



St Brigid's GNS/Road NS Killester

Safety Statement

The Board of Management (BOM) of St Brigid's Road NS, Killester is committed to ensuring, so far as is reasonably practicable, the Health, Safety, and Welfare of all employees, pupils, and others involved in the running of the school. The Board recognises its duties under the Safety, Health and Welfare at Work Act, 2005, and all associated regulations and codes of practice, and commits to implementing the Department of Education's Health and Safety Guidelines for Schools (2025) and HSA Managing Safety, Health and Welfare in Primary Schools guidance. The policy requires the co-operation of all the employees of the school. It is our intention to undertake regular reviews of the statement in the light of experience, changes in legal requirements and the changing nature of the school. The co-operation of all staff is essential to ensure this policy is fully effective. This statement will be reviewed annually, or more frequently if required, in light of experience, legislative changes, and the evolving nature of the school.

The BOM will undertake to carry out a safety audit annually and report findings to the staff and Board of management. This inspection/safety audit will be carried out more frequently if requested by either staff or the BOM. All records of accidents or ill health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill health.

POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF ST. BRIGID'S ROAD NS, KILLESTER, DUBLIN 5.

The members of the BOM of St. Brigid's Road NS, Killester, Dublin 5

Chairperson: Joana Nunes (Patron's Nominee)

Principal: Laura Wickham

Members: Niamh Kavanagh (Patron's Nominee), Roisín Costello (Teachers Nominee), Ruth O' Leary (Parents Nominee), Dermot Gough (Parents Nominee), Dan Kinsella (Community Nominee), Bríd Cassin (Community Nominee)

Specifically, the BOM wishes to ensure in so far as is reasonably practicable:

- Preventing improper conduct or behaviour, including violence, bullying, or behaviour that may compromise the safety of pupils or staff.
- The design provision and maintenance of (i) safe workplaces (ii) safe means of access to and from the workplace.
- Ensuring safety and prevention of risk from the use of any substances or articles, from noise, vibration, ionising or other radiations or any other physical agent at the place of work.
- Provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health. This includes maintaining safe supervision practices, clear classroom organisation, appropriate manual handling, and adherence to established cleaning, maintenance, and risk assessment procedures across all school activities.
- Providing adequate welfare facilities. This includes ensuring access to clean and well-maintained toilets, handwashing facilities, and drinking water for staff and pupils. Appropriate staff rest areas and first aid facilities are provided, and classrooms are maintained with proper heating, ventilation, and lighting to support health, comfort, and hygiene. The Board of Management also recognises the importance of supporting staff wellbeing and implements measures outlined in the [Staff Wellbeing Procedures](#) to promote a positive and healthy work environment.

- Provision of adequate instruction, training, and supervision, and any other necessary information. This includes training for staff on supporting pupils whose behaviour may pose a risk, in line with the school's [Behaviours of Concern Strategy](#) and individual Flight Risk Strategies. Staff will also receive guidance on de-escalation techniques, safe intervention protocols, and reporting of incidents of concern.
- Preparing risk assessments and safety statements to take account of the general principles of prevention in the Act when implementing necessary safety health and welfare measures.
- Provision and maintenance of suitable personal protective equipment (PPE) where risks cannot be eliminated, or where such equipment is prescribed, together with the preparation and, where necessary, revision of adequate plans and procedures to be followed in the case of an emergency or the presence of serious or imminent danger. This includes implementation and review of emergency care plans for children, regular fire drills and lockdown drills, use of the school Red Card system for urgent assistance, maintenance of the school phone system and other communication procedures* during emergencies.
- To report accidents and dangerous occurrences to the Principal, Ms. Laura Wickham as may be required in regulations under the Act.
- To obtain, where necessary, the service of competent persons to assist in ensuring the Safety, Health and Welfare of his or her employees.

**It may be necessary in some circumstances for staff to use their mobile phones to contact relevant people to invoke planned safety protocols.*

THE BOM RECOGNISES THAT ITS STATUTORY OBLIGATIONS UNDER LEGISLATION EXTEND TO EMPLOYEES, STUDENTS, AND ANY PERSON LEGITIMATELY CONDUCTING SCHOOL BUSINESS AND THE PUBLIC.

In the case of groups particularly sensitive employees and those employees covered by specific Safety and Health legislation, such as persons with disabilities, pregnant workers or young persons, additional care will be given to ensure they are protected against the specific dangers that affect them.

Safety Officer

The Safety Officer should be consulted if any employee, pupil, or parent has queries about safety provisions or concerns regarding school facilities or procedures.

Duties of Employees

It is the duty of every employee while at work to:

- *Comply with Safety and Health legislation, both in the 2005 Act and elsewhere. Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work.*
- *Not to be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person.*
- *Co-operate with his or her employer or any other person, as necessary, to assist that person in complying with safety and health legislation as appropriate.*
- *Not engage in improper conduct or other behaviour such as violence, bullying or behaviour that may compromise safety, which could endanger another person at work or his or her safety, health and welfare.*
- *Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate any reasonable assessment required by his or her employer or as may be prescribed in Regulations.*

- *Taking account of the Training and Instructions given by the employer, correct use of any article or substance and protective clothing and equipment provided for use at work or for his or her protection.*
- *To report to the Board of Management without reasonable delay, any defects in plant, equipment, place off work, or systems of work which might endanger safety, health or welfare of which he/she becomes aware.*

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.

Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

Consultation and Communication

Health, Safety and Welfare policies operate in conjunction with the Child Safeguarding Statement, the Code of Behaviour, and the Wellbeing Framework for Schools. The Board recognises that physical safety, emotional wellbeing, and safeguarding are interlinked and form part of the school's overall duty of care.

It is the policy of the *BOM of St. Brigid's Road NS*:

- To consult with Staff in the preparation and completion of the Health and Safety Statement.
- To issue a copy of the Safety Statement to all present and future staff, all members of the Board of Management (and any subsequent revised copies).
- That any additional information or instructions regarding Health, Safety and Welfare at work, not contained in the document will be conveyed to all Staff as it becomes available.
- Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Child Protection and Safeguarding

The school has a separate Child Protection Policy and Child Safeguarding Statement, in accordance with the Children First Act 2015 and the Department of Education's Child Protection Procedures for Schools 2025. All staff, volunteers, and Board members are required to familiarise themselves with these documents and follow the procedures for recognising, responding to, and reporting concerns about child protection and welfare. The school's Designated Liaison Person (DLP) is Laura Wickham and the Deputy DLP is Laura Shiels. These procedures operate alongside this Health and Safety Policy to ensure the safety, welfare, and protection of all pupils.

Fire Safety and Emergency Procedures

It is the policy of the *BOM of St. Brigid's Road NS* to ensure that:

- There is an adequate supply of fire extinguishers, which will deal with any type of fire, and that staff are aware of their location.
- All fire equipment is regularly checked and maintained.
- Fire drills take place at least once per term and all personnel are made fully aware of the emergency procedures.
- Instruction is given in the use of fire extinguishers for specific materials/equipment.
- Location of fire extinguishers is clearly marked and positioned high enough for the adult to read.
- All electrical equipment is unplugged or turned off outside office hours and when offices are vacated for lengthy periods.
- An assembly area is designated in the yard.
- Exit signs are clearly marked and easily accessible in the case of an emergency. These exits will be kept completely clear and are up to standard emergency lighting.
- There will be a named person responsible for fire drills and evacuation procedures. The school will have a designated Fire Warden responsible for fire drills and evacuation procedures. Fire drills will be conducted at least once per term, and procedures will be regularly reviewed and communicated to all staff and pupils.
- The school and its equipment are checked by a Fire Officer and all recommendations made by him/her are to be implemented.
- Fire Evacuation Procedure is displayed prominently in all classrooms and throughout the school and this procedure is communicated to all those using the

school building.

- Rubbish, particularly flammable material, is not allowed to accumulate and is regularly and properly disposed of.
- Fire Alarm System will be checked and maintained regularly.
- Fire doors will be kept closed at all times.
- Corridors will remain clear of obstructions.
- Storage areas will be maintained in a tidy and safe condition.

Constant Hazards

It is the policy of the BOM of St. Brigid's Road NS, that machinery, kitchen equipment and electrical appliances are used only by competent persons.

- Staff should report any defects immediately.
- Electrical boxes on the outside of the building will have hazard-warning labels
- Care should be taken with all electrical cables, phone lines, and extension cables. Where possible these should be taped or fastened to prevent accidents.
- Scissors/glass objects/pointed objects/heavy objects will be stored in safe place in classrooms.

Chemicals

It is the policy of the BOM of St. Brigid's Road NS that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions for their use and kept in a securely locked room. Children will never have access to this room. All spills should be cleaned up immediately.

Drugs/Medication

It is the policy of the BOM of St. Brigid's Road NS, that no medication is stored on the school premises. Children who require prescribed medication (including those with asthma, allergies, diabetes, or other medical conditions) must have their medication administered in accordance with the [Admissions of Medicine Policy](#). Emergency medications will be stored securely, and staff will be trained in their administration, including EpiPens, inhalers, and diabetes care. Staff training will be refreshed at least every two years. Emergency Care Plans will be developed in consultation with parents/guardians for children with life-threatening or ongoing medical conditions

FIRST AID

It is the policy of the BOM of St. Brigid's Road NS that an employee or employees be trained to

apply First Aid.

- A First Aid box will be available at all times and will be kept within easy access to all Staff Members
- Protective gloves will always be worn in the event of skin being broken.
- In the event of an accident a full account of what happened, symptoms noted and treatment administered an [Incident Report Form](#) should be completed and if serious be reported to the school Principal/Secretary if parents/guardians need to be informed.

Highly Polished or Wet Floors

It is the policy of the *BOM of St. Brigid's Road NS* that floors are not polished to a dangerous level or made slippery. The washing of floors is conducted after school hours to eliminate the possibility of slipping. Wet floors will be dry mopped/dry vacuumed when there is an evening activity taking place in the school. On rainy mornings floors will be dry mopped/dry vacuumed at 9am once all children are in their classrooms.

Code of Behaviour

The Code of Behaviour and Dignity at Work Policy in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

Health & Safety in the Classroom

- Schoolbags will be stored under tables.
- Coats will be hung on coat hooks
- Floors in both classrooms and toilet areas to be kept dry
- Care will be taken with electrical cables
- Staff only, will handle electrical equipment
- Toilet paper and soap are supplied in the toilets and children are encouraged in best practice in toileting and personal hygiene
- Inhalers and other approved medications will be stored in pupils' school bags or in designated safe storage areas, as appropriate
- Children will be familiarised with Fire Evacuation Procedure.
- Medication will be administered to children only whose Parents/Guardians have completed relevant documentation

- Materials will be stored in such a way as not to create hazards
- Care will be taken when treating injuries. Protective gloves will be worn for all injuries where the skin is cut or broken or grazed
- Pupils with additional needs, including autism and other SEN, will have risk assessments, behaviour support plans, and Personal Emergency Evacuation Plans (PEEPs) in place as appropriate. Reasonable adjustments will be made to ensure a safe and inclusive environment, including during classroom activities, playground supervision, and school tours.
- On school tours all children will use a seatbelt, and each child and adult will have his/her own seat. There will be a minimum of one adult for every 10 pupils on school tours. Whereby a class is taking public transport the supervision ratio will reduce to one adult for every 8 pupils. Whereby the tour activity provides stewards/tour operators the supervision ratio can be one adult for every 12 pupils.

Health & Safety in the School Building

- Children will have no access to Staffroom or Utility Room unless accompanied by a member of Staff.
- Children will remain supervised at all times.
- Staff are not permitted to bring coffee cups (open or closed) down corridors or into classrooms during school hours.
- Staff and pupils will walk on corridors and inside school building. No running allowed.
- Fire doors will be kept closed at all times and nothing will be positioned near them
- Children will not be allowed into storage areas unaccompanied
- Corridors will be kept as clear as possible and bins should not obstruct doorways
- External doors will be kept closed or locked and children will not open these at any time. Only staff will admit visitors to the building.
- Storage areas will be maintained in a tidy and safe manner
- SNAs will have responsibility for maintaining and storing all sensory equipment in safe places free of obstruction.

Health & Safety in the School Grounds

- While in the playground children will always be in full view of supervising staff.
- Class teachers will be responsible for supervision of their pupils from 8.35am-10.30am, 10.45am-12.15pm and 12.40pm-1.15pm/2.15pm.
- Supervising staff will be responsible for monitoring safety of pupils in mornings from 8.25-8.35am, at little break from 10.30m-10.45am, at big lunch from 12.15pm-12.40pm and at home times 1.15pm and 2.15pm.
- Students will not be released from school at hometime before the bell.
- Students from junior infants to second class must not leave school unsupervised.
- Children will always be lined up and walked to and from the playground
- No dogs (except guide dogs) will be allowed in the school building
- The teaching staff should lead the children out of the building at recreation and dismissal times
- Teachers will collect their classes from their lines promptly in morning and after break times to ensure appropriate supervision during transitions.
- The play area should be clearly defined. Staff and pupils should be made fully aware of all hazards
- The pupils should be informed of out of bounds area inside and outside the building
- The main entrance should be secured during the school day.
- Car barrier is to be installed to prevent non-staff cars from entering the driveway
- Gates installed from junior-senior yard and from basketball court to driveway to prevent children from eloping to the driveway/road

Other Hazards

It is the policy of the BOM of St. Brigid's Road NS that:

- The school is properly maintained

- Dampness is minimised. Hepa filters are in each classroom.
- Draughts are minimised
- The roof is properly maintained
- School furniture is safe
- Carpets/linoleum are fitted properly
- School bags are stored under tables.
- Coats are hung on coat hooks
- All electrical fittings are properly fitted and safe
- Adequate lighting exists in all internal areas and there are external lights over the exits
- Doors leading to toilet areas and all exit doors are properly sprung and are not allowed to swing freely
- The floors in hallways, passageways and toilets are kept dry
- Mats are not positioned in a hazardous way
- Rubbish is not allowed to accumulate
- Hot drinks are not consumed in classrooms or on corridors
- All individual classrooms are safe and healthy places
- The children are not allowed in the yard when it is flooded or when there is ice on the ground or when the surface is slippery as a result of frost
- Children must wear shoes at all times. Crocs are not permitted.
- Children from Junior Infants-1st class must notify the principal if they intend to use the obstacle course and will have second adult supervising
- Toilet paper and soap are provided in each toilet. The cleaners and caretaker will ensure that the toilets are adequately supplied at all times.
- Clean air in classrooms is provided for through use of HEPA filters and appropriate ventilation.

Reporting

All potential serious accidents, whether involving employees, pupils or members of the public must be reported immediately to the principal.

- Minor accidents/incidents will be recorded on Aladdin.
- For accidents/incidents whereby a child has been physically hurt or injured (need to inform parents) [an incident report](#) must be filled in and shared with principal.
- Parents will be phoned for any head injury/bumps that occur.
- For incidents which may be classified as bullying a [bullying behaviour entry](#) must be made on google form.
- All incidents involving physical restraint will be recorded in written format (template from principal) and oversight will be provided to NCSE and BOM.

In line with Data Protection Acts 1988–2018 and GDPR, all safety records, incident reports, and audits are stored securely and retained for the legally required period.

[Critical incident Policy](#) has been formulated and ratified by the Board of Management.

Accidents involving pupils are reported to the Health and Safety Authority (HSA) only if the injury arises from a work-related activity and requires treatment by a registered medical practitioner, in accordance with HSA guidance. All incidents must be recorded and monitored internally, regardless of whether HSA reporting is required. Records will be retained for 10 years.

The following types of accidents to school pupils must be reported to the Health and Safety Authority, by the school either online at www.hsa.ie or on the Incident Report Form (IR1).

- A death or injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. This applies to pupils in certain circumstances.
- If the pupil is injured as a result of work-related activity and requires medical treatment by a registered practitioner, this is reportable to the Health & Safety Authority.

Example 1: If a pupil is seriously injured when using materials during class, and requires treatment by a registered medical practitioner, this is reportable. However, if a pupil trips in the school yard this is not reportable.

Example 2: If a student trips during PE class and requires treatment by a registered medical practitioner, this is reportable. Where students are taken on school trips, they are a normal part of the work activities. Therefore, if a pupil is injured during the school trip and requires medical treatment this too is reportable. The school must keep records of all accidents which occur for a period of 10 years. If a pupil is seriously injured this

should be reported to the Insurance company.

School Trips/Tours:

The school will draw up a School Tours Policy based on the risk assessment which will give details of the practices and procedures in the planning and execution of school trips.

Visitors:

All persons coming into school premises must identify themselves clearly to the Secretary/Principal; sign their name in the visitor book. All parents who wish to remove their child/children from the school for dental appointments etc. must notify the class teacher/Secretary's office through Aladdin Connect. This is in line with our Risk Assessment carried out in line with the DES Child Protection Guidelines 2017. All substitute staff & teaching practice students will be made aware of relevant safety protocols.

Review:

This Health and Safety Policy was reviewed in January 2026 in line with the Safety, Health and Welfare at Work Act (2005) and the Department of Education's 2025 Health and Safety Guidelines for Schools.

It will be reviewed again in 2028, or sooner if required by legislative or operational changes.

SIGNED: *Laura Wickham* Date: 23rd February 2026

Ms. Laura Wickham (Principal)

Ratified: *Joana Nunes* Date: 23rd February 2026

Ms. Joana Nunes (Chairperson)