



**St. Peter's National School**  
**Church of Ireland,**  
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## **Health and Safety Statement**

### **Rationale**

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. It represents the Board of Management's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The Board of Management is required to document the school's health and safety statement and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management must also consider its 'duty of care' in the school and this must be an integral part of any Health and Safety statement.

While preparing this policy the Board is mindful of the unique place the school occupies as an extension of the home life of the child and the responsibilities entrusted to the personnel of the school by the parents of the pupils and by the Department of Education's Rules for National Schools. Safety, Health and Welfare within the school is, and has always been acknowledged as a most serious duty incumbent on all members of the school community and one which calls for constant vigilance.

### **Aims**

With this policy the Board of management of St. Peter's N.S hopes;

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
  - *Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.*
  - *To ensure competent employees, who will carry out safe work practices*
  - *Safe access and egress routes*
  - *Safe handling and use of hazardous substances and equipment*

- o *Safe equipment including maintenance and use of appropriate guards*
- o *Provision of appropriate personal protective equipment.*

## **Guidelines**

### **Responsibilities of employer – Board of Management**

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
- Manage work activities to ensure the safety, health and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimised as far as is reasonably practicable
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
- Provide and maintain decent welfare facilities for employees
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
- Report serious accidents to the Health and Safety Authority
- Consult annually with employees and provide them with information in relation to safety, health and welfare
- Require employers from whom services are contracted to have an up to date safety statement (*e.g. painters, contract cleaners, bus companies...*)

### **Responsibilities of employees**

Health and safety is everyone's business. As a worker you have legal duties designed to protect you and those you work with responsibilities include:

- Not to be under the influence of an intoxicant to the extent that they endanger your own or other persons' safety. To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented
- Not to engage in improper conduct that will endanger you or anyone else
- To attend Health and Safety training and correctly use any equipment at work

- To use protective clothes and equipment provided
- To report any dangerous practices or situations that you are aware of to an appropriate person
- Not to interfere or misuse any safety equipment at your workplace
- If you are suffering from a disease or illness that adds to risks, to tell your employer.

**Entitlements of safety representative** (*Section 25 Safety, Health & Welfare at Work Act, 2005*)

The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health and welfare
- Make representations to and receive information from, an inspector
- Consult and liaise with other safety representatives in the same undertaking.

**Risk Assessment**

Each year, the Board of Management should carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimise them. Hazards may include physical, health, biological, chemical and human hazards.

**Fire/Fire Drills**

It is the policy of the BOM of St.Peter's N.S. to ensure that:

- ❖ There is an adequate supply of fire extinguishers, which will deal with any type of fire, and that staff are aware of their location.
- ❖ All fire equipment is regularly checked and maintained.
- ❖ Fire drills take place at least once per term and all personnel will be made fully aware of emergency procedures.
- ❖ Instruction is given in the use of fire extinguishers for specific materials/equipment.
- ❖ Location of fire extinguishers is clearly marked and positioned high enough for an adult to read.
- ❖ All electrical equipment shall be left unplugged when unattended for lengthy periods and when the buildings are empty. Teachers are

responsible for their own classroom. The secretary/Principal, as appropriate, are responsible for the office. Staff room is every staff member's responsibility. The cleaner/caretaker will check when cleaning.

- ❖ Two assembly areas are designated in the yard.
  - ❖ Exit signs are clearly marked and easily accessible in case of an emergency. These exits will be kept completely clear.
  - ❖ There will be a named person responsible for fire drills and evacuation procedures.
  - ❖ The school and equipment are checked by a Fire Officer.
  - ❖ Fire Evacuation Procedure is displayed prominently in all classrooms and throughout the school and this procedure is communicated to all those using the school building.
  - ❖ Rubbish, particularly flammable material, is not allowed to accumulate and is regularly and properly disposed of.
  - ❖ Fire alarm system will be checked and maintained regularly.
  - ❖ Fire doors will be kept closed unless required for access or air flow.
  - ❖ Fire doors will remain clear of obstruction.
  - ❖ Storage areas will be maintained in a tidy and safe condition.
- See Fire Drill procedure attached

#### **Emergency Contacts Procedures:**

- Parents/Guardians provide contact arrangements upon registering their children in St. Peter's N.S. These contact details can be accessed via Aladdin. A hard copy of this information is stored in the secretary's office.
- In case of an emergency the Principal/Deputy principal/Secretary will contact the parents/guardians. If no contact can be made and it is deemed necessary the Principal/Deputy Principal will accompany the child to the doctor/hospital.
- All staff to provide I.C.E (In case of emergency) contact details which will be stored in the office.

#### **Serious Accident Procedure & Accident Report Form**

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 incidents - see School Critical Incident Policy

## **Health Issues**

### **Enrolment Form**

There is a section on the enrolment form allowing parents to identify any allergies/illnesses of the applicant.

### **Managing specific health issues**

Teachers and SNAs are made aware of the health issues in relation to certain pupils during a staff meeting at the beginning of the school year and throughout the year. It is a parent's responsibility to inform the school of any new or changes to existing health issues. These will be updated accordingly on aladdin.

**Administration of Medication** – see school Substance Use Policy

### **Sickness or Injury**

Children who become sick or seriously injured during the school day are to be sent home. The teacher will fill out a parent alert form and give it to the secretary who will then inform parents/guardians and they will be asked to collect their child.

### **Infectious Diseases**

It is the policy of the Board of Management that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. A file containing letters for parents/guardians regarding such illnesses is kept in the secretary's office.

The following is an example of some of the notifiable illnesses; Rubella, Chicken Pox, Measles, Ringworm, Swine Flu, Impetigo, Mumps, Scarlet fever, (this list is not exhaustive)

Head lice: If a case of head lice comes to the attention of the teacher an email on treating head lice will be sent to all parents in the class.

### **School Hygiene**

Hygiene is the concern of everyone in our school. Good hygiene is essential for the health and welfare of all in the school. The staff, teachers and ancillary staff are requested to be vigilant in this regard. Teachers are asked to train their pupils in good hygiene practices and are asked to bring to the notice of the Principal any corrective action which may be deemed to be necessary.

Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

### **General cleanliness of school environment**

The caretaker and staff are generally responsible for the general cleanliness of the school environment. Children are encouraged to keep our school clean and tidy and to be watchful for litter. Teachers should help to keep their classrooms/sink areas free of general litter and encourage their classes to do the same.

Teachers/staff are encouraged to clean up after themselves in the staff room at break times.

## **Healthy Eating**

St. Peter's N.S has a Healthy Eating policy. Healthy eating is part of the S.P.H.E. curriculum (see school S.P.H.E. plan)

## **Safety and Welfare Issues: Pupils**

### **Assembly and Dismissal of Pupils**

- St. Peter's N.S opens for school business at 8:20 am and in accordance with Rule 124(4) all teachers will be present to exercise the required supervision etc. over their classes at that time.
- As per school rules the children are not allowed to cycle/skate/use scooters in the school grounds, they must dismount at the school gates.
- Pupils who are late to arrive at school or leave school early must have their parents/guardians sign them in/out using a record book in the secretary's office.
- Parents must inform the school office if there is a change to their child's regular collection such as not going on the bus, not attending extra curricular activities, going home with a different parent, etc.

## **Supervision of Pupils**

- Under Rule 123(4) and Circular 16/73 of the Department of Education, our Principal is responsible for the discipline of the school generally, the control of other members of staff including the coordination and effective supervision of their work, the organisation of the school and other matters relating to the work of the school. In carrying out these duties, the Principal is required to organise supervision of the order and general behaviour of the pupils during school hours. In particular he/she should organise and participate in the effective supervision of the pupils during breaks, lunch periods, assembly and dismissal.
- A table of names and times of supervision duties for yard time is on display in the staff room and a copy is given to every teacher undertaking yard supervision duties.
- The Deputy Principal is required to assist the Principal in the day to day organisation and supervision of the school

## **Incident / Accident book**

- Incidents and accidents in the yard will be recorded in an incident report book.
- In the event of a serious incident or accident the teacher in charge or on duty when the accident took place will record the incident in an accident/incident report form which is stored in the secretary's office in a folder. This form should be countersigned by the Principal or in his/her absence the Deputy Principal.
- Code of Behaviour and Anti Bullying Policy: Refer to school's policy for dealing with behaviour which causes a risk to others.

### **Allegations or Suspicions of Child Abuse**

The school's Child Safeguarding Policy, in line with Child Protection Guidelines, must be followed in the case of an allegation or suspicion of child abuse. The Principal is the Designated Liaison Person and the Deputy Principal is the Assistant Designated Liaison Person. Every teacher is given a copy of the school's Child Safeguarding Guidelines and the child safeguarding statement is visible in each classroom.

### **School tours / Outings:**

Teachers must have written permission from parents/guardians when taking the class on a trip or school tour. Adequate supervision should be arranged by the teacher/teachers involved. The health and safety aspects or risks involved in any trip should be considered carefully and planned for.

- ❖ On school tours all children will use a seatbelt and each child and adult will have his/her own seat. There will be a minimum of one adult for every 15 pupils on all tours.
- ❖ The first aid kit will be brought on all school trips.

### **Safety and Welfare Issues: Staff**

#### **Garda clearance**

- Garda vetting is mandatory for all people employed by the Board of Management and for substitute teachers.
- Employees work in a reasonably comfortable and safe environment. If they feel improvements are required they should bring this to the attention of the Principal.
- Visitors to the school will be accompanied by an existing member of staff.

#### **Constant hazards**

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

- 1) Wet floors
- 2) Fences
- 3) Trailing leads
- 4) Fuse Board
- 5) Storage container
- 6) Access to bin area
- 7) Ladders
- 8) Protruding units and fittings
- 9) Compost bin
- 10) Icy surfaces on a cold day (see severe weather plan attached)
- 11) Coat hooks
- 12) Kitchen appliance
- 13) Furniture
- 14) Schoolbags
- 15) PE equipment

To minimise these dangers the following safety/protective measures must be adhered to:

- ☑ Access to and the operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- ☑ In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- ☑ Where applicable the Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- ☑ All machinery and electrical equipment are fitted with adequate safeguards.
- ☑ Precautionary notices, in respect of safety matters are displayed at relevant points.
- ☑ Ladders must be used with another person's assistance.
- ☑ The Board of Management will check that floors are clean, even and non-slip.
- ☑ Check that all PE and other mats are in good condition.
- ☑ An annual routine for inspecting furniture, floors, apparatus, equipment and fittings will take place (Board of Management Safety Officer).
- ☑ Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained (Board of Management Safety Officer.)
- ☑ Caretaker to check that manholes are safe regularly.
- ☑ Check that outside lighting works and is sufficient (Board of Management).
- ☑ Check that refuse is removed from the building each day and is carefully stored outside (Cleaner).
- ☑ Electrical boxes on the outside of the building will have hazard-warning labels.
- ☑ Care should be taken with all electrical cables, phone lines, extension cables. Where possible these should be taped or fastened to prevent accidents.
- ☑ Children will walk in all corridors/classrooms and when entering and exiting the building.
- ☑ Children will be supervised by a staff member when collecting/storing PE equipment to reduce risk of incidents occurring involving the equipment
- ☑ Staff should report any defects immediately.

### **Chemicals**

All chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions for their use and kept in a secure cupboard. Children will not have access to this cupboard. All spills should be cleaned up immediately.

### **Drugs/Medication**

All medication, drugs etc. be kept in a secure drawer.



### **First Aid**

- ❖ Staff will be trained to apply First Aid.
- ❖ A First Aid box will be available at all times and will be kept within easy access to all staff members - at the main yard exit point and in every classroom.
- ❖ A separate first aid kit will be available for school excursions and trips.
- ❖ Protective gloves will always be worn in the event of skin being broken.
- ❖ In the event of a serious accident a full account of what happened, symptoms noted and treatment administered should be completed in the Incident Book, which is kept in the office. For minor accidents, these will be recorded in the yard incident book.
- ❖ In the case of a bump appearing on the head after an accident, parents will be notified.
- ❖ In the event of a serious accident an ambulance will be called by a staff member. In these cases, at least two staff members will be present at all times.

### **Highly Polished or Wet Floors**

Floors will not be polished to a dangerous level or made slippery. Washing of floors is conducted after school hours to eliminate the possibility of slipping. Wet floors will be dry mopped when there is an evening activity taking place in the school.

### **Code of Discipline**

The Code of Discipline in the school provides for a level of behaviour to minimise personal risk or stress to all members of the school community.

### **Access to School**

In as much as is compatible with the layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions. A visitors book will be stored in the school office, recording all visitors to the premises.

### **Health and Safety in the Classroom**

- ❖ School Bags will be stored under tables.
- ❖ Coats will be hung on coat hooks in each classroom.
- ❖ Floors in all the classrooms and toilet areas are kept dry and will be reported to a staff member if otherwise.
- ❖ Care will be taken with electrical cables and staff will be aware of any tripping hazards in the school building/classrooms.
- ❖ Staff only will handle electrical equipment apart from the pupils' chromebooks and I pads.

- ❖ Toilet paper and soap are supplied in toilets and children are encouraged in best practice in toileting and personal hygiene.
- ❖ Medication will be stored in the school office or in the teacher's locked cupboard.
- ❖ Children will be familiarised with Fire Evacuation Procedure.
- ❖ Medication will be administered only to children whose Parents/Guardians have completed relevant documentation.
- ❖ Materials will be stored in such a way as not to create hazards.
- ❖ Care will be taken when treating injuries. Protective gloves will be worn for all injuries where the skin is cut, broken or grazed (See First Aid Guidelines).
- ❖ Students who feel sick will be monitored carefully by staff and when deemed necessary, parents will be contacted for collection.
- ❖ Classrooms will be kept as clear as possible and bins should not obstruct doorways.
- ❖ All classes will be revising Road Safety Rules through our SPHE programme and should be reminded regularly of the Safe Cross Code, the importance of wearing cycling helmets etc.

### **Health and Safety in the School Building**

- ❖ Children will have no access to Staff Room or P.E storage unless accompanied by a member of Staff.
- ❖ Staff and pupils will walk to and from classrooms.
- ❖ Fire doors will be kept closed at all times, unless required for exit/entry and/or airflow and nothing will be positioned near them.
- ❖ Children will not be allowed into storage areas unaccompanied.
- ❖ Only staff will admit visitors to the office and classrooms.
- ❖ Storage areas will be maintained in a tidy and safe manner.
- ❖ Children will be aware of 'indoor voices' when using the school corridors and school hall. They will not be allowed to shout or use excessive noise that would disturb other classrooms.
- ❖ Children will always walk on the left of the school corridors.

### **Health and Safety in School Grounds**

- ❖ Children will be asked to play in a safe manner on the school playground. Physical contact will be avoided as much as possible and children will be taught ways of playing safely during break time, without causing risk of injury to others.
- ❖ Children will be made aware of 'out of bounds' areas for breaktime/lunchtime. Children will not be allowed to venture into these areas unless instructed to by a staff member. Children will be supervised at all times during break times/lunchtimes.
- ❖ During wet days, children will remain in their classrooms monitored by SNAs and teachers.
- ❖ Children will always be lined up and walked to and from the playground.
- ❖ No dogs (except guide dogs) will be allowed in the school grounds.
- ❖ The teaching staff will supervise the children leaving and entering the classrooms at break times and dismissal times.
- ❖ The play area will be clearly defined. Staff and pupils should be made fully aware of all hazards.

### **Arrival and Dismissal Routines**

- ❖ Adults and children must dismount from bicycles, scooters, etc. before entering school premises; i.e. at the school gate. Similarly roller blades etc. must be removed before entering the school premises.
- ❖ Due care must be taken when entering and exiting the school premises. Special care and attention is required when school buses are arriving and leaving the school. Footpaths must be used at all times.
- ❖ The school gates will only open between 8:20 - 8:40am. Pupils and parents should not be on the school premises before 8:20am.
- ❖ There is a one way vehicle system in place and the pupils will only be dropped off from the designated drop off point.
- ❖ Walkers will use the footpaths at all times.
- ❖ Sonas and Spraoi pupils will enter via Door A.
- ❖ All other pupils will enter via Door B and will be expected to walk independently to their classroom in a safe and orderly manner.
- ❖ The main entrance will be secured during the school day.
- ❖ At the end of the infant school day, all infants will be brought to Door B to be collected. (See attached school Map)
- ❖ At the end of the official school day, SET teachers will collect all students who are on the bus or walking home independently and they will exit from Door B. (See attached school Map)
- ❖ Class teachers will take all remaining students to the school hall. They will line up quietly and will exit from Door C and D. (See attached school Map)
- ❖ For Half Days the same exiting procedures will apply.
- ❖ Sonas and Spraoi will exit the school via Door A.
- ❖ Parents will be encouraged to use the drop off/collection area only during drop off and pick up times. Cars will not be allowed to park for long periods. Cars should not exit the school premises until the school buses have left first.
- ❖ The staff car park will be strictly for staff members only and if parents require a parking space, they will be asked to use the public car parking at the new GAA pitches, adjacent to the Gaelscoil.
- ❖ Parents/guardians should remind children regularly of safety on the bus; i.e. remain seated with seatbelts fastened, do not distract the driver.
- ❖ Animals should not be brought onto the school premises to avoid issues of allergies, fears, phobias, etc unless prearranged as part of a school visit and parents have been informed.
- ❖ The school encourages pupils to walk/cycle to school. A bike rack will be provided to facilitate this.

### Revision of this Safety Statement

This statement shall be regularly revised by the Board Of Management of St. Peter's National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: Denise O'Callaghan Date: 21/6/24

Principal: Paura Mc Date: 21/6/24

Safety Officer: Paura Mc Date: 21/6/24  
Nominee of BOM

(signed copy on file)

#### Useful websites

DES [www.education.ie](http://www.education.ie)

CPSMA [www.cpsma.ie](http://www.cpsma.ie)

INTO [www.into.ie](http://www.into.ie)

IPPN [www.ippn.ie](http://www.ippn.ie)

Health and Safety Authority [www.hsa.ie/osh](http://www.hsa.ie/osh)

Allianz Insurance [www.alliscoil.ie](http://www.alliscoil.ie)

Thanking you in anticipation of your cooperation with these procedures which have been put in place to help ensure the safety and welfare of the whole school community.