



Ballygiblin National School

Health & Safety Statement

1. Introductory Statement

In accordance with the **Safety, Health and Welfare at Work Act 2005**, it is the policy of the Board of Management (BoM) of Ballygiblin National School to ensure, so far as is reasonably practicable, the safety, health and welfare of all staff, pupils, visitors and contractors.

This policy aims to:

- Provide a safe place of work for all employees.
- Ensure safe systems and practices in the school.
- Protect pupils, staff and visitors from injury and ill health.
- Promote a positive safety culture and compliance with all relevant legislation.

The co-operation of all employees, contractors and visitors is essential to the success of this policy.

2. Policy Aims

Ballygiblin NS aims to:

- Create and maintain a safe school environment.
 - Identify hazards and assess and control risks.
 - Protect everyone in the school from workplace accidents or ill health.
 - Ensure understanding of the school's duty of care.
 - Outline clear procedures and practices to support safe systems of work.
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3. Responsibilities

3.1 Board of Management

The Board undertakes to:

- Provide and maintain a safe workplace.

- Manage work activities safely.
- Ensure hazards are identified and risks assessed annually.
- Prepare and maintain a Safety Statement.
- Provide adequate welfare facilities.
- Appoint a competent person to oversee Health and Safety.
- Provide appropriate training and information to staff.
- Consult with staff on safety, health and welfare matters.
- Report serious accidents to the Health and Safety Authority.
- Review and update procedures after accidents, significant incidents, or changes.

3.2 Staff

Employees have a duty to:

- Co-operate in implementing this policy.
- Use protective equipment provided.
- Attend Health and Safety training.
- Report any dangerous practices or situations.
- Avoid improper conduct that could endanger themselves or others.
- Notify the employer if suffering from illness that increases risk.
- Not interfere with or misuse safety equipment.

4. Safety Roles in Ballygiblin NS

Safety Officer: [Name to be inserted]

Safety Representative(s): [Name(s) to be inserted]

First Aiders: [Name(s) to be inserted]

Fire Warden(s): [Name(s) to be inserted]

5. Risk Assessment

An annual risk assessment will be carried out covering:

- Physical hazards (slips, trips, falls, manual handling, etc.)
- Chemical hazards (cleaning materials, solvents)
- Biological hazards (infections)
- Human factors (stress, fatigue)
- Special hazards in kitchen and maintenance areas

Records of risk assessments and actions taken will be kept.

6. Accident and Incident Procedures

- **All accidents**, however minor, must be recorded in the school Accident Report Book.
- **Serious accidents**, including fractures, head injuries requiring hospital attention, or other significant injuries, will also be logged on **Aladdin**.
- If a child sustains a serious injury:
 - Parents/guardians will be contacted immediately.
 - Appropriate first aid will be administered.
 - The incident will be recorded in both the Accident Report Book and Aladdin.

Example Template for Aladdin Record:

Accident/Incident Log (Aladdin):

- **Date and time**
 - **Location**
 - **Description of incident**
 - **Injury sustained**
 - **First Aid given**
 - **Persons involved**
 - **Witnesses**
 - **Actions taken/follow up**
 - **Logged by**
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7. First Aid & Medical

- Adequate first aid supplies are kept in accessible locations.
 - First Aiders are trained and names displayed on the staffroom noticeboard.
 - Parents of pupils requiring medication must inform the school and complete the required indemnity form.
 - See Administration of Medicines Policy for further details.
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8. Fire Safety and Evacuation

- Fire drills are held **once per term**.
 - All staff and pupils are familiar with:
 - Evacuation procedures
 - Assembly points
 - Fire extinguishers and alarms are tested and maintained regularly.
 - Evacuation plans are displayed in all classrooms and offices.
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9. Safety Procedures for Contractors and Visitors

- All visitors and contractors must sign in at the office.
 - Contractors must provide their own Safety Statement and insurance.
 - All work must comply with relevant safety regulations.
 - Visitors and parents are expected to co-operate fully with the school's safety procedures.
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10. Personal Protective Equipment (PPE)

PPE will be provided and used where required:

- Caretaking and cleaning staff: gloves, high visibility vests, hearing protection if needed.
 - Staff handling chemicals or hazardous materials will be trained in correct use.
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11. Lone Working

- Lone working should be avoided where possible.
 - If unavoidable:
 - Staff should inform another person when entering and leaving the building.
 - Have a charged mobile phone available.
 - Keep all external doors locked during lone working.
 - Avoid high-risk tasks (e.g., climbing ladders) alone.
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12. Bullying, Harassment and Workplace Stress

- Ballygiblin NS is committed to a working environment free from bullying and harassment.
- Any concerns should be reported to the Principal or Deputy Principal.
- Incidents will be recorded and addressed in line with the school's Dignity at Work Policy and Code of Behaviour.

- Supports will be made available to staff experiencing work-related stress.
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13. Maternity and Pregnancy Risk Assessments

- Risk assessments will be carried out for pregnant staff to ensure no hazards are posed.
 - Pregnant employees should inform the Principal as early as possible so necessary adjustments can be made.
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14. Use of the School Kitchen

- The kitchen will be locked when not in use.
 - Pupils may only enter when directly supervised.
 - Appliances and utensils will be stored securely.
 - Staff are responsible for maintaining hygiene and safety standards.
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15. Supervision and Dismissal of Pupils

See Supervision Policy and Arrival & Dismissal Policy for details.

16. Critical Incidents

See Critical Incident Management Plan for detailed procedures.

17. Infectious Diseases and Hygiene

- Parents must inform the school of any contagious illnesses.
 - Children are encouraged to wash hands regularly.
 - The school will follow HSE guidance for infection control.
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18. Training

- Induction training in Health & Safety will be provided to all new staff by Health and Safety Officer.
 - Manual handling, first aid and fire safety training will be updated as needed.
 - Refresher training is arranged periodically.
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19. Communication

- This policy will be available on our school website.
- Annual reminders about key procedures will be issued to staff.
- Updates will be provided if procedures change.

20. Monitoring and Review

- The Board of Management will review this policy **annually** or as required.
- Updates will be shared with staff and recorded in Board minutes.

Signatures

	
<i>John O'Brien</i>	<i>David Hyland</i>
<i>Chairperson BOM</i>	<i>Principal</i>
<i>Date:</i>	<i>Date:</i>