

Scoil Seanáin Naofa

Health & Safety Statement

October 2026

HEALTH & SAFETY STATEMENT

SAFETY, HEALTH & WELFARE AT WORK ACT 2005



Scoil Seanáin Naofa
Clonlara, Co. Clare

October 2026

Prepared By:
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1.0 SCOIL SEANÁIN NAOFA HEALTH & SAFETY STATEMENT

1.1 INTRODUCTION

Scoil Seanáin Naofa Clonlara is a Catholic primary school under the patronage of the Bishop of the Diocese of Killaloe. We have 18 teachers, 6 Special Needs Assistants, a secretary, a caretaker and over 300 pupils. The original 1968 structure still stands, together with a major extension in 1985 and a stunning two-storey extension in 2007.

We are an inclusive school and every day we strive to ensure that every child feels safe and happy in our care. We aim to promote the full and harmonious development of all aspects of the child and we work very hard in partnership with parents to help the children in our school reach their full potential.

Scoil Seanáin Naofa has long been respected in both the academic and playing fields with its hurling, camogie and football teams annually vying for Division One county honours. This cradle of G.A.A. activity has been one of the driving forces behind the club's present strength.

While Scoil Seanáin Naofa will be ever vigilant to comply with legal safety regulations, our first emphasis will continue to be on our pupils, staff, parents and others that are affected by the schools activities.

To assist in achieving this Scoil Seanáin Naofa will establish a safety management system, to meet the requirements of the Safety, Health and Welfare at Work Act 2005 and all relevant safety legislation including approved codes of practice and guidelines.

Eoghan O'Byrne
School Principal

21st October 2026
Date

1.2 DOCUMENT CONTROL

Version	Detail	Prepared By	Checked By	Checked By	Checked By
1.0	1st Issue	Malin Kelly Modig Corporate Services	Donnachadh Kelleher School Principal	Noel O'Connell Health & Safety Officer	Philip Lavin on behalf of the Board of Management
2.0	2nd Issue	Malin Kelly Modig Corporate Services	Donnachadh Kelleher School Principal	Noel O' Connell Health & Safety Officer	Philip Lavin on behalf of the Board of Management
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4.0	4th Issue	Maria Kelly Modig Corporate Services	Eoghan O'Byrne School Principal	Sharon McMahon Health & Safety Officer	Ronan O'Brien on behalf of the Board of Management

This safety statement is made available to all existing and new staff members as well as to students, parents/guardians, contractors and visitors upon request or as required.

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1.3 SAFETY STATEMENT CONTENT

Section 1 - Introduction

Scoil Seanáin Naofa - Health & Safety Policy

Section 2 - Roles & Responsibilites

This section sets out the school's structure and organisation and individual roles & responsibilities for safety, health and welfare at work.

Section 3 - Arrangements for Safety

This section sets out Scoil Seanáin Naofa general arrangements for safety, health and welfare.

Section 4 - Risk Assessments

This section contains specific hazard identification and risk assessements as identified through the activities carried out within Scoil Seanáin Naofa.

Section 5 - Appendices

This section contains records and forms applicable to the activities carried out within Scoil Seanáin Naofa.

1.4 HEALTH & SAFETY POLICY STATEMENT

Scoil Seanáin Naofa regards the provision of a safe and healthy educational and working environment as a principal objective. This objective will be achieved through the cooperation of the school's Board of Management, teachers, staff, pupils, contractors, and others affected by the activities carried out within Scoil Seanáin Naofa here in Clonlara.

Scoil Seanáin Naofa will ensure so far as is reasonably practicable the safety, health and welfare of all teachers, staff and pupils whilst at work. The safety of members of the public, visitors and contractors on the premises who may be affected by our activities will also be considered in the implementation of this policy.

It is the policy of Scoil Seanáin Naofa to;

- Comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and all other legislation relevant to the activities carried out within the school.
- Ensure that tasks given to teachers and other staff are within their skills, knowledge and ability to perform and that appropriate information, instruction and training will be given where required.
- Identify and control hazards and risks and through this, achieve an educational and working environment, which is free of accidents and ill health and to this end we will pursue continuing improvements from year to year.
- Provide sufficient resources to maintain a safe place of work.

We undertake to discharge our statutory duties by:

- Identifying hazards within the schools activities, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment.
- Establishing and enforcing safe systems of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility including a competent person for safety.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of health and safety and of good practice through the effective communication of relevant information.
- Ensure the provision of emergency and evacuation procedures.
- Ensure the facilitation of consultation and representation.
- Monitoring our safety performance by regular site inspections/.
- Furnishing sufficient funds needed to meet these objectives.

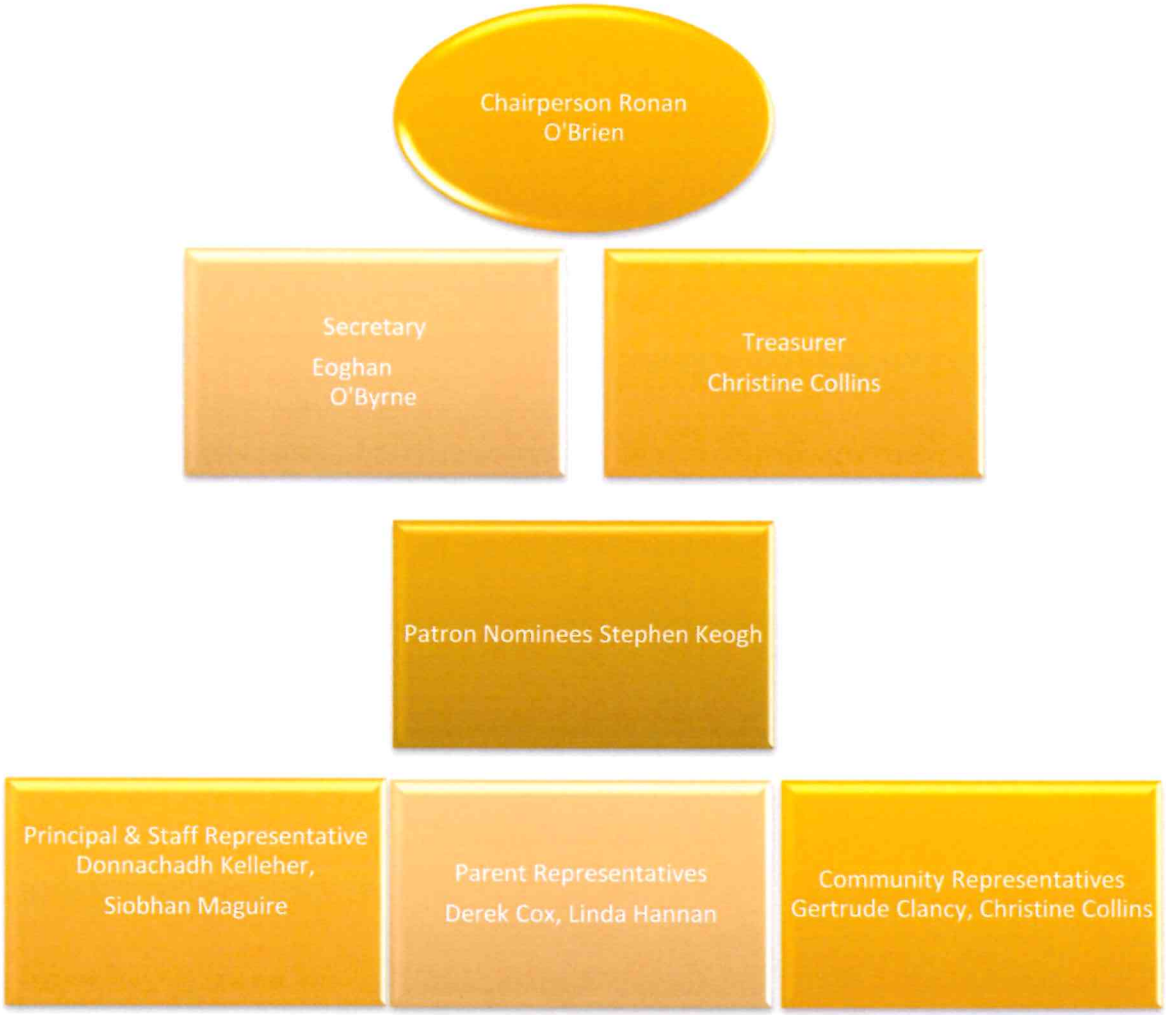
Our health and safety policy is reviewed on a continuous basis to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. This statement is available to all of our teachers, staff, parents, contractors and visitors within Scoil Seanáin Naofa.

Signed (BOM Chairperson): _____ Date: 21/10/25

2.0 ROLES & RESPONSIBILITIES

2.1 ORGANISATIONAL CHARTS

2.1.1. BOARD OF MANAGEMENT ORGANISATIONAL CHART



2.1.2 SCHOOL ORGANISATIONAL CHART



2.2 BOARD OF MANAGEMENT

The Board of Management has overall responsibility for the development and planned implementation of effective health and safety standards within Scoil Seanáin Naofa, Clonlara.

The implementation will be in accordance with current safety, health and welfare legislation and identified objectives.

The Board of Management's responsibilities with regards to safety, health and welfare are;

- ✓ To sign and implement Scoil Seanáin Naofa's Safety Statement and ensure that responsibilities have been assigned at all levels within the school for the implementation and monitoring of this Safety Statement.
- ✓ To bring the Safety Statement to the attention of teachers and all other employees, and to ensure that they have understood its content in full.
- ✓ To ensure that Scoil Seanáin Naofa's safety objectives are taken into account in planning, administration and maintenance activities and in organising work generally.
- ✓ To ensure that proper instruction, information, training and supervision is provided for all teachers and staff.
- ✓ To ensure that disciplinary procedures are in place to deal with wilful breaches of safety rules and regulations and that these are brought to the attention of all employees.
- ✓ To ensure a competent person is liaised with to obtain any safety, health and welfare advice in accordance with current legislation and guidelines.
- ✓ To put in place Safe Systems of Work to ensure that all activities are properly planned and implemented by those responsible.
- ✓ To ensure that regular audits and inspections are carried out in the school to identify any corrective actions required to improve the level of safety.
- ✓ To ensure that regular reviews of the safety statement is undertaken and in particular where there is a change in the structure of the activities carried out within the school.
- ✓ To ensure that appropriate emergency plans are prepared, implemented and monitored.
- ✓ To ensure consultation and representation procedures are in place to include all teachers, staff, and the Board of Management in accordance with the Safety, Health & Welfare at Work Act 2005.
- ✓ To ensure that all accidents are properly investigated and corrective actions identified and implemented.
- ✓ To ensure all reportable accidents and dangerous occurrences are notified to the Health & Safety Authority on the appropriate on-line form at https://webapps.hsa.ie/Account/Login?ReturnUrl=%2f
- ✓ To ensure regular maintenance and inspections are carried out in accordance with a planned programme of works.
- ✓ To ensure that Scoil Seanáin Naofa continues to comply with health and safety legislation, regulations and guidelines.
- ✓ To ensure adequate resources are made available to implement programmes and corrective actions related to safety, health and welfare.
- ✓ To ensure that health and safety features high on the agenda of all Board meetings, and that Safety standards and results are evaluated at annual Board of Management review meetings.
- ✓ The Board of Management hold teachers, employees and contractors accountable for competent and safe task performance.

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2.3 EMPLOYER'S GENERAL DUTIES

Section 8 of the Safety, Health & Welfare at Work Act 2005 sets out specific duties for Scoil Seanáin Naofa's Board of Management, as an 'employer'. Under this legislation the Board of Management shall as far as is reasonably practicable ensure the safety health and welfare of its employees in particular with regards to the following;

- ✓ Manage and conduct work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of its teachers and staff.
- ✓ Manage and conduct work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of employees, pupils and contractors at risk.
- ✓ Ensure so far as is reasonably practicable, the design, provision and maintenance of the workplace and place it in a condition that is safe and without risk to safety, health and welfare.
- ✓ The design, provision and maintenance of safe means of access to and egress from the school buildings.
- ✓ Ensure the design, provision, and maintenance of plant and machinery or any other articles are maintained safe without risk to health.
- ✓ Ensure, so far as it is reasonably practicable, the safety and the prevention of risk to safety, health and welfare at work of the employees and pupils relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent.
- ✓ Provide systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health.
- ✓ Provide and maintain facilities and arrangements for the welfare of employees and pupils within the school.
- ✓ Provide the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of employees.
- ✓ Determine and implement the safety, health and welfare measures necessary for the protection of the safety, health and welfare of teachers and all other employees when identifying hazards and carrying out a risk assessment or when preparing a safety statement ensuring that the measures take account of changing circumstances and the general principles of prevention.
- ✓ Prepare and revise, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger.
- ✓ Report accidents and dangerous occurrences, as may be prescribed, to the Authority.
- ✓ Obtain, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.
- ✓ The Board of Management shall apply any duty imposed on an employer under current legislation in respect of any of the schools employees which will also apply in respect of the use of the services of a fixed term employee or a temporary employee.
- ✓ Ensure that measures taken relating to safety, health and welfare do not involve financial cost to the employees.
- ✓ Ensure that employees receive instructions relating to any risks to their safety, health and welfare in that place of work as necessary or appropriate.
- ✓ Provide the necessary measures to be taken appropriate to the place of work for first aid, fire-fighting and the evacuation of teachers, staff, pupils and any other individual present in

the school, taking account of the nature of the work being carried on and the size of the place of work.

- ✓ Arrange any necessary contacts with the appropriate emergency services, in particular with regard to first aid, emergency medical care, rescue work and fire-fighting,
- ✓ Designate employees who are required to implement those plans, procedures and measures, and ensure that the number of those employees, their training and the equipment available to them are adequate, taking into account either or both the size of and specific hazards relating to the place of work.
- ✓ Ensure individuals at the place of work not being his or her employees are not unduly exposed to risks to their safety, health or welfare.

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2.4 EMPLOYEE'S GENERAL DUTIES

The cooperation of all teachers and staff is vital to the success of the safety management programme within Scoil Seanáin Naofa.

Individual responsibilities of employees of Scoil Seanáin Naofa are;

- ✓ To ensure compliance with current safety, health and welfare legislation and be familiar with the Scoil Seanáin Naofa safety statement and procedures relating to safety, health and welfare whilst at work.
- ✓ Report any accidents or incidents, no matter how minor, to the Health & Safety Officer without delay.
- ✓ Take reasonable care for their own safety, health and welfare and ensure that the safety of others who may be affected by their work activities, acts and omissions, is not put at risk.
- ✓ To not engage in improper conduct or other behaviour that is likely to endanger his/her own safety, health and welfare at work or that of any other persons.
- ✓ To attend any such training provided by your employer and as appropriate, undergo such assessments as may be prescribed relating to safety, health and welfare at work or relating to the work and its activities.
- ✓ To have regards to any information, training and instruction given by the employer, make correct use of any article or substance provided for use by the employee at work including protective clothing and equipment.
- ✓ To not interfere with, misuse or damage any equipment or materials provided for securing the safety, health and welfare of persons arising out of work activities.
- ✓ To report to the board of management, as soon as possible, any work activities carried out which may endanger the safety, health and welfare of him or her and others affected by such activity.
- ✓ To ensure that he or she is not under the influence of an intoxicant while at work to the extent that her or she may endanger their own safety, health and welfare or that of any other persons.
- ✓ To not enter into a contract of employment with Scoil Seanáin Naofa through misrepresentation of him or herself with regard to level of training.
- ✓ Encouraged to make suggestions, or raise concerns and are hereby consulted initially on safety, health and welfare matters.
- ✓ To notify Scoil Seanáin Naofa Board of Management if under medical supervision or on prescribed medication and have been certified fit for work of any side effects which could hinder performance.
- ✓ Be familiar and cooperate with Scoil Seanáin Naofa fire and emergency policy including the use of first aid and firefighting equipment.
- ✓ All employees have a duty to ensure that pupils are aware of and follow the Scoil Seanáin Naofa Safety Arrangements.
- ✓ Each teacher is responsible for checking, on a daily basis, the safety of their work areas.

2.5 CONTRACTORS & SELF-EMPLOYED PERSONS

Contractors and self-employed persons working on the premises of Scoil Seanáin Naofa do so as an employer in their own right.

- ✓ Contractors and self-employed persons shall provide their Safety Statement, Method Statements, Risk Assessments and applicable insurance documents prior to starting works or thereafter when requested to do so.
- ✓ Self-employed persons must conform to the duties and responsibilities as for employees, and must obey all of Scoil Seanáin Naofa site-based safety requirements.
- ✓ Contractor's employees and self-employed persons must attend any safety courses prepared for workers on projects managed by Scoil Seanáin Naofa and in particular attend a Scoil Seanáin Naofa safety induction prior to commencement of work activities on Scoil Seanáin Naofa premises.
- ✓ Contractors and self-employed persons have a duty to bring to the attention of Scoil Seanáin Naofa and anyone else that may be affected by any work process or use of materials, which may endanger health and safety while at work.
- ✓ Contractors must ensure all their employees and others under their care are provided with and wear safety equipment, as appropriate.
- ✓ All Contractors shall have a duty to report any defect in the plant and equipment, place of work, or system of work without unreasonable delay to the Board of Management.
- ✓ Contractors must only use competent and suitable persons on work being carried out in premises under the control of Scoil Seanáin Naofa.
- ✓ Contractors must obtain the consent of the appointed School Representative to engage persons other than their direct employees when working on the school premises.
- ✓ Contractors must ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.
- ✓ Contractor must ensure that all staff members have received appropriate information, instruction, and training to carry out the job as prescribed under safety, health and welfare legislation.
- ✓ Contractors shall notify of any accidents or dangerous occurrences to their employees to Scoil Seanáin Naofa Board of Management or their nominated school representative without delay.

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2.6 HEALTH & SAFETY ADVISOR

The Safety Advisor when appointed will provide advice to the Board of Management and the appointed persons responsible for Safety, Health & Welfare on the effective implementation and review of health and safety matters within Scoil Seanáin Naofa.

The safety advisor shall be a competent person to advise the Board of Management on all aspects of safety legislation, regulations and approved codes of practice.

Specifically the Safety Advisor will:

- ✓ Advise the Board of Management on safety policies, regulations and safe systems of work and updates required to same.
- ✓ Provide appropriate information and training programmes to all members of staff.
- ✓ Undertake safety audits and inspections of the school as agreed and advise the Board of Management on corrective actions and safety improvements.
- ✓ Investigate as required specific incidents and occurrences on behalf of Scoil Seanáin Naofa.
- ✓ Communicate and advise teachers and staff on specific health and safety matters as required.
- ✓ Review as required the Client, Health and Safety Authority and Insurance Company requirements.

2.7 FIRST AIDERS

Appointed and trained First Aid Responders have the responsibility to;

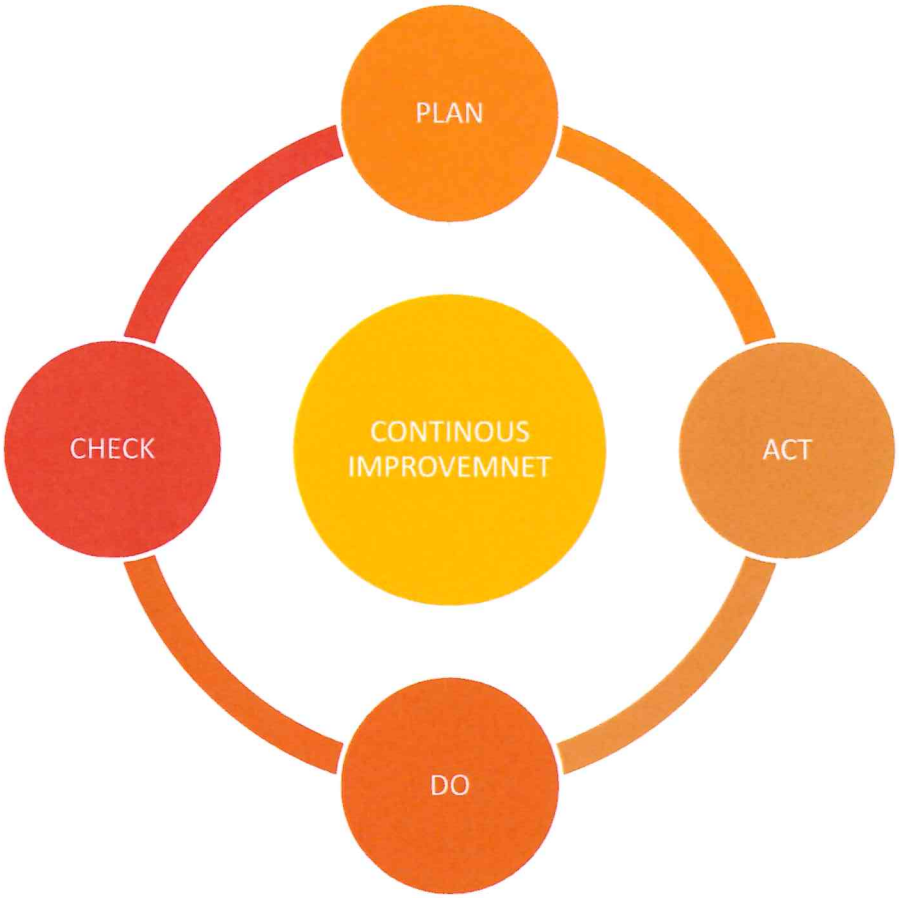
- ✓ Ensure that they have received relevant training, PHECC First Aid Responder Training, as set out in the First Aid Regulations 2007, and that such training is renewed every 2 years.
- ✓ Coordinate in their absence from Scoil Seanáin Naofa so that there is a minimum of one First Aider within the school at all times or at a minimum have a first aid responder which can communicate with emergency services and patient until help arrives.
- ✓ Carry out regular inspections of First Aid Equipment including the First Aid Box, Automated External Defibrillators (AED) and Signage to ensure that same is maintained and stocked in accordance with the First Aid at Work Regulations and the manufactures recommendations.
- ✓ Inform management of the requirements of first aid materials.
- ✓ Maintain emergency arrangements through contact numbers and notices.

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3.0 A-Z ARRANGEMENTS FOR SAFETY

This section of the Safety Statement manual will set out an A-Z of the arrangements for safety within Scoil Seanáin Naofa. It will identify the policies and procedures to be adhered to, in accordance with the specified roles and responsibilities in section 2, with a particular focus on Scoil Seanáin Naofa activities.

The cycle below outlines Scoil Seanáin Naofa continuous commitment to improving safety standards within its organisation as a whole.



The Safety Statement of Scoil Seanáin Naofa, Clonlara, includes arrangement for safety, health and wellbeing based on our hazard identification and risk assessments.

3.1 ACCESS & EGRESS

It is the policy of Scoil Seanáin Naofa in accordance with current health and safety legislation to provide safe means of access and egress for all students, teachers and other employees and members of the public to and from our school.

We therefore have procedures in place to ensure;

- ✓ That our students can arrive and depart from the school in a safe manner.
- ✓ That a traffic management system, integrating pedestrians, cyclists and vehicles is in place and revised as required.
- ✓ That all our emergency exit routes are kept free from obstruction to ensure that we can safely evacuate in the event of an emergency.
- ✓ That the perimeter of our school is secure.
- ✓ That our main walkways, gangways and stairwells are kept free from obstruction, slip, trip and fall hazards and that same are adequately lit.

3.2 ATTITUDES & BEHAVIOURS

At Scoil Seanáin Naofa we do not aim to achieve conformity and obedience, nor do we seek out something or someone to blame in order to enforce our health and safety rules.

We do not reward safe behaviours; we expect them to form part of what each one of us do within the school. We strive towards achieving collaboration, transparency and open communications that will empower every one of us to behave in a way that protects people and the environment from harm.

Therefore, our core objective is for everyone to ***Say Something*** if they ***See Something*** so that we can ***Do Something***.

3.3 AUDITS & INSPECTIONS

Scoil Seanáin Naofa recognises the importance of continuous monitoring of hazards arising from our activities, our buildings, our equipment and/or the people whom utilise same.

Therefore the school has an implemented audit and inspection programme which includes amongst others;

1) Audits and inspections carried out by the Health & Safety Officer of the staff and or from the Board of Management.
2) Statutory inspections and audits from the Department of Education, the Health & Safety Authority (HSA), County Council, Fire Authorities etc.
3) Statutory Inspections of equipment, firefighting systems and equipment etc.

All audit and inspections reports are maintained by the staff Health & Safety Officer and the School Caretaker and made available to the Board of Management as requested.

3.4 BIOLOGICAL AGENTS

Scoil Seanáin Naofa do not work with or process live biological agents.

However, we are exposed to some level of Biological Agents through people, for which we have implemented suitable cleaning and hygiene protocols.

3.5 CARETAKERS MACHINERY & EQUIPMENT

The school's caretaker uses and has access to machinery and equipment to enable maintenance and repairs. Such equipment includes ladders, power tools and hand tools.

Larger machinery and equipment such as lawnmowers and strimmers are not used directly by the school caretaker but instead Scoil Seanáin Naofa uses the services of an external contractor for these works.

The caretaker is competent in his role and has adequate training in the safe use of the machinery and equipment which he uses. All machinery and equipment are maintained, at regular intervals, in accordance with statutory requirements as well as the manufacturers guidelines.

3.6 CHILDRENS PLAY AREAS & SPORTS PITCH

The play areas and sports pitch at Scoil Seanáin Naofa will be monitored on an ongoing basis, or where a specific concern is expressed by a parent, student, teacher or other staff member. Such safety checks will comprise of but not be limited to:

- ✓ The security and integrity of any equipment provided i.e. basketball baskets, goals etc.
- ✓ All fixtures and fittings on play equipment are present.
- ✓ No excessive movement is noted when the play equipment is in use.
- ✓ No sharp edges or other cut/pinch hazards are noted on equipment.
- ✓ Fencing and securing netting remains undamaged and secure.
- ✓ The sand pit is maintained and raked by the caretaker to ensure no harmful objects are present in the sand.
- ✓ The pitch is walked, at regular intervals, by caretaking staff to ensure no harmful objects are present.

Any defects noted should be highlighted to the Caretaker and the Principal and logged in an appropriate safety log. Where immediate repair cannot be carried out, the piece of equipment in question should be removed from service pending repair.

Play areas in general should be checked regularly for hazards which could cause students to trip/fall and which may cause injury.

3.7 CONSULTATION & REPRESENTATION



Scoil Seanáin Naofa is committed to co-operation and consultation between the Board of Management and staff members with regards to safety, health and wellbeing standards and will take account of any representation made by staff members.

Scoil Seanáin Naofa currently has representation for consultation with regards to safety, health and wellbeing matters both appointed at Board of Management level as well as a representative from the staff of the school as outlined in the organisational charts set out in section 2 of this Safety Statement.

The functions of these Safety Representatives include;

- ✓ Access to relevant health and safety information from the employer and particularly to the Safety Statement and Risk Assessments.
- ✓ To be allowed sufficient time and resources to carry out their duties as Safety Representatives including time for suitable training, instruction and information.
- ✓ To seek from the employees they represent any safety, health and welfare concerns or issues that affect them in the workplace.
- ✓ To report to the Principal any safety, health and welfare issues that they have become aware of from their own experiences or that have been brought to their attention by staff members and assist the principal and Board of Management in determining appropriate solutions.
- ✓ Conduct safety inspections and determine appropriate solutions to any identified hazards.
- ✓ Reporting to the Board of Management and employees at meetings, any information they are made aware of that will affect health and safety and participate in discussions.
- ✓ The Safety Representative has the right to be informed by the Board of Management of any visits from the Health & Safety Authority.
- ✓ Making representation to and receiving advice from the Health & Safety Authority.
- ✓ Accompanying a Health & Safety Authority inspector on any visit including at the discretion of the inspector accident investigations.
- ✓ To investigate complaints, accidents and dangerous occurrences provided this does not interfere with the performance of the statutory obligations by any person.
- ✓ When any proposed changes are made to the workplace or school activities, discuss these with staff members and issue the Board of Management with a report of the outcome of such discussions.
- ✓ Attend relevant meetings, participate in discussions and note any issues of interest with regards to safety, health and welfare in the school.
- ✓ Scoil Seanáin Naofa advises that the persons to be nominated as Safety Representatives have a minimum of two years' experience within an educational work environment.

This allows for an open line of communication and consultation in line with the requirements set out under the 2005 Act.

3.8 CONTROL OF CHEMICALS



Scoil Seanáin Naofa has a policy in place to ensure the safe use of chemicals within our school.

As such all chemicals used are stored in locked areas where only authorised staff has access. Scoil Seanáin Naofa holds Safety Data Sheets (SDSs) for all chemicals used by cleaning, caretaking and teaching staff within the school.

Where contractors are carrying out work on site which entails the use of chemicals they shall identify same in their works method statement and risk assessment and clearly outline the precautions they will put in place during the completion of their work.

All chemicals used on site are subject to approval by the Principal and the Caretaker.

3.9 CONTROL OF CONTRACTORS & OTHERS AFFECTED BY SCHOOL ACTIVITIES

It is the policy of Scoil Seanáin Naofa in accordance with the Safety, Health and Welfare at Work Act 2005 to ensure, as far as is reasonably practicable, the safety of visitors and contractors while in our school.

To that end, the following policies will apply:

3.9.1 CONTRACTORS

During maintenance work, conditions are very different from these normally encountered and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct control measures are adopted.

Contractors carrying out work for Scoil Seanáin Naofa shall therefore adhere to the following safety arrangements;

- ✓ Contractors shall report to the office, sign the contractors log and check in with their Scoil Seanáin Naofa liaison person before commencing work on the premises.
- ✓ Contractors shall supply a job specific safety statement and where required a Method Statement for particular activities.
- ✓ They shall submit prior to commencement of work at the school suitable and appropriate public and employer liability insurances.
- ✓ They are obliged to comply with Scoil Seanáin Naofa safe systems of work and must also comply with any other applicable Regulations or instructions given to them by a representative of Scoil Seanáin Naofa.
- ✓ Contractors shall provide when requested to do so evidence of safety training provided to their employees in accordance with the statutory requirements for safety training.
- ✓ The Safety, Health and Welfare at Work (Construction) Regulations 2013 will be adhered to for all construction work completed for Scoil Seanáin Naofa.

3.9.2 VISITORS

- ✓ All visitors are required to sign in and sign out when visiting the school.
- ✓ Visitors will not be permitted to go into unauthorised areas unaccompanied.
- ✓ Visitors are to obey the safety rules and emergency procedures at all times.

3.10 INFECTIOUS ILLNESSES AND DISEASES

Scoil Seanáin Naofa is committed to ensure that we protect our students, their parents & guardians, our staff and all others who visit the school from the transmission of any infectious illnesses and diseases.

In an effort to prevent the spread of illness, hand sanitiser is available throughout the school, staff and students are aware to practice good coughing and sneezing etiquette and windows are opened at regular intervals to allow fresh air to circulate through school rooms.

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3.11 DISPLAY SCREEN EQUIPMENT (DSE)



It is the policy of Scoil Seanáin Naofa to comply with the Safety, Health & Welfare at Work (General Application) Regulations 2007, Chapter 5 of Part 2, and Display Screen Equipment

Employees that are required to do their work using DSE and have no choice but to do so and use the DSE for a significant part of the day (one hour continuously or more of daily use) are the employees covered by these regulations.

If deemed a DSE user Scoil Seanáin Naofa will put in place the following provisions;

- ✓ The completion of a DSE Assessment to ensure the correct ergonomic set up of the workstation.
- ✓ Adjustable equipment for each user.
- ✓ Implementation of controls identified during the DSE Assessment.
- ✓ The opportunity for the staff member to avail of eye screening and, where specifically required for DSE use, provision of funds towards basic glasses.

3.12 ELECTRICAL SAFETY



It is the policy of Scoil Seanáin Naofa to comply with the Safety, Health & Welfare at Work (General Application) Regulations 2007, Part 3 Electricity.

This will include arrangements for all electrical systems to be periodically inspected, tested and maintained so as to prevent any accidents or dangerous occurrences. Any such inspections, test and maintenance shall be carried out by competent persons only.

3.13 ENVIRONMENT



Scoil Seanáin Naofa will comply with the requirements of the Safety, Health and Welfare at Work Act 2005 and current regulations pertaining to the indoor working environment. The school recognise that the following potential hazards can arise;

- ✓ Drowsiness and dehydration due to excessive heat.
- ✓ Agility problems due to cold temperatures.
- ✓ Hazardous air-borne contaminants due to poor extraction and ventilation systems.

Scoil Seanáin Naofa's newer building have an adequate ventilation system which is maintained, by a competent person, at intervals determined by the manufacturers recommendations as well as statutory requirements.

3.13.1 LIGHTING



It is the policy of Scoil Seanáin Naofa, that natural and artificial lighting levels to all areas, internal and external, will be maintained to levels in which our day to day activities can be carried out without undue risk or fatigue.

3.14 FIRE & EMERGENCY



Scoil Seanáin Naofa has ensured that fire and emergency plans are in place to ensure that the risks associated with an emergency or fire are clearly identified and the necessary preventative measures are in place for the safe evacuation of all persons on the premises at the time of any emergency.

Scoil Seanáin Naofa has the following safety arrangements in place to prevent fires and other emergency situations;

- ✓ Fire & Emergency Plans & Procedures.
- ✓ An Evacuation Map has been fitted at the back of each classroom and office door to ensure constant reminders for timely evacuations.
- ✓ Fire Marshals have been appointed and appropriately trained to carry out their function.
- ✓ Named Fire Marshals have been listed in the Fire Safety Register and as part of the annual training needs review, training for new or existing fire marshals shall be considered.
- ✓ Fire & Emergency Safety Awareness Training for all employees shall be considered.
- ✓ Evacuation drills will take place and be arranged by the School Principal, at least twice a year or more often if required and logged in the Fire Register.
- ✓ Designated fire assembly points have been put in place.
- ✓ After each evacuation (including false alarms and drills), a review meeting with the members of the Board of Management will be conducted to identify any non-compliance or defect in the procedures. Any training issue or defect identified will then be addressed following this meeting.
- ✓ Students, Parents, Visitors, contractors and other members of the public visiting the building will be informed of evacuation arrangements. The Scoil Seanáin Naofa Principal and or Secretary is responsible for advising the visitors of the emergency procedures – e.g. 'where to go' and 'what to do' in the event of an alarm activation.
- ✓ Suitable firefighting equipment is provided and maintained on the premises. Scoil Seanáin Naofa provides;
    - Fire Suppression System
    - Fire Extinguishers & Fire Blankets
    - Fire Alarms
    - Break Glass Units for Door Release as well as Fire Alarms
    - Smoke Detectors
    - Fire Exit Lighting
- ✓ All firefighting equipment is inspected and maintained in accordance with statutory requirements, standards and the manufacturers recommendations. Detail of any inspections and maintenance is recorded in Scoil Seanáin Naofa Fire Register.
- ✓ Provision and maintenance of escape routes and exits which are unlocked, operational and free from obstruction. Each teacher shall be responsible to ensure that the exits within their classrooms are kept clear at all times.
- ✓ The Fire Safety Register will be maintained in the Principals office.

3.14.1 CRITICAL INCIDENT POLICY

The school critical incident policy outlines how the school will respond in the event of a traumatic event. This policy has been drawn up in line with the Departmental Guidelines entitled "Responding to Critical Incidents, Guidelines for Schools".

3.15 FIRST AID



Scoil Seanáin Naofa shall comply with the Safety, Health & Welfare at Work (General Application) Regulations 2007, Chapter 2 of Part 7, and First Aid when planning their arrangements for First Aid in the workplace.

As such the school has put in place the following arrangements;

- ✓ The provision of First Aid Kits in accordance with recommendations from the Health & Safety Authority and internal accident and incident statistics are provided throughout the premises and regular stock take and replenishing of same is completed.
    - Each teacher and SNA has been supplied with an individual 'Basic First Aid Bag'. First Aid supplies may be found in the staffroom and the room just off the main school hall.
- ✓ An Automated External Defibrillator (AED) has been made available in Scoil Seanáin Naofa and is positioned in the staff room. Trained first aid responders are available to use same in the event of an emergency.
- ✓ Training for nominated first aiders shall be provided by PHECC First Aid Responder facilitators to a PHECC First Aid Responder standard and such training shall be renewed at least every 2 years.
- ✓ A sufficient number of First Aiders has been trained to ensure where possible that a trained first aider is on the premises at all times, including holiday cover.
- ✓ Emergency Contact numbers as well as the names of Scoil Seanáin Naofa first aid responders are clearly displayed in prominent places.
- ✓ Medication shall not be stored directly in any first aid box but maintained in a safe place only accessible to the trained first aid responders, those trained to apply epi-pens and/or nominated staff members.
- ✓ When First Aid is administered, a report form must be completed and made available to the Board of Management and a copy supplied to the Staff Health & Safety Officer.

3.15.1 ADMINISTRATION OF MEDICATION TO STUDENTS

Scoil Seanáin Naofa operates strict policies regarding the administration of medicines to their students.
It is the policy of the Board of Management of Scoil Seanáin Naofa that all drugs, medications etc. be kept in secure cabinets, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

A medication log is in operation, and on dispensation of medication to a student, this is updated to reflect who administered the medication, to whom the medicine was dispensed including the time and date.

The Board of Management shall request that each parent shall make the school aware, in writing, of any medical problems their child might have.

Students are not permitted to carry required prescribed drugs themselves, but parents are instructed to provide the medication necessary to the school to be dispensed in accordance with parental instruction.

As far as is reasonably practicable a parent shall be required to administer essential medication throughout the school day. However, if this is unreasonably practicable, i.e. if the child suffers from

a long term illness such as asthma, epilepsy, allergies etc., Scoil Seanáin Naofa shall where possible accommodate the administration of medicine and minimise interruption to their educational needs.

The medicine should be self-administered, if possible, under the supervision of an adult. Where this is not possible, only trained and authorised personnel shall administer the medication. It is recommended that the school does not accept to administer medication if and when;

- The timing of the administration of the medication is crucial to the student
- When technical and or medical training is required for safe administration
- Intimate contact with the student is necessary

In all instances written consent and agreements must be in place between the parents/guardians and the Board of Management of Scoil Seanáin Naofa where the administration of medication is required.

3.16 HAZARD IDENTIFICATION & RISK ASSESSMENTS



In line with Section 19 of the Safety, Health & Welfare at Work Act 2005 Scoil Seanáin Naofa is committed to carry out hazard identification and risk assessments based on our school's activities and facilities.

Our procedure sets out four key steps in the management of risk assessments;

1) Hazard Identification
2) Assessment of risk associated with the hazard
3) Implementation of control measures
4) Monitoring and review

Hazards are identified in a number of ways;

- Annual Risk Assessment Review
- By staff, parent and or by pupil observations
- Near misses or accidents which occur
- Through contractor documentation
- Walk downs and audits of the school premises and grounds

Following the identification of hazards, same are assessed to determine their risk level and it is based on these risk levels that Scoil Seanáin Naofa determines the level of control that is required to be implemented to ensure the safety, health and welfare of all those affected by our activities.

When determining controls Scoil Seanáin Naofa takes into account the Hierarchy of Controls as well as the provisions set out in the General Principles of Prevention.

Scoil Seanáin Naofa are committed to continuous reviews of our risk assessments, and we do so annually as well as following any changes to our place of work, people, plant and equipment, the environment in which we operate and or when we have had an incident or accident.

3.17 HOUSEKEEPING



The Safety, Health and Welfare at Work Act, 2005 requires that employers shall, so far as is reasonably practicable, ensure that a safe workplace with safe access and egress is provided for their employees.

Scoil Seanáin Naofa are committed to ensure this is provided through the proper management of housekeeping in the school.

Poor housekeeping can pose a wide variety of risks to health and safety:

- **Trips:** Materials left lying in aisles and walkways,
- **Slips:** On floors with spills or water, slippery material,
- **Falls:** Mobile phone use when walking down stairs, use of inappropriate materials for accessing higher work areas,
- **Collisions:** Blockage of access aisles with materials,
- **Objects falling on people:** Improper stacking of materials,
- **Fire:** Inadequately and infrequent disposal of combustible rubbish.

To control these hazards Scoil Seanáin Naofa has applied the following control measures:

1. All areas we work within the school shall be kept clean and tidy at all times. Implementation of a Clean as You Go Policy.
2. All corridors and aisles shall be dry and free from obstruction at all times. Where floors are wet as a result of cleaning operations, ***warning signs*** should be erected to that effect.
3. All spillages shall be cleaned up immediately.
4. All classrooms, passageways and steps and stairs should be adequately lit. Defects in flooring, stair treads and lighting must be reported immediately.
5. All light fittings, windows will be regularly cleaned and broken light bulbs replaced. Used light bulbs should be appropriately disposed of.
6. All rubbish and wastepaper/plastic shall be picked up from the floor area, as created.
7. All refuse bins shall be emptied as frequently as necessary to prevent build-up of rubbish and waste shall be properly cleared away daily.
8. Storage and stacking of goods must be done in specifically designated places and located in such a manner as to minimise the hazards of goods falling.
9. Goods should not be placed in overhead locations, such as on top of presses and ledges over doors where they can fall and strike persons below.
10. Cleaning of wet floor areas shall be conducted with care and when cleaning areas of corridors or floors ensure that ***caution signs*** are in position.
11. Office equipment and their surrounds should be kept clean and tidy.
12. Any signs of vermin, (droppings, actual sightings etc.) shall be reported at once and vermin control company requested to carry out a more thorough check.

3.18 INCIDENTS, ACCIDENTS & DANGEROUS OCCURRENCES



In ensuring compliance with the Reporting of Accidents & Dangerous occurrence regulations Scoil Seanáin Naofa has the following procedures in place;

All incidents, whether leading to injury or not, are reported and recorded by the Scoil Seanáin Naofa staff Health & Safety Officer. The school has recognised the importance of reporting the events which didn't cause harm as a leading prevention mechanism for accidents.

All accidents to persons, whether or not in the employment of Scoil Seanáin Naofa resulting in injury, however slight, must be reported immediately to the Principal. He will then notify the Staff Health & Safety Officer as well as the Board Of Management officer whom will investigate the accident which occurred.

Where required by the statutory provisions the Principal shall notify the enforcing authorities using the appropriate on-line forms available on the HSA website at https://webapps.hsa.ie/CIRW/index.php for accidents and dangerous occurrences respectively.

This includes reports for;

- Fatalities or major injuries arising out of or in connection with work;
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment, for example a student injured during class activities or during an off-site school activity.
- Reportable occupational diseases;
- Reportable dangerous occurrences as defined in the above Regulation;
- More than 3 consecutive days off work as a result of an accident at work (including weekends but not including the day of the accident).

In addition to the online reporting system Scoil Seanáin Naofa has an internal accident and incident report form in place which used for all accidents and incidents, whether reportable to the authority or not.
Records of accidents and incidents shall be kept on file for no less than 10 years.

3.18.1 INVESTIGATION OF ACCIDENTS AND DANGEROUS OCCURRENCES

When an accident occurs the following procedure must be adhered to;

- ✓ Observe accident location and status of injured person.
- ✓ Tend to the injured party in the first instance where it is safe to do so.
- ✓ If there is risk of further injury move injured person to safety.
- ✓ Call for immediate medical assistance or emergency services.
- ✓ See that first-aid etc., is administered as required by a competent person.
- ✓ If ambulance is called make sure exact location is given and that ambulance can have reasonable clear access as near as possible to the injured person. (A person should be nominated to meet emergency services on the roadside.
- ✓ Notify the Principal.
- ✓ Establish (where applicable) the location of the hospital to which the injured person is being taken and appoint a suitable person, such as a trained first aider, to travel with injured person. It is advised that a second person accompanies the First Aider

in the event of further injury whilst in transit and that the injured party is seated in the back of the vehicle.

- ✓ Notify family, guardian, parent or other nominated contact of injured person and if required arrange transport for them to hospital.
- ✓ Cordon off the area as soon as the injured person has been treated.
- ✓ Gather all information immediately about the accident and what led up to it.
- ✓ Obtain witness statements, writing them down as they are given.
- ✓ Take pictures or draw sketches if necessary.
- ✓ Complete the internal accident report form as well as statutory report if required.
- ✓ If HSA are to inspect the location of accident, do not disturb the accident scene.

When a dangerous occurrence takes place the following procedure must be adhered to.

- ✓ The Principal must be notified immediately.
- ✓ The Principal or a suitably nominated person must take charge of the proceedings as follows:
- ✓ In the event of injury, follow the procedure outlined above for accident investigation.
- ✓ If there are no injuries to persons;
    - Gather all information immediately about the incident and what actions preceded.
    - Obtain witness statements, writing them down as they are given.
    - Complete accident report book and report to the Principal who will complete the appropriate form on the HSA website at: https://webapps.hsa.ie/Account/Login?ReturnUrl=%2f

3.19 INFORMATION, INSTRUCTION & TRAINING



Inadequately informed and trained employees are a health and safety hazard to themselves and their co-employees, students and others who may be affected by their activities. It is the policy of Scoil Seanáin Naofa to provide suitable and sufficient information, instruction and training to all employees in a manner and language as appropriate and that is likely to be understood by those employees within the school. This is necessary to ensure compliance with statutory requirements but also to secure a safe and healthy environment for all teachers, staff, contractors, students and visitors who may be affected by our schools activities.

In order to ensure adequate training Scoil Seanáin Naofa together with its Board of Management completes an annual training needs analysis based on the training chart set out in the HSA Guidelines on Managing Health, Safety & Welfare in Primary Schools.

When training is completed the training records will be filed and maintained by the school safety officer and/or in the Principals office.

Scoil Seanáin Naofa has put the following arrangements in place for safety, health and welfare information, instruction and training;

3.19.1 SCOIL SEANÁIN NAOFA INDUCTION TRAINING

All employees will be informed of our health and safety statement and its associated procedures.

3.19.2 MANUAL HANDLING TRAINING

- ✓ Manual Handling Training will be available to all employees in accordance with the Manual Handling of Loads Regulations 2007. A QQI Level 6 manual-handling instructor carries out this training. The training shall consider the individual capabilities of the employee, the introduction of new work equipment, new technology and new systems of work.
- ✓ Manual handling retraining will be carried out at regular intervals as appropriate to the task but will not exceed a period of three years.
- ✓ Consideration shall be given to any staff who may have to support the manual handling of a person and specific training shall be provided to such members of staff.

3.19.3 FIRST AID TRAINING

- ✓ Selected employees have completed a PHECC First Aid Responder certificate course in accordance with the recommendations of the First Aid Regulations 2007 and the risk assessments.
- ✓ Retraining will be carried out every 2 years by a trained and competent PHECC First Aid Responder facilitator.
- ✓ Specific training on anaphylactic shock has been provided to a selected number of staff members.
- ✓ Training on the Basic Principles of First Aid has been provided to all staff members whom have not specifically been appointed as First Aid Responders.
- ✓ Training on infection prevention and control has been provided to all First Aid Responders.

3.19.4 EMERGENCY RESPONSE & FIRE SAFETY

- ✓ Employees have received instruction in how to safely evacuate in the event of an emergency and other specific protocols set out in the Emergency Response Plan for the school.
- ✓ In addition a selected number of staff has been trained in the safe use of Fire Extinguisher and how to further marshal others in the building in the event of an emergency or fire. (Alarm Activation)

3.19.5 HAZARD SPECIFIC TRAINING

Based on the hazards identified, as part of our hazard identification and risk assessment programme, specific training may be required for individual job roles.

An example would be consideration to training for our caretaker and cleaning staff.

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3.20 LABELLING & SIGNAGE

Scoil Seanáin Naofa are committed to the provision of health and safety signage in accordance with the Safety Signs Regulations 2007 and its amendments in 2016.

Safety signage is one of the last lines of defence against hazards and therefore we only erect same when we cannot avoid or adequately reduce exposure to a particular hazard, through our risk assessment process.

The following table outlines the considerations you must take when erecting signage here at Scoil Seanáin Naofa as well as demonstrating some key areas in which we have signs in place:

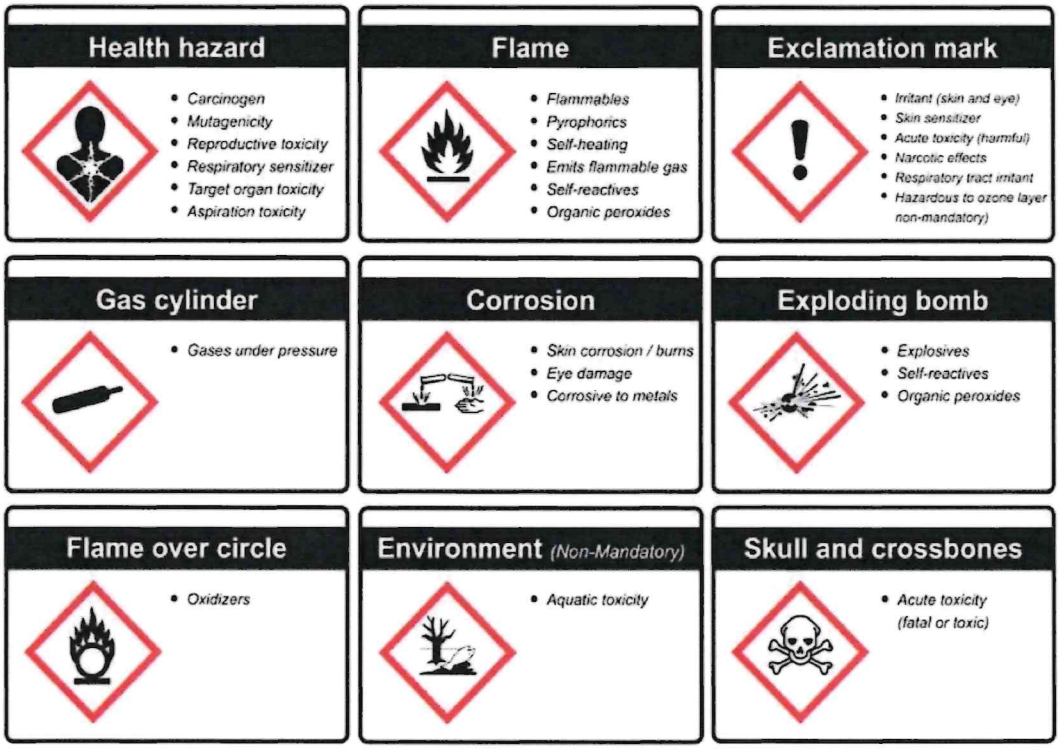
SIGN	DETAIL
	**Warning** *Be careful, take precautions* *At least 50% of the sign must be yellow and it should have a black edge.* *Triangle*
	**Mandatory** *Specific behaviour or action* *At least 50% of the sign must be blue.* *Round*
	**Prohibition** *At least 35% of the sign must be red and must appear around the edge and in a transverse bar.* *Round*
	**Emergency Escape, First Aid, No Danger, Rescue Equipment** *At least 50% of the sign must be green.* *Rectangular or square.*
	**Fire Fighting** *Red signage with or without text highlighting fire extinguisher points.*
	**Obstacles / Dangerous Locations** *Yellow & Black or Red & White stripes of equal size.*
	**Traffic Routes** *Continuous white or yellow lines where required to protect a person.*

Some other key factors to consider when putting signage and labelling in place includes:

KEY FACTOR	EXAMPLE
Text should not be used if the meaning is clear by use of pictogram or symbol alone. Where text is necessary a supplementary signboard containing the text should be provided.	
Combined Signboards – graphic symbols or signs with different meanings, will not be combined to convey more than one message.	YES / NO 

All hazardous substances shall be labelled correctly and in line with the Classification, Label & Packaging Regulations and the Global Harmonised System (GHS).

These approved labels are as follows:



3.21 MANUAL HANDLING

Manual handling including lifting, pushing, pulling and carrying can be hazardous to staff in certain circumstances. Therefore Scoil Seanáin Naofa has the following arrangements in place to manage their compliance under the Manual Handling of Loads Regulations 2007;

- ✓ Manual handling tasks shall be identified and incorporated in our risk assessments and we shall where possible eliminate the requirement for manual handling.
- ✓ Where it cannot be eliminated Scoil Seanáin Naofa shall where possible, reduce the burden of lifting and carrying by the provision and use of mechanical handling aids. Where such equipment is provided staff must utilise same in applicable lifting operations.
- ✓ Heavy objects will be stored at waist to chest height where possible and in a safe condition.
- ✓ Nominated members of staff shall be trained in safe manual handling techniques by a QQI Level 6 Manual Handling Instructor. These staff members will be the only personnel authorised to carry out manual handling tasks whilst at work.
- ✓ The personal characteristics of work, such as physical capabilities, existence of previous back injuries will be taken account of, as will the use of protective equipment.
- ✓ Two or more persons may be utilised to lift objects as a team lift as identified in the risk assessment or where a person does not feel he or she can comfortably lift the object singlehandedly. Any person asked to assist in such lifting operation shall cooperate as far as is reasonably practicable with such request.

3.22 MONITORING & REVIEW



Scoil Seanáin Naofa will ensure that the safety performance within the school is continuously monitored and systems revised where necessary and as required by legislation. As such we will endeavour to update our Risk Assessment and the school's safety statement on an annual basis and/or as change occur within Scoil Seanáin Naofa.

In addition and as required by the Companies Acts 1963 to 2005, a report will be issued on an annual basis by the Board of Management.
The Board of Managements Report will include a statement evaluating the extent to which the Safety Statement and Policies were put into effect during the previous twelve months.

The statement will be compiled by the Principal and issued to the Board of Management and will include details such as;

- ✓ The level of resources committed to Safety, Health and Wellbeing.
- ✓ Data on occupational injuries, ill health and accidents which have occurred in the school.
- ✓ Any special preventative measures taken.
- ✓ Safety Statement reviews.
- ✓ Risk Assessment reviews.
- ✓ Health and Safety training completed.

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3.23 OCCUPATIONAL HEALTH & WELLBEING



Scoil Seanáin Naofa is committed to the implementation of an open and positive policy towards occupational health and wellbeing matters and will continue where possible to facilitate arrangements for on-going health checks and vaccinations.

Any employee who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities who could hinder their work performance and which may be a danger to either themselves, their fellow workers or their students.

The Department of Education operates an Employment Assistance Program for staff who needs additional support and counselling services.

Personnel who by the nature of their roles may be exposed to potentially hazardous diseases are offered vaccination against such diseases on an annual or "as required" basis.

3.23.1 INFECTIOUS DISEASES

It is the policy of the Board of Management of Scoil Seanáin Naofa that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases.

The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks etc.

3.23.2 DIGNITY AT WORK

Scoil Seanáin Naofa will take all necessary measures to protect our staff and students from acts of bullying, harassment, violence and aggression during the course of their time in the school and will act on any reports or complaints made by employees or other persons affected in accordance with documented policies and procedures.

3.23.3 WORKPLACE STRESS

Scoil Seanáin Noafa is committed to providing their employees and others affected by their working activities with an environment free of negative stress. Scoil Seanáin Naofa adheres to all aspects of the Safety, Health and Welfare at Work Act 2005, which put the obligation on the employer to identify and safeguard against all risks to health and safety, including stress.
Safeguarding safety, health and wellbeing from the effects of stress is based on the same approach as that of any other hazards including identification, risk assessment, implementation of identified control measures and monitoring and review of their effectiveness.

The following safety arrangements shall also be put in place within Scoil Seanáin Naofa to safeguard employees and others affected by their work activities from stress;

- ✓ Ensure that all staff members are aware of the potential causes of stress and the early warning signs.
- ✓ Ensure that reports from staff members that may be related to stress are listened to and appropriate measures taken.
- ✓ Provision of any required guidelines or training to address potential stress risks.
- ✓ Any individual with clear stress-related problems shall receive appropriate counselling and help from the school Board of Management.
- ✓ Provision is made for support to employees experiencing difficulties such as bereavement, trauma, alcohol or drug abuse, depression or anxiety, stress at work, etc.
- ✓ If it is not possible to reassign the staff member to work which the person concerned is capable of carrying out, the procedures for long-term ill health shall be applied in accordance with the Scoil Seanáin Naofa policy on such matters and relevant employment law.

3.23.4 SMOKING

It is the policy of Scoil Seanáin Naofa to comply with the requirements set out in the 1995 Tobacco (Health Promotion and Protection) Regulations, No Smoking Ban 2004, Carcinogen Regulations 2001 and Public Health Tobacco (Amendment) Act 2004.

Therefore smoking, including e-cigarettes, will be prohibited on the premises, inside any buildings and in external yards and parking areas. Smoking will only be allowed outside the school gate.

This policy has been developed to protect all students, teachers, staff, contractors, visitors and members of the public from exposure to second hand smoke, to ensure compliance with legal obligations and to ensure a smoke free and safe work environment.

3.24 OFF-SITE SCHOOL ACTIVITIES

Scoil Seanáin Naofa have made arrangements for ensuring the Safety, Health & Welfare of all participants of off-site school activities, including students, teachers and other support staff.

- ✓ Permission must be sought, by each individual teacher, to the principal and/or the Board of Management prior to making arrangements for off-site school activities.

- ✓ The Principal is responsible for approving any such activities and or trips and that they meet the schools requirement for safety whilst away from the school.
- ✓ Each off-site activity shall clearly identify its purpose and ensure that the activities are safe taking into consideration the age, experience, needs and abilities of students.
- ✓ Clear instructions shall be made available to all staff and or teachers accompanying student on off-site activities to ensure they can deal with an emergency whilst away from the school.
- ✓ Consideration should be given to the requirement of ensuring that a trained Occupational First Aider is available on off-site school activities.

All activities shall in their planning have its risks assessed and hazards identified to ensure that Scoil Seanáin Naofa continues to prevent injuries and accidents within their school activities. Parental approval must be sought prior to a student attending an off-site school event.

3.25 PERSONAL PROTECTIVE EQUIPMENT



It is the policy of Scoil Seanáin Naofa to eliminate or reduce hazards where possible and only use Personal Protective Equipment (PPE) when further risk reduction is not feasible.
Scoil Seanáin Naofa will supply all relevant Personal Protective Equipment, which may include;

- ✓ Safety Gloves
- ✓ High Visibility Clothing
- ✓ Goggles/Safety Glasses/Visor
- ✓ Hearing Protection
- ✓ Safety Footwear

Within Scoil Seanáin Naofa, based on our risk assessments, PPE is provided to the Caretaker, Cleaning Staff as well as First Aiders. All PPE provided is compliant with applicable E.N Standards and CE Markings.

3.26 RADON EXPOSURE MANAGEMENT



Scoil Seanáin Naofa is committed to protect our employees, in accordance with the Ionising Radiation Regulations 2019, from exposure to harmful radon emissions.

As such we carry out risk assessments as well as testing, where required, of our working environment.

3.27 VULNERABLE RISK GROUPS

3.27.1 PREGNANT & POSTNATAL EMPLOYEES

It is the policy of Scoil Seanáin Naofa to take all necessary steps to comply with the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 2 of Part 6, Protection of Pregnant, Postnatal and Breastfeeding employees.

All female staff shall be advised on recruitment that they are required to advise the Principal, in writing, should they become either pregnant or if they are a 'new' mother (that is a woman who has given birth within the last six months and who is breast-feeding). It is the responsibility and duty of the employee to inform the Principal, if they are pregnant, as early as possible in the pregnancy.

On receiving notification that an employee is pregnant Scoil Seanáin Naofa will assess the specific hazards and risks to that employee and implement appropriate control measures to ensure that she is not exposed to any situation which could damage either her health or that of her developing child. If the assessment reveals that there is a risk, the employee will be informed and every effort will be made to eliminate exposure to this risk.

Every effort will also be made to provide, where practicable, suitable working conditions and flexible working arrangements. Scoil Seanáin Naofa fully subscribes to the provisions of the Maternity Protection Acts.

If the Principal is notified of any staff member that is pregnant, has just had a baby or is breast-feeding (within the first 26 weeks after birth), an assessment of any hazardous activities relating to the employee will be carried out using a checklist specifically developed for this purpose. Scoil Seanáin Naofa will provide and maintain a suitable, smoke-free room or area where pregnant and nursing mothers may take their breaks in a degree of calm and privacy.

3.27.2 LONE WORKERS

The Scoil Seanáin Naofa Board of Management is committed to protect any of their employees and or contractors who work alone. This particularly applies to our cleaning and caretaking staff and contractors.

As such Scoil Seanáin Naofa will ensure to monitor lone workers at all times and ensure that provisions and systems are in place to protect their safety, health and wellbeing.

3.27.3 YOUNG PERSONS

Scoil Seanáin Naofa is committed to comply with the Protection of Children and Young Person Regulations 2007 and the Protection of Young Persons (Employment) Act 1996.

These regulations are concerned with workers under 18 years of age and limits the hours they may work:

- Before commencement of employment, Scoil Seanáin Naofa will obtain satisfactory evidence of the age of a young person and written permission of the parent or guardian and assess the risk to the safety and health of such potential employees;
- Scoil Seanáin Naofa will put in place required control measures to consider the lack of experience, absence of risk awareness and or a lack of maturity;
- Scoil Seanáin Naofa will ensure that control measures are implemented for any work likely to involve a risk of harmful exposure;

- Scoil Seanáin Naofa will have in place specific work processes and activities suitable to young persons;
- Records relating to every young person employed will be maintained.

- **For young persons aged between 16 and 18 years, Scoil Seanáin Naofa will:**
  - Not permit young persons to work more than 8 hours per day or for more than 40 hours per week;
  - Not permit young persons to work later than 10pm if there is school the next day or later than 11pm if there is no school the next day;
  - Make sure rest periods are allowed after 4.5 hours;
  - Make sure young persons are entitled to 2 days off every week.
  - Make sure young persons receive 12 hours off between work periods.

- **For young persons aged under 16 years, Scoil Seanáin Naofa will:**
  - Not permit young persons aged 14 to work during school term.
  - Not permit young persons aged 15 to work more than 8 hours a week during the school term.
  - Not permit young persons to work more than 7 hours per day or for more than 35 hours per week. (unless on a work experience programme when they may work 40 hours a week).
  - Make sure rest periods are allowed after 4 hours.
  - Make sure young persons receive 14 hours off between work periods.

3.27.4 NEW EMPLOYEES

The School Principal together with the Board of Management organises the following training / instruction for new employees:

- Inform new and seasonal employees of the school's Safety Statement. Explain its purpose and content and ensure that the employee is aware of his / her responsibilities at the recruitment stage.
- Ascertaining if the new employee has any disability or illness, which could prevent them carrying out certain activities safely or which could require additional protective measures.
- Advising new employees of any potentially dangerous areas of operations on Scoil Seanáin Naofa's property or in their proposed work areas.
- Advising new employees of any prohibited actions in Scoil Seanáin Naofa's buildings or in the workplace.
- Provision of training / instruction and supervision as required for the new employee at the earliest opportunity.
- Issuing to the new employee any personal protective clothing or equipment necessary (e.g., safety footwear, safety goggles, ear defenders, weatherproof clothing, high visibility clothing etc.) and obtain their signature for the items issued.
- Explain procedures in the event of an accident. In particular, explain the necessity to report all incidents and dangerous occurrences to the Principal no matter how trivial.
- Explain the Emergency Evacuation procedures in the event of a fire or a major incident.

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It is important to ensure that the employee has completed Scoil Seanáin Naofa's Health & Safety induction training courses at commencement of employment, in accordance with their job specification and role.

3.28 WELFARE PROVISIONS

It is the policy of Scoil Seanáin Naofa to ensure that adequate welfare facilities are provided for all students, teachers, staff and others in the school and that such facilities are maintained in a good condition, in accordance with current welfare regulations.

With these regulations in mind the following arrangements have been put in place;

- ✓ Adequate toilet and hand-washing facilities are provided catering for both men, women, boys, girls as well as individuals with disabilities.
- ✓ A Staff room separate from the work area is provided, where tea and lunch breaks may be taken.
- ✓ A clean supply of drinking water at various locations around the school is provided and marked by an appropriate sign.

3.29 WORKING TIME ARRANGEMENTS

Scoil Seanáin Naofa recognises its obligations imposed by the Organisation of Working Time Act 2007 in relation to rest periods, holidays, maximum weekly working times and records.

Scoil Seanáin Naofa will:

- ✓ Not permit an employee to work more than an average of 48 hours in each 7 day period, including overtime. The average will be calculated over a 6 month period.
- ✓ Ensure that employees receive a minimum rest period of 11 consecutive hours in each 24 hour period
- ✓ Ensure that employees receive a weekly consecutive period of 35 hours and a daily rest period of 11 hours in any 24 hour work period
- ✓ Ensure that during the working period employees are entitled to a 15 minute break after four hours and up to a 30 minute break during a six hour work period.
- ✓ Provide appropriate annual leave entitlements for all employees. Employees must seek prior approval by the Principal when arranging annual leave.
- ✓ Record the number of hours (excluding meals and rest breaks) worked by employees on a daily and weekly basis. They must also record leave and starting and finishing times.

Compliance with the Organisation of Working Time Act is the responsibility of the Board of Management.

3.29.1 WORKING AWAY FROM THE PREMISES

Scoil Seanáin Naofa is committed to maintaining a safe and healthy environment for all employees including staff members who are required to work away from the main premises of Scoil Seanáin Naofa i.e. supervising school excursions, tours and other activities away from the school.

All such employees will be made aware of and have access to this Safety Statement, and they have a responsibility to cooperate with the schools policy in ensuring their own safety, health and wellbeing while at work, whether on the premises or outside of the premises.
Protocols are in place for school excursions, and these must be adhered to in the interest of student and staff health and safety.

3.30 LEGAL REGISTER



The safety management system documentation shall be controlled in accordance with the current Health & Safety Legislation applicable to the activities carried out within Scoil Seanáin Naofa.

The table below indicates the key safety, health and welfare legislation, regulations, and codes of practice relevant to all work activities within Scoil Seanáin Naofa.

No.	Title	Published (Year)
001	Safety, Health & Welfare at Work Act	*2005*
002	General Applications Regulations	*2007 - 2021*
003	Organisation of Working Time	*1997*
004	Reporting of Accidents & Dangerous Occurrences Regulations	*2016*
005	Chemicals (Amendment) Act	*2010*
006	Fire Services Act	*1981*
007	Building Control Acts	*1990 / 2007*
008	Building Control Regulations	*1997 – 2009*

The standards of safety set out are defined by:

No.	Title
001	EU Council Directives
002	EU Regulations
003	Acts of the Oireachtas
004	Codes of Practice including International Code of Practice
005	HSA Guidelines and International Guidelines