clear of obstruction, and shall be capable of being opened at all times from within the building by any employee, pupil or visitor.
- Assembly areas shall be designated outside the school buildings and staff and pupils made aware of their designated assembly points.
- All electrical equipment shall be left unplugged when unattended for lengthy periods and when buildings are empty.
- Regular fire drills shall take place once a term.
- The Principal shall be responsible for fire drills and evacuation procedures.

Hazards

It is the policy of the Board of Management that all hazards to the safety of children and staff posed by the equipment, furniture and fittings of the school premises shall be eliminated or at least minimised as far as reasonable and practical.

- Steps on stairs are fitted with clearly marked edges.
- Pupils are instructed not to run in corridors or on the stairs. Pupils are also instructed to ascend and descend stairs on the right hand side only.
- Pupils are supervised when leaving the school building at the end of the school day and must walk down steps.
- Doors are fitted with devices to prevent slamming.
- All electrical appliances to be used only by competent and authorised persons.
- All chemicals, detergents and other substances of potential hazard to the health and safety of staff and pupils shall be stored in clearly marked containers. These shall be kept out of the reach of small children. Appropriate protection shall be provided when such substances are being used or handled.
- Children are asked to bring drinks to school in plastic rather than glass in order to minimise the danger.
- Staff and pupils are asked to report broken glass to the Principal so that it can be immediately removed.
- All drugs, medications, etc. shall be kept in a secure cabinet in the staff room, locked at all times and the key kept in a separate place and used only by authorised personnel.
- Routine cleaning when done inside school hours shall be carried on in rooms where the children have no access.
- The washing of floors shall be conducted after school hours to eliminate the danger of slipping.
- Attention shall be drawn to the possibility of outside surfaces being affected by frost in cold weather, and staff and pupils shall be advised to use handrail when going up or down steps.

Infectious Diseases

- It is the policy of the school that all infectious diseases shall be notified and steps taken to ensure the safety of staff and pupils against all such diseases.
- It is the policy of the school to notify parents if head lice are reported within the school, so that all parents can take adequate precautions to ensure its elimination.
- The Board shall endeavour to minimize the risk of infection by adherence to sound principles of cleanliness, hygiene and disinfection.
- Disposable gloves are provided for use in First Aid applications, cleaning tasks etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, hand dryers or towels.

COVID-19

COVID-19 is considered an extremely infectious virus and should be treated accordingly. Primrose Hill National School has compiled a School COVID-19 Response Plan in line with recommendations from the Department of Education and Skills, the Health Service Executive and Health and Safety Authority.

All staff members should be aware of the contents of the school's Response Plan, symptoms of COVID-19 and procedures in relation to dealing with a suspected case of COVID-19 if someone (pupil or staff member) presents with symptoms whilst at school.

In order to prevent the introduction and/or spread of the virus, Primrose Hill National School has outlined an extensive set of control measures within the school's Response Plan.

The School COVID-19 Response Plan is available to all parents upon request from the school office and on the school's website.

Smoking

It is the policy of the Board of Management that the school be a non-smoking area to avoid the hazard to staff and pupils of passive smoking.

Parking and Road Safety

Responsibility cannot be taken for pupils who arrive on school premises before 8.30am, or for pupils who are left at school at 1.15pm (Infants) or 2.15pm (1st-6th classes). Children should not be left outside these times.

Children should not be allowed to climb on or run along the school wall, to swing from the railings or to play in the flower beds.

Parking outside the school has been an ongoing problem and is now being monitored by the local parking inspector. Set-down parking is permissible on the school side of the

road only. Parking is no longer permitted in the Little Grove. The school is working with the County Council towards resolving this.

Active travel is encouraged and bicycle racks are provided for those who travel to school by scooter or bicycle.

Parking across the road is not allowed for safety reasons and parking tickets will be issued. Parking on footpaths is not permitted by law and can result in a fine or penalty points.

The school gate should be kept clear at all times for the safety of pupils entering/exiting school premises. The gateway should not be used for vehicles to turn/reverse.

INJURIES AND ILLNESS:

SEE SEPARATE FIRST AID POLICY

SEE SEPARATE POLICY ON ADMINISTRATION OF MEDICATION

Illness

Where a child reports to his/her teacher that s/he feels ill, the teacher will assess the situation and if s/he feels it is not necessary to contact another adult, s/he will make an arrangement with the pupil to report again after a specified period.

If the pupil continues to report that s/he is ill, the teacher may instruct the secretary to make contact with the parent or make contact with the teacher who holds the post of responsibility for first aid or in his/her absence, the principal.

If a pupil reports to a teacher on playground duty that s/he is ill, the supervising teacher will contact the class teacher immediately if the situation warrants it, or otherwise after break.

For children with specific medical needs, their individual protocols and procedures are available in the staffroom.

Accidents

Accidents in the classroom or in the building will be tended to by the class teacher, SNA or teacher on yard duty as appropriate to where the accident occurs. All staff attended basic First Aid Training in November 2025. All staff hold a current First Aid Certificate. The teacher providing First Aid will make a decision about whether or not to contact the parents following consultation with the class teacher and the principal.

Minor accidents will be treated by the member of staff on duty or in the classroom as appropriate, and according to the First Aid Policy.

Any accident of a more serious nature is reported to the principal immediately who will decide what immediate action will be taken. A parent or guardian will be notified and the emergency services may be called if necessary (by calling 112 or 999)

The teacher on duty in the yard will fill in an Accident Report Form if the accident occurred during break time. The date, time and details of the accident and the names of the children involved will be included as well as the treatment of the children involved.

Children are supervised at all times. Any play, which is thought to be too rough or which may lead to an accident is forbidden. Children are encouraged to walk in the school building at all times in an orderly fashion.

Class teachers will take first aid boxes with them when pupils are going on school tours, to training sports fields or playing in matches.

No medication is to be administered to any child under any circumstances without prior approval from the Board of Management. (See Policy on Administration of Medication.)

Access

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves before gaining admittance to the school.

Any contractor must make direct contact with the Principal before initiating any work on the premises. 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/her personnel shall not create any hazard, permanent or temporary, without informing the Principal or her nominated agent and shall mark such hazard with warning signs or other suitable protection.

Revision of this Statement

The Board of Management in accordance with experience and requirements of the Health and Safety Act shall regularly revise this statement.

This latest revision took place April 2026, and an ongoing full Health and Safety Risk Assessment is under way.

Signed: _____

Signed: Steph Weell

Chairperson, Board of Management

Issued: Caroline Flood

School Principal

January 2006, November 2008, September 2013,

Revised:

January 2014; August 2020; April 2026