Darley NS

Cootehill, Co. Cavan

Health & Safety Policy



Safe Pupils ~ Safe Staff ~ Safe School

Reviewed: September 2026

Safety Inspection: September 2026

Darley NS

Introductory Statement

This policy was formulated in consultation with the staff and Board of Management of Darley NS, Cootehill, Co Cavan in October 2024. It complies with the requirements of the Health and Safety Authority. It will be updated annually to reflect changing systems in the school.

Rationale:

It was formulated in response to the requirement by the Health and Safety Authority that every school and workplace must have a Health and Safety statement and reviewed after building modifications to Darley N.S. and the opening of an ASD special class.

Relationship to Characteristic Spirit of the School

A duty of care to the employees and pupils in the school with regard to the health and safety of all concerned is in line with our overall school policy.

- Identify hazards
- Assess risks
- Specify arrangements to be made and resources provided to ensure safety health and welfare of employees and pupils.

Roles and Responsibility:

The following people will be issued with a controlled copy of the Safety Statement and the Health & Safety Representative will supply any changes or upgrades to the Darley N.S. master document to each person on this list.

Name of Recipient	Title
Derek Middleton	Principal
Rev. Canon Charles McCollum	Chairperson of the BOM
Mr. Ashley White	H & S Officer on the BOM
Mrs. Joan Gibson	Fire Warden

The school's working copy of the Safety Statement is located on the notice board outside the office. It will be available for viewing by any employee.

Guidelines / Content of Policy

The Safety, Health and Welfare at Work Act, 2005 requires employers, their representative management, and employees alike to consider safety as a joint responsibility. The safety and health of all Darley N.S. employees are an important objective of the school. Each of us, at all levels of the school, must co-operate to ensure that safe working becomes an instinctive habit.

We commit ourselves as a team to do the job right, first time, in a safe manner, while meeting our job requirements. We will achieve and maintain the highest possible standards of occupational health and safety in compliance with the requirements of all Irish and European legislation as it pertains to our activities. The Safety Statement specifies the manner in which the safety and health of persons employed by the school will be addressed. Please feel free to discuss the contents of this document and/or any ideas you may have to improve safety at any time. If a safety concern is not being properly addressed, you are asked to bring it to the attention of the Health & Safety Representative: Ashley White

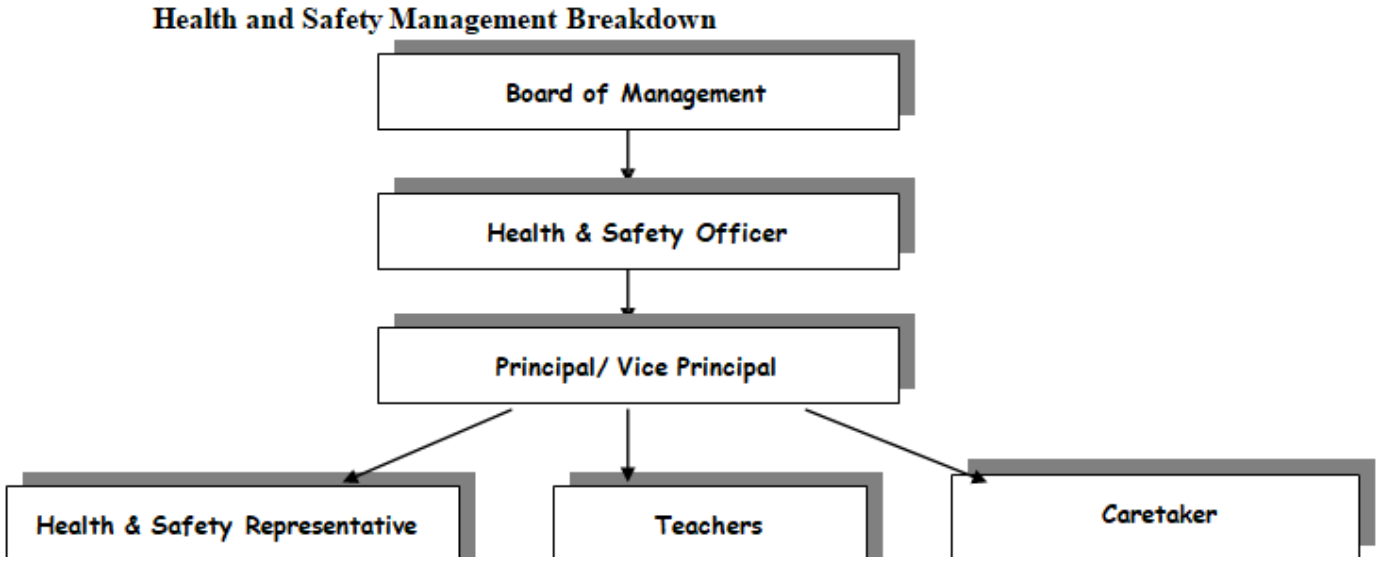
As well as periodic safety inspections, the Health & Safety Representative with the assistance of the members of staff will complete a thorough safety inspection of the school area on at least an annual basis. This will provide an ongoing upgrade of safety awareness within the school and provide the information necessary to upgrade and maintain the Safety Statement. It is recognised that the writing of a Safety Statement in itself will not increase safety awareness or improve safety standards. The Safety Statement provides a base line for management to build on. In order to increase safety awareness, it is necessary for management and staff to have hands on involvement in support of the Safety Statement. Darley N.S. will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors at all times.

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 school's activities.
- Regularly review this Safety Statement and any others safety related documents.
- Carry out ongoing assessments of our operations through the medium of audits and inspections.

Each of us are reminded that ***every*** employee has a legal duty under the Safety, Health and

Welfare at Work Act, 2005 to take reasonable care of the safety, health and welfare of ourselves and of others who may be affected by our acts and omissions at work. It is also the specific duty of any employee to report to their immediate manager any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the management a reasonable opportunity to correct the situation.



Health and Safety Management Breakdown

Under statutory legislation it is management's responsibility to create an environment in which every individual employee is committed to health and safety improvement. The Board of Management represented by the Health and Safety Officer is ultimately responsible for health and safety within the school. The Principal will be supported in his job by all others management and staff. The Principal and Deputy Principal will fulfil the role of Health & Safety Representative and will co-ordinate and review the health and safety programme.

Board of Management:

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all others staff within the School. They will meet on a periodic basis to discuss health and safety issues within the School. Specifically, they will:

- Appoint a Health and Safety officer from within the Board of Management.

- Arrange for the appointment of a Health and Safety representative from within the staff.
- Support the principal in his role as the 'day-to-day manger' of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that these are sufficient funds and facilities available to enable this safety statement to be reasonably implemented.
- Support the Health and Safety Officer, principal, and all members of staff.
- Ensure that the safety rules and procedures are adequately communicated to staff
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.

Health and Safety Officer on the Board of Management:

The Health and Safety Officer on the Board of Management (BoM) shall keep the BoM informed of concerns The Health and Safety Officer via the principal as the 'day to day' manager of the school shall:

- Monitor the competence of all members of staff under the control of the BoM to carry out their work safely and follow procedures if he/she has any concerns. The principal shall ensure all staff are fully aware of all hazards in their job to themselves and others
- Arrange to annually appraise the effectiveness of the statement.
- Ensure that the responsibility is properly assigned, understood and accepted at all levels.
- Ensure that appropriate firefighting equipment is available, tested on an annual basis and replaced when used or defective.
- Ensure that an appropriate number of First Aiders have been appointed from among the staff.
- Bring safety statements to employees' attention on commencement of employment and annually - and to have the safety statement or a relevant extract from it available in every workplace
- Require employers from whom the school contracts services to have an up-to- date safety statement
- Procure advice and assistance whenever necessary from the Health and Safety authority.
- Take heed, together with remedial action, on any matters brought to the attention of the Board of Management.

Teachers:

All Teachers are responsible for creating a genuine safety culture within the school.

Specifically, they will:

- Take a direct interest in health and safety.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all relevant staff and pupils
- Ensure that all activities are planned so that they may be carried out in a safe

manner.

- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.
- Regularly inspect their areas in a walk-through inspection to ensure the standards in both safety and hygiene are being complied with.

Health & Safety Representative:

The Health & Safety Representative is responsible for coordinating the Safety, Health and Welfare issues dealt with in the Safety Statement.

He/she will:

- Complete a safety inspection of the school premises on an annual basis
- Organise a fire drill on a termly basis
- Ensure that the First Aid Policy is up to date and First Aid coordinator appointed.
- Ensure that all accidents involving employees, however slight, are reported, and when necessary fully investigated and remedial advice provided. She will support all staff in this function.
- Ensure that when an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed on the appropriate IR1 form (completed on line @ www.hsa.ie)
- Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate.
- Report without delay, any health and safety issues or concerns to the school Health and Safety representative or Health and Safety officer on the Board of Management.

Spot it, Sort it, Can't Sort it, Report it.

All Employees (Teachers/SNA's/Caretaking/Secretarial Staff etc):

It is the responsibility of all School employees to co-operate with management in the implementation of the objectives of the Safety Statement within their areas of influence. Safety must be seen by all employees as a teamwork strategy. Employees have a specific statutory responsibility under Section 13 of the Safety, Health and Welfare at Work Act, 2005, for their own safety. They are expected to discharge their work in a safe manner, so as to avoid injury to themselves or others employees and customers and avoid damage to company equipment and property. Management must make themselves aware of these requirements, lead by example and inform employees of this legal duty.

All employees must co-operate fully with all the provisions taken by Darley N.S. in ensuring the safety, health and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Health

and Safety representative on staff.

Under Section 13 of the Safety, Health and Welfare at Work Act, 2005, the statutory responsibilities of every employee are as follows:

It shall be the duty of every employee while at work to:

- Take reasonable care for his/his own safety, health and welfare and that of any others person, who may be affected by his/his acts or omissions while at work. ***Spot it, Sort it, Can't Sort it, Report it.***
- To co-operate with his/his employer and any others person to such extent as will enable his/his employer or others person to comply with any of the relevant statutory provisions.
- To use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or others means or thing provided (whether for his /his use alone or for use by him/his in common with others) for securing his/his safety, health and welfare while at work.
- To report to his/his employer, without unreasonable delay any defects in plant, equipment, place of work or system of work which might endanger safety, health and welfare of which he/she becomes aware.
- To not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or others means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons arising out of work activities.
- Ensure that he/she is not under the influence of a toxicant to an extent of endangering their health & safety.
- Submit to any reasonable tests for intoxicants.
- Attend such training as may be reasonably required by employer.
- If suffering from a disease or illness that adds to risks, to tell their employer.

Resources and Welfare facilities:

Darley N.S. will dedicate the appropriate resources and welfare facilities necessary, when this time, finances, equipment or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

The following resources and welfare arrangements have been dedicated:

The Health and Safety officer on the Board of Management with the assistance of the School Principal and the Health & Safety Representative will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities etc. Darley N.S. will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work.

- A number of teachers/staff are trained in 'First Aid' and a fully stocked First Aid kit for use in any accidents on site is located in the office.
- Smoking is prohibited on the grounds of the school.
- Firefighting equipment has been positioned throughout the school. This equipment has been chosen and sited applicable to the fire risk. Various signs are in place throughout the school and external areas to provide directional information and emergency exits.

Various welfare facilities are provided by Darley N.S.:

- The provision of staff room facilities and toilets / changing areas: Responsibility: BoM
- The provision of a First Aid boxes and the filling of same: Joan Gibson
- The liaison with insurance companies. Derek Middleton
- The notification of reportable accidents to the H.S.A. Derek Middleton
- The provision and testing of firefighting equipment/maintenance of Fire Register: Master Fire (extinguishers) & Network Security (alarm)
- The investigation and management of any alleged incidents of harassment or bullying in the workplace: Derek Middleton
- The provision of adequate & suitable personal protective equipment: Caretaker

Health and Safety Training:

Darley N.S. is committed to providing appropriate health and safety training for all employees applicable to their function within the school. This training will begin with induction training on commencement of employment. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required ensuring a safe place of work. Training will also be given on the job in specialised areas when staff may require the skills to ensure the high level of safety is maintained. All training on site will be coordinated by the Board of Management.

Employee Consultation:

A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with his employees on matters of health and safety. It is the policy of Darley N.S. to consult with their employees on matters of health and safety to encourage a team work strategy for safety and to carry this out through regular communications with all staff and communications. The Health and Safety Officer on the BoM is responsible for consulting with, and providing appropriate information to the workforce on all matters pertaining to safety, health and welfare. Each employee will be given the opportunity to discuss any topic of safety concern at staff meetings. As well as this, the Health and Safety Representative will be in regular contact with all employees.

All safety matters that staff has raised will be discussed at the Board of Management meetings. Any matter that requires the urgent attention of the Board of Management will be

brought to them immediately by the Health and Safety officer on the Board of Management via the Principal.

Visitor and Contractor Control Policy:

A visitor is defined as any person who goes beyond the boundary fence of the school for the purpose of meetings, visiting staff members or management. It will also apply to persons attending interviews for a potential job.

- 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.
- In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point.
- Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.
- Visitors to the site must observe and obey all safety signs posted throughout the facility.
- Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended

Contractor Control Policy:

A contractor is defined as anyone who undertakes or carries out work either him or herself or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the School. It will include contractors, sub-contractors, and service call out staff etc.

A control system is in place in order to control all contractors and visitors and ensure they are not affected by the operations of the staff and that the staff is not affected by the operations of the contractor. All contractors who wish to work for Darley N.S. must provide the following items to the principal

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.

Introduction to Emergency Evacuation Policy:

An Emergency Evacuation Procedure has been established at Darley N.S. that will cover all operations of the school. Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a

fire. An "Evacuation Procedure in case of fire" has been drawn up to ensure a coordinated response to any on site fire or others emergencies.

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the school. A number of selected staff will be trained as fire wardens. This will include practical training on the use of fire extinguishers. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained .

Emergency Site Controller (Principal): The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

Deputy Emergency Site Controller (Deputy Principal): If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

Teaching staff:
If the alarm sounds the teaching staff will evacuate the classroom. They will call class roll at the assembly points and await direction from the Emergency Site Controller.

Statutory Testing of Fire/Evacuation Equipment: In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

Test/Inspection/Examination	**Frequency**	**Inspector**
Fire Fighting Equipment	12 Monthly	Master Fire
Alarm System	12 Monthly	Network Security
Emergency Lighting	12 Monthly	Network Security

Records of these statutory examinations or tests will be filed in the Fire Register. These statutory tests will be coordinated by the Health & Safety Representative.

Emergency Evacuation Procedure: Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of the pupils and employees, ensuring their continued personal safety.

If you come across a fire;

- Should a fire occur in any area of the school, the following actions should be taken:
- Ensure the alarm is raised. Obtain assistance if required.
- Providing you have been trained and it is safe to do so, attempt to extinguish or contain the fire using the **appropriate** extinguishers and hoses etc.

DO NOT PUT YOURSELF AT RISK.

- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Evacuate the building & move towards the assembly point
- Call the fire brigade

If you hear the fire alarm;

- EVERYONE OUT of the building using the nearest escape routes.
- Class teachers bring class roll.
- WALK QUICKLY but CALMLY and QUIETLY. NO OVERTAKING.
- DO NOT RETURN for anything you have forgotten.
- If Time Permits (small fire), close door and windows of room.
- Move to the Assembly Points (Located in the school yard).
- Class teachers call the roll.
- Wait for direction from the Emergency Site Controller

Emergency Contact Numbers.

SERVICE	LOCATION	TELEPHONE NO.
Fire Brigade	Cootehill	**112 or 999**
Cavan Regional Hospital	Cavan	**049 4376000**
Local Ambulance	Cavan	**112 or 999**
Garda Siochana	Cootehill	**049 5552105**
Fire Prevention officer	Cootehill	**087 1990088**

Accident Reporting & Investigation Procedure Policy

All accidents/near misses to persons (staff/contractor/visitor), however slight, must be reported to the Health & Safety Representative and recorded on the appropriate accident form. All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the Health and Safety staff representative on Form IR1 or IR3 (www.hsa.ie). Note: An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.

Accident Reporting & Investigation Procedure

- Upon notification of an accident, the Health & Safety Representative should go immediately to the scene of the accident, bringing with the accident book to record details.
- The teacher/person in charge should ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), when necessary, or if in any doubt.
- The teacher/person in charge should determine whether a camera is necessary – if so, send a member of staff to get one and photograph the scene from several angles and get both close-up and general shots to give a full picture of the scene.
- The teacher on duty should complete the accident form by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

Opening and Closing Policy

Opening Time: 9.10am

Roll Call: 10.00-11:00am

First Break:11:00 a.m. to 11:20am

Lunch Break: 12.30pm to 1pm

Closing Time: 2pm (junior infants) 3pm (SI – 6th)

Code of Behaviour & Bi Cinealta Policy

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

Child Protection

All teachers must confirm in writing, in September annually, that they have received and read the Child Safeguarding Statement & Risk Assessment policy. An annual review is completed by the BoM at the September meeting of the BoM. A CPOR is presented at each BoM meeting. A DLP & DDLP are selected at the September meeting of the BoM. All parents are furnished with a copy of the Child Safeguarding & Risk assessment. A copy is available on the school's website and in the hallway. All staff attended updated training on Child Protection Safeguarding procedures in November 2025.

School Opening:

The school grounds are accessible from 9.00 each morning. The pupils are supervised by a teacher from 9:00am-9:10am. School doors open at 9:10am. School closes at 3:00pm with all pupils off the school grounds by 3:15pm.When electricians/plumbers and others workmen need access to the school Derek Middleton makes an arrangement with the

caretaker/cleaner/staff member to open the school as required.

Storage and Administering of Medication Policy:

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication. The BoM requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date. Medication in this policy refers to medicines, tablets and sprays administered by mouth only. Parent/guardians will also be asked to request the medical practioner to change the time of the administration of the medicine to outside school hours when possible.

If a child has for example a serious nut allergy/ allergy to wasp sting etc. the parents will inform the class teacher who will inform the principal. If parents have been advised that immediate action may be needed they must inform the BoM in writing, with advice from the family doctor as to what procedure should take place. If necessary the BoM will appoint a staff member to administer necessary medication. Necessary medication is kept 'out of child's reach' in the child's classroom or in the office. Please see Administration of Medication Policy for further information.

Dignity at Work

- ✓ 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-
   - Talking together
   - Identifying problem
   - Looking for solution
   - Observing due process
   - Setting realistic goals
   - 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".

- ✓ Bullying/Sexual Harassment

Bullying and inappropriate behaviour are not tolerated in this school. Please refer to the school's Dignity at Work Policy available on the notice board in the hallway.

Stress at work Policy:

Darley N.S. adheres to all aspects of the 2005 Safety, Health and Welfare at work Act which obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace stress. Workplace stress arises when the demands of the job and the working environment exceed their capacity to meet them.

Causes of stress in the workplace:

- Faulty work organization
- Poor working relationships
- Poor communication at work
- Ill identified work roles
- Highly demanding tasks

Darley N.S. will utilise the following methods for eliminating stress:

Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.

If you as an employee feel that you are stressed due to work related issues you should immediately bring the matter to the attention of any member of the senior management team.

Pregnant Employee Policy:

Darley N.S. 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 mothers returns to work an assessment of his work will

be carried out. If a mother's wishes to continue breast-feeding his child after returning to work, the Board of Management will make arrangements to facilitate this.

Adult/ Student Work Experience Policy:

Included in this group are students on teaching practice, adults on SNA training, students of speech/occupational therapy training, people on the Work Placement Programme (WPP) and Transition Year/ Secondary students from the local secondary schools. The Principal decides on behalf of the BoM the personnel allowed on work experience/work placement in the school.
Priority is given to past pupils of the school. All adults undertaking work experience in the school are subject to garda vetting.

Manual Handling Policy:

Any faulty equipment must be identified to the caretaker. No person will be expected to lift a load that would be likely to cause him / his injury.
Consideration must be given to the load and whether or not help is necessary.
Training in correct manual handling techniques will be provided as appropriate.
All staff will be given a copy of this policy which outlines the school's policy.
Every employee must be familiar with the correct lifting techniques. These may be summarized as follows: -

- Check for sharp edges, splinters or nails
- Lift in easy stages – floor to knee then from knee to carrying position.
- Hold weights close to body
- Don't jerk, shove or twist body
- Grip load with palms – not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down steps.
- Always consider whether help is necessary to lift an awkward or heavy load.

VDU Policy:
The school is fully aware of its obligations under the General Application Regulations 2007 on use of VDUs

Lighting:
Correct lighting is essential if eye fatigue is to be prevented.
We have ensured that the general level of illumination within the school premises complies

with EU guidelines.

Workstation:

The work surface at all workstations is a matte surface finish to prevent any glare that might normally be reflected off a highly glossed veneer finish.

Proper seating posture is essential if the long-term problems of muscular strain and backache are to be avoided. Seats are provided with adjustable; height and tilt for staff in the office and SNAs.

Food Safety Policy:

A staff room area will be equipped and maintained by the Board of Management. Staff members are expected to keep this clean and tidy and leave the room as they would like to find it. If staff members use the fridge, they are expected, in order to maintain hygiene, to take any food not eaten away on Friday of each week. The staff room area does not have the facilities to store the food of all staff members on a long- term basis.

Dealing with Infectious Disease Policy:

It is the policy of Darley N.S. that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The school 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, paper towels/hand-dryers/clean towels and a facility for the safe disposal of waste.

Electrical Appliances Safety Policy:

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person. 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.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Instructions for use of interactive whiteboards are given to each teacher
- Maintenance checks of electrical equipment are arranged by each staff member of their own area regularly.

Chemical/Cleaning Products Safety Policy:

It is the policy of Darley N.S. that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use.

If deemed necessary products shall be kept in a locked area, and protection provided for using when handling them. Cleaning products will be kept in locked press in hall.

AREA	**NAME**
Health and Safety Officer (BoM representative). Brings H&S issues to the attention of the BoM.	Ashley White
Principal/ Health and Safety Representative: Employed as the day-to-day manager of the school. Brings H&S concerns to attention of the H&S officer. Takes on responsibilities as listed herein.	Derek Middleton

Supervisory role and First-Aid dealing with minor accidents and recording/ reporting same as appropriate.	Staff who were on supervision duty complete accident report and First Aid coordinator Ashley White
Spot it, sort it, can't sort it, report it.	All staff
Regular check of electrical equipment	All staff

Course Code	**Course**	**Staff who have attended course or are expected to attend course**
SC 1	Induction Training by Health & Safety representative	
SC 2	Manual Handling	

SC 3	Fire Warden/Awareness and use of Fire Extinguishers	
SC 4	Emergency Evacuation Training (Fire Drill)	
SC 5	First Aid Training	

Register of Fire Fighting Equipment: Contractor's Certificate is located in Fire Register File.

Fire Drill Records are recorded in the Fire Register File and completed

Accident Report Form: Folder with Accident Report forms is kept in the office.

Accident Report Book for pupils: This is kept in the staff room.

First Aid: A Fully stocked First Aid box is located in the staff room. Others First Aid boxes for use on school tours, sporting events etc. are also located in the staff room.

H&S Training Records

Safety Inspection Checklist

AREA **AUDITOR** **DATE**			
Hazard Type: Access and Egress	**Yes**	**No**	**Action**
Are there sufficient exits in the area for prompt escape?			
Are staff members aware of all immediate exit points from their work area?			
Have staff members taken part in an emergency evacuation drill?			
Are good housekeeping standards maintained in the workplace?			
Can all emergency exits be opened easily?			
Are all emergency exits routes kept clear of all obstructions?			
Are spaces between equipment sufficient for safe			

operation?			
Are floors free from slippery materials and loose objects?			
Are floors maintained in good condition?			
Is the emergency lighting checked on a 13-week basis?			
Are there suitable stepladders or kick stools available to safely access heights?			
Are there sufficient exits in the area for prompt escape?			

AREA _____AUDITOR	DATE _____		
Hazard Type: Fire	Yes	No	Action
Are all fire extinguishers, fire blankets and fire hoses wall mounted?			
Is all firefighting equipment easily accessible?			
Is all firefighting equipment serviced and labelled and fitted with a seal?			
Are staff trained in the correct use of firefighting equipment?			
Are portable extinguishers applicable to the materials?			

and equipment in the area and are they correctly colour coded?			
Are no smoking signs posted and observed?			
Are staff aware of the means of escape in case of fire?			
Are fire drills carried out on a regular basis, minimum 6 monthly?			
Are all flammable materials properly stored and labelled?			
Do all exit doors open outwards?			
Are all escape routes unobstructed?			
Are all escape routes sign-posted from the workplace?			

SAFETY INSPECTIONCHECKLIST

AREA **AUDITOR** **DATE**

Hazard Type: Slips x Trips and Falls	**Yes**	**No**	**Action**
Are any main aisle ways and passageways kept clear?			
Is the work area kept clean and orderly?			
Are non-slip materials used on the floor when applicable?			
Are all spillages dealt with immediately?			
Are extension leads and electrical cables kept out of the aisle ways?			
Are materials stored off the floor including personal equipment?			
Are floor materials checked and free from trip hazards?			
Are mats, false floors and platforms in good condition?			
Are work areas adequately illuminated during working hours?			
Are non-slip floor covering materials in use in canteens and possible wet areas?			
Is rubbish or litter only stored in designated storage containers?			
Is all rubbish or packaging picked up as soon as possible after it is produced?			

SAFETY INSPECTIONCHECKLIST AREA AUDITOR DATE Hazard Type: Manual Handling	Yes	No	Action
Are all persons informed of safe manual handling techniques?			
Are work areas arranged to minimise excessive twisting, bending, over reaching and pulling?			
Are steps or ladders available for all lifting from over shoulder height?			
Are all items to be lifted by hand, which are too heavy (i.e. over 25kgs), deemed a 2-person lift?			
Are floor surfaces kept clear and in good condition when staff have to lift?			
Are mechanical devices used when practical?			
Are heavier objects stored at waist to chest level?			

SAFETY INSPECTIONCHECKLIST AREA AUDITOR DATE Hazard Type: Electrical	Yes	No	Action
Are all sockets, plugs and switches in good working order?			
Are all cables visually free from defect or damage i.e. overheating, insulation damage?			
Do competent persons carry out all-electrical work?			
Are all electrical panels and enclosures kept closed with proper covers or doors?			
Do extension leads in use have a grounding conductor?			
Are all electrical circuit breaker panels accessible and unobstructed?			
Are all electrical panels protected against impact?			
Is there a one-metre space maintained between the electrical panel and all storage?			
Are all plug-tops correctly fused with cables clamped inside the plug?			
Are electrical panels kept free of all storage and rubbish?			

RISK ASSESSMENT: The risk assessments in this document are based on an identification of the hazards and an assessment of the risks and the control measures necessary for the elimination or reduction of the risk to an acceptable level. The risk assessment is based on a probability of the accident occurring and an assessment of the accident consequences, if it occurs.

To use this system, one must use the chart below and choose a probability descriptive phrase and then choose a consequence descriptive phrase. Once chosen, both of these will present a numerical factor between 1 and 9. When the probability numerical factor and the consequence numerical factor are multiplied together, they give a number between 1 and 81. This number fits into one of the following categories. This category identifies the risk level.

Risk Levels

1 – 9 = Low Risk

10 – 19 = Medium Risk

20 – 39 = High Risk

40 – 81 = Very High Risk

RISK FACTOR INDEX: PROBABILITY THAT AN ACCIDENT WILL HAPPEN	
Probability Index	Descriptive Phrase
9	Almost Certain
8	Very Likely
7	Probable
6	More Than Even Chance
5	Even Chance
4	Less Than Even Chance
3	Improbable
2	Very Improbable
1	Almost Impossible
CONSEQUENCE OF POTENTIAL ACCIDENT	
Consequence Index	Descriptive Phrase
9	Death
8	Permanent Total Incapacity
7	Permanent Severe Incapacity
6	Permanent Slight Incapacity
5	Injury Requiring 3 Months With Total Recovery
4	Injury Requiring 3 Weeks With Total Recovery
3	Minor Injury With *Severe* Potential Up to 1 Week with Total Recovery
2	Minor Injury with *No Severe* Potential Up to 1 Week With Total Recovery
1	No Human Injury Expected

This Risk Assessment is based on a Probability x Consequence Index Listed Below

Description of the Area: Classrooms			
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Fire	Staff/Pupils	1x9=9 Low	• Ensure that when possible all electrical equipment (interactive whiteboards, laptops..) are unplugged at the end of each day • Classroom fire exits will be kept clear at all times • Report fire hazards to caretakers
Potential that poor housekeeping will lead to slip/trip and manual handling related injuries	Staff/Pupils	Senior Class 4x2=8 Low Junior 5x2=10 Medium	• Children are encouraged to obey class rules (e.g. 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 in senior classes keep their books and belongings in bags/boxes provided. • Classes are adequately supervised at all times

Storage of paint products. Risk of inappropriate use	All users	1x6=6 Low	• Non toxic paint used in classes • Storage areas are under the sinks or in the art press in the hall.

Description of the Area	Toilet Areas		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Potential for unhygienic conditions. Risk of infection	Staff/Pupils	2x3=6 Low	• A supply of anti-bacterial soap and hand-dryers will be available at all times • Individual hand towels are available for pupils and staff. • Toilets are cleaned on a daily basis • Children are encouraged and reminded to wash hands after each visit to the toilet
Slip/Trip	Pupils	2x1=2 Low	• Children encouraged to inform the teacher if there has been an accident in the toilet cubicle. Spills will be moped/dried up. Children will be told to use alternative toilets if necessary. The area is immediately cleaned.

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	3x2=6 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	3x2=6 Low	• Running is strictly forbidden in hallways and class rooms. • Strict discipline will be maintained by staff
Wet floors. Risk of slip injury	Staff/pupils / Parents Visitors	3x2=6 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. • When floors are wet, a slippery surface sign is in place. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather. The caretaker will salt when possible.
Entrances: May become wet after rain.	All users	4x3=12 medium	• Non-slip mats are placed at entrances where floors become slippery when wet and staff and pupils asked to wipe their feet before entering the building. • Wet floor signs are put in place and principal remains at entrance to inform those entering the school building.

			• Area is supervised to remind pupils and staff to be careful. • Vulnerable pupils are assisted.
Main switch/fuse board. Risk of electrocution	All users	1x3=3 Low	• No persons others than those qualified will be permitted to work on or repair the main electrical switch board or fuses. • The area around the fuse boards will be kept clean and tidy at all times. Nothing should be left on top of the fuse boards. • Suitable electrical warning signs will be placed near main electrical switch gear.

Description of the Area	Staff Room area		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Hot Drinks. Risk of burn injury	Staff/Pupils	3x1=3 Low	• Care must be taken at all times when using water boilers, kettles and others kitchen equipment • The areas should be kept tidy at all times. • Pupils will never use kettles or boilers.
Fire	Staff/Pupils	3x2=6 Low	• Oven and microwave, toaster, sandwich toaster are turned off at socket or unplugged unless in use.

Description of the Area	P.E.		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Sports related injury	Pupils	4x3=12 Medium	• Pupils are supervised at all times by a teacher and at times a Special Needs Assistant (SNA) under the supervision of the teacher. • Warm-up exercises are practiced as part of PE lessons • Children are made aware of potential dangers associated with certain activities • An inventory of sports equipment is carried out by the staff at the end of each school year. Damaged equipment is discarded.

Description of the Area	Office		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Lifting Boxes/Files Risk of manual handling injury	Staff	2x2=4 Low	• The Manual Handling briefing document in this policy has been given to all staff • Photocopying paper should be lifted ream by ream rather than full boxes being carried.

PC/laptop work: Risk of ergonomic injury	Staff	1x1=1 Low	• Ergonomic Desk & Chair has been provided • VDU Policy Guidelines to be followed • Ensure the area under the desk is kept cleared to ensure adequate leg room when working on the PC.

Description of the Area	Car-parking Area		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Collision	Staff/Pupils Parents Visitors	2x9=18 Medium	• Parents are encouraged to park responsibly and escort their child to the school gate • Pupils crossing the road to Little Stars should use the pedestrian crossing. • Children line up and board buses carefully. • A horse shoe system is in place for car pick ups at the school. Pupils are released to their car individually.
	Staff/Pupils Parents/ Visitors	4x2=8 Low	• Children encouraged to walk safely when entering and leaving the school.

Description of the Area	Yard Area		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Risk of injury to child when in the yard	Pupils	5x3=15 Medium	• All pupils are supervised at all times • Children are zoned in different areas of the yard in line with activities. • Serious injuries to children should be documented in accident report book and parent notified. • Minor injuries are noted in homework journal/communication notebook. • Caretaker to check to ensure that: o there are no uneven/broken/cracked surfaces. o roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained. o manholes are safe. o all play areas are kept clean and free from glass before use o outside lighting works and is sufficient. o all builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely.
Child leaving the school grounds without permission	Pupils	3x9=27 High risk	• Children are reminded that they do not have permission to leave the school grounds by themselves during the school day unless collected by parent/guardian • Children encouraged to play away from front gate. • Gates and turnstile exits are tied closed during play times. • Pupils in the ASD classroom have a secure play area.
Fencing damaged around grass area. Damaged fencing can be sharp giving rise to injuries to	All users	4x2=8 low	• New fence has been installed in front of the old wooden fence. • Old fence to be removed by caretaker. • Pupils are supervised when using grass area- May/June only. Weather dependent.

various parts of the body depending on the height of the damage			
Grassed play areas injuries from falling on uneven surfaces or on items left on the grass. Injuries from falling down steep slopes	All users	4x3=12 medium	• Grassed areas inspected for damage e.g. holes, broken glass etc. before use by the Safety representative. This inspection should take place after each term break. • Staff, on duty, to be instructed to report any damage they notice on a day-to-day basis. • Grass banks are not used for play where the gradient and run off area are likely to cause accidents. Steep banks are cordoned off with tape and pupils are informed that they are out of bounds. • Strict staff supervision of grass areas.
Walkways: Injuries from slips, trips and falls are a likely where walkways are not well maintained	All users	2x5=10 medium	• Regular inspection by member of staff, BOM and safety representative. • Inspection report to be discussed at regular BOM meeting. • Staff instructed to report any damage they notice on a day-to-day basis. • Where areas become slippery they are treated to reduce slips. This will include clearing moss and algae. • In the winter the caretaker grits walkways when frost or snow is forecast. Some areas may be put out of use. The principal will take the decision and keep staff informed. • Presence of a teacher and SNA on duty each morning to inform pupils arriving to the school.

Description of the Area	Caretaking/Cleaning Activities		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Manual Handling	Caretaker	3x2=6 Low	• Caretaker is provided with manual handling training.
Fall from a height	Caretaker	3x3=9 Low	• Ladder briefing sheet to be provided to anyone who may use a ladder as part of their duties
Dermatitis/Skin Allergies	Caretakers	1x1=1 Low	• Caretakers provided with PPE personal protective equipment • Issues to be reported to the principal

Description of the Area	School Plays/Concerts		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Slip/Trip	Pupils, Parents, Staff	4x1=4 Low	• Children and parents are encouraged to behave appropriately • Parents are encouraged to supervise young children adequately
Fire	Pupils, Parents, Staff	2x9=18 Medium	• Regular fire drills are held. • Pupils aware of clear procedures. • Staff to act as fire wardens • Fire services will be contacted in case of fire

Description of the Area	School Tours/Visits/Activities		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Children becoming ill while on tour	Pupils	3x1=3 Low	Class teacher in consultation with the principal: • will ensure that there is appropriate staff/pupil ratio • will ensure that parents are given details of the tour including drop-off/ collection times, mobile phone number for parents to contact teachers on tour • First-Aid kit on the bus • Sick bags in case of vomiting..
Slip/Trip	Pupils/Staff	5x2=10 Medium	Incident will be recorded and procedures as listed are followed.
Collision/Traffic Accident			Adult accompanying tour will ring school and/or principal. Procedures detailed in the *Critical Incidents Policy* will be followed.
Pupils getting lost			Pupils will be given clear guidelines by the adults on tour including the steps they are to follow if they get lost.

Description of the Area	Sports Activities/Days, swimming pool		
Hazard	**People at Risk**	**Risk Level**	**Controls Required**
Sports related injuries	Pupils	5x2=10 Medium	• Staff will have mobile phone with them so that they can seek assistance promptly, if required. • Each sports session will begin and end with warm-up and cool-down activities • Children encourage to behave appropriately during activities. • Injuries will be reported and logged • Access to first-aid provisions • Staff to check that PE equipment is stored securely and in positioned so as not to cause a hazard. • Staff to check that all PE equipment is in good condition. • Teachers taking these classes should ensure that children wear suitable footwear. • If there is a serious injury procedure the staff member will phone for assistance and procedures followed as recorded.
Slip/Trip	Pupils	3x2=6 Low risk	• When walking to swimming pool, children will walk carefully, supervised at all times. • Children are supervised during the swimming lessons

Timeframe for Implementation;

The reviewed policy will be implemented as and from November 2024.

The policy was reviewed and a safety inspection undertaken: _____ 2026

Timeframe for review:

- Ongoing
- Each term
- Staff meetings
- Reviewed annually.
- Board of Management meetings.

Responsibility for review:

The Principal
Each teacher for their own classroom
Safety Representative (document report of a hazard). Reporting to the Board of Management.

Ratification and Communication:

This policy was reviewed and ratified by the Board of Management. The content of the policy to be communicated to all staff.

Relevant safety issues to be explained to the children on an ongoing basis.

Approved and ratified by the Board of Management on: 12th November 2024

Chairperson: Date: 12th November 2024

Principal: Derek Liddle Date: 12th November 2024

Reviewed, audited & updated: September 2026