



## **Ballygiblin National School**

### **Health & Safety Statement**

#### **1. Policy Statement**

The Board of Management of Ballygiblin National School is committed to providing and maintaining a safe, healthy and supportive environment for pupils, staff, parents/guardians, visitors and all others who may be present on the school premises or involved in school activities.

The school recognises its responsibilities under the **Safety, Health and Welfare at Work Act 2005** and other relevant legislation. The school will take all reasonable steps to identify hazards, assess risks and implement appropriate control measures to protect the safety, health and welfare of the school community.

The safety and wellbeing of pupils is the paramount consideration in all aspects of school life.

This policy outlines the school's overall approach to health and safety and the responsibilities of the Board of Management, Principal, staff and others in maintaining safe practices in Ballygiblin National School.

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#### **2. Purpose of the Policy**

The purpose of this policy is to:

- provide a clear framework for health and safety practice in the school
- support the prevention of accidents, injuries and unsafe situations

- clarify responsibilities for health and safety across the school community
  - promote safe systems of work and safe behaviour in school
  - ensure that hazards are identified and risks are reviewed regularly
  - support compliance with relevant health and safety legislation
  - ensure that health and safety practices are practical, proportionate and appropriate to the operation of the school
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### **3. Scope**

This policy applies to:

- all pupils
- all school staff including teachers, SNAs and ancillary staff
- the Principal and Board of Management
- parents/guardians
- volunteers and student teachers
- visiting professionals, tutors and coaches
- contractors and suppliers
- any other person present on the school premises or involved in school activities

This policy applies to:

- the school building and grounds
- school activities during the school day
- break times and supervision periods

- school tours and outings
  - sports activities and events
  - activities organised or supervised by the school
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#### **4. Relationship to Other School Policies**

This policy should be read in conjunction with the school's:

- Child Safeguarding Statement and Risk Assessment
- Supervision Policy
- Code of Behaviour
- Bí Cineálta / Anti-Bullying Procedures
- School Transport and Bus Escort Policy
- Health, Illness, Injury and Administration of Medication Policy
- Critical Incident Policy
- Data Protection Policy
- Acceptable Use Policy
- Taking Photographs and Recording Policy

Where any conflict arises, child safeguarding requirements, statutory obligations and health and safety legislation take precedence.

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#### **5. Guiding Principles**

The implementation of this policy is guided by the following principles:

##### **5.1 Safety First**

The safety and wellbeing of pupils and staff is central to all decisions relating to school organisation and activities.

## **5.2 Prevention**

The school seeks to prevent accidents and unsafe situations through careful planning, supervision and safe practices.

## **5.3 Reasonable and Practical Measures**

Health and safety arrangements must be realistic, workable and proportionate within the normal operation of the school.

## **5.4 Shared Responsibility**

Health and safety is a shared responsibility involving the Board of Management, school leadership, staff, pupils and visitors.

## **5.5 Awareness and Reporting**

All members of the school community are encouraged to report hazards, risks or safety concerns promptly.

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# **6. Responsibilities**

## **6.1 Board of Management**

The Board of Management has overall responsibility for health and safety in the school. The Board will:

- ensure that appropriate health and safety policies and procedures are in place
  - take reasonable steps to ensure the safety, health and welfare of employees and pupils
  - review health and safety arrangements periodically
  - ensure that hazards are identified and risks are assessed
  - support the implementation of safe systems of work within the school
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## **6.2 Principal**

The Principal oversees the implementation of this policy and the day-to-day management of health and safety in the school.

This includes:

- promoting a culture of safety and wellbeing in the school
  - ensuring that staff are aware of health and safety responsibilities
  - responding to hazards, accidents or safety concerns
  - arranging repairs or maintenance where required
  - coordinating the annual review of health and safety risks
  - ensuring that appropriate supervision arrangements are in place
  - liaising with the Board of Management on health and safety matters
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## **6.3 School Staff**

All staff share responsibility for maintaining a safe environment.

Staff are expected to:

- take reasonable care for their own safety and the safety of others
  - follow school health and safety procedures
  - supervise pupils appropriately
  - report hazards, accidents or safety concerns promptly
  - use equipment safely and appropriately
  - ensure that classrooms and work areas are kept safe and orderly
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## 6.4 Pupils

Pupils are expected to:

- behave in a safe and responsible manner
- follow school rules and staff instructions
- avoid behaviour that could place themselves or others at risk
- report accidents or hazards to a member of staff

Expectations regarding pupil behaviour are supported through the school's **Code of Behaviour** and **Bí Cineálta procedures**.

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## 6.5 Visitors, Volunteers and Contractors

Visitors, volunteers and contractors must:

- comply with school health and safety procedures
- follow the directions of school staff
- conduct their activities in a safe and responsible manner
- avoid creating risks for pupils or staff

Visitors may be required to sign in and out of the school where appropriate.

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## 7. Safe Systems in the School

The school seeks to maintain safe systems in areas such as:

- classroom organisation and equipment use
- yard supervision and break-time arrangements
- movement of pupils around the school

- school transport and tours
- use of equipment and materials
- kitchen and food preparation areas
- electrical equipment
- storage of cleaning materials or chemicals
- safe access to the school building and grounds

Detailed arrangements relating to supervision and specific activities are outlined in relevant school policies.

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## **8. Hazard Identification and Risk Assessment**

The school seeks to identify hazards and manage risks in a practical and proactive manner.

A **Health & Safety Risk Assessment Review** is carried out periodically to examine key hazards within the school environment, including areas such as:

- slips, trips and falls
- playground safety
- fire safety and evacuation
- electrical equipment
- manual handling
- chemical storage
- kitchen use
- behaviour and safeguarding risks
- staff wellbeing

- building maintenance and safety

Where hazards are identified, appropriate actions are planned and implemented to reduce risk.

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## **9. Accidents and Incidents**

Accidents, injuries or safety incidents occurring during school activities should be reported to a member of staff immediately.

Where appropriate:

- basic first aid will be provided
- parents/guardians will be informed where necessary
- records may be kept of significant incidents or accidents

Serious incidents will be addressed in accordance with the school's relevant policies and procedures.

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## **10. Emergency Procedures**

The school maintains procedures for responding to emergencies such as:

- fire evacuation
- serious injury or illness
- critical incidents
- other situations requiring urgent action

Fire drills are carried out periodically to ensure that pupils and staff are familiar with evacuation procedures.

More detailed arrangements are outlined in the school's **Critical Incident Policy** and related procedures.

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## 11. Training and Awareness

The school supports awareness of health and safety through:

- staff briefings where appropriate
  - fire drills and emergency practice
  - guidance on safe procedures for activities and equipment
  - communication of relevant health and safety information
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## 12. Policy Review

Health and safety arrangements are reviewed periodically and updated where necessary.

The **Health & Safety Risk Assessment Review** supports the identification of hazards and any actions required.

This policy will be reviewed by the Board of Management as required and in line with school needs.

### Signatures

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|-------------------------|--------------------------------------------------------------------------------------|
|                         |  |
| <b>Mary O'Callaghan</b> | <b>David Hyland</b>                                                                  |
| <b>Chairperson BOM</b>  | <b>Principal</b>                                                                     |
| <b>Date: 06/10/2026</b> | <b>Date: 06/10/2026</b>                                                              |