



Knocknacarra Educate Together
National School

Health and Safety Policy

This policy has been formulated by Knocknacarra ETNS to provide guidance regarding health and safety considerations for all people in the school community and to comply with legislation and Department of Education and Skills circulars.

Original Ratification: 2015

Reviewed: 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

This Health and Safety Policy has been prepared by the Health and Safety officer in consultation with the Board of Management and staff members.

NAME OF SCHOOL:	Knocknacarra Educate Together NS										
ADDRESS / TEL.:	An Coimín Mór, Cappagh Road, Knocknacarra, Galway, H91 Y38E 091 590627										
DESCRIPTION:	Knocknacarra Educate Together is a primary national school currently with junior infants to sixth class. It is an equality-based, co-educational, democratically run, and child-centred school. Acceptance into the school is without regard to gender, creed, ethnic origin or socio-economic background. The school opened in temporary premises on 1 st September 2014. It moved to new permanent premises on 1 st September 2018.										
NUMBER OF EMPLOYEES:	1 x Administrative Principal <ul style="list-style-type: none">▪ 8 x Class Teachers▪ 3 x Special Needs Teachers.▪ 4 x Special Needs Assistants (2 full-time and 2 part-time)▪ 1 x Part-time School Secretary▪ 2 x Part-time Cleaners										
NUMBER OF PUPILS:	205 in 2024-2025 (age range of 4 to 14 years)										
FACILITY INFORMATION:	<p>The school is housed in a single-story building (built in 1996) comprising 8 mainstream classrooms, 2 offices, a learning support room, a multi-purpose room, a kitchen/staff room, a store room and two courtyards. There is a large tarmac yard, a garden to the rear of the building and at the front, a large green space for sports activities and one pre-fabricated building. The site is shared with Cuan na Gaillimhe CNS who are located in pre-fabricated buildings behind the permanent building. Cuan na Gaillimhe CNS accesses their buildings as explained in the Co-Location Policy agreed between the two schools.</p> <p>The school is currently expanding its facilities and, as such, part of the yard and the green area are cordoned off and being used by a construction firm to prepare the ground for a new modular building. The building will consist of 2 classrooms and 4 SET rooms with a soft play area outside. The building will be encompassed by a 1.8m high fence.</p>										
MANAGEMENT BODY:	Responsibility for managing the school is vested in the Board of Management.										
EMERGENCY CONTACTS:	<table><tr><td>Doctor:</td><td>Tel. 091 862220</td></tr><tr><td>Hospital / Ambulance:</td><td>Tel. 091 544763</td></tr><tr><td>Fire Brigade:</td><td>Tel. 999 or 112</td></tr><tr><td>Health & Safety Authority (HSA):</td><td>Tel. 1890 289389</td></tr><tr><td>School First Aiders:</td><td>Matt Wallen, Áine Ní Chuinneagáin</td></tr></table>	Doctor:	Tel. 091 862220	Hospital / Ambulance:	Tel. 091 544763	Fire Brigade:	Tel. 999 or 112	Health & Safety Authority (HSA):	Tel. 1890 289389	School First Aiders:	Matt Wallen, Áine Ní Chuinneagáin
Doctor:	Tel. 091 862220										
Hospital / Ambulance:	Tel. 091 544763										
Fire Brigade:	Tel. 999 or 112										
Health & Safety Authority (HSA):	Tel. 1890 289389										
School First Aiders:	Matt Wallen, Áine Ní Chuinneagáin										

School Fire Officer:	Eileen Duffy
Board Safety Representative:	Alistair Donald
Health and Safety Officer:	Padraic Hickey

PURPOSE: This document or Safety Statement describes the school’s programme for managing health and safety and is aimed at protecting the school’s pupils and employees from accidents and ill health.

SCOPE: This Safety Statement is communicated and made available to all the school’s employees as defined above. This is the responsibility of the Principal or nominee. The policy is available on the school’s website. It is also available to outside service providers and representatives of the Health and Safety Authority (HSA) upon request.

LEGAL BASIS: The 1983 *Safety, Health and Welfare at Work Act* requires every employer to have a written Safety Statement for their workplace. The Safety Statement sets out how the health and safety of all people who visit, attend or work in the school is managed. It is a blueprint to ensure that all aspects of the working environment comply with health and safety legislation. The Safety Statement is a dynamic document, an action programme, that is reviewed regularly and updated as circumstances change.

Following the 1983 Act, the *Safety, Health and Welfare at Work (General Applications) Regulation 1993* came into force which additionally requires all employers (among other things) to report accidents that result in an employee being absent from work for more than three days. This policy fulfils the requirements of the Health and Safety at Work Act 2005. This policy is extended to the recording of near-misses as well. Likewise, children, parents and visitors to the school are included in the policy.

OWNERSHIP: It is the responsibility of the Board of Management to ensure that this document is updated as necessary and that it is reviewed annually. In particular, the Board undertakes, in so far as is reasonably practicable, to comply with all relevant health and safety legislation in the following areas:

- Provision of a safe workplace,
- Establishment of safe systems of work,
- Safe access and egress routes,
- Safe handling and use of chemicals (e.g. art/cleaning),
- Safe equipment (including maintenance) and
- Provision of appropriate personal protective equipment (PPE).

KEY ELEMENTS:

This Health and Safety Statement:

1. Identifies workplace hazards.
2. Assesses risks arising from these hazards.
3. Specifies measures taken to eliminate or control hazards identified.
4. Gives details of arrangements made and resources provided for securing health, safety and welfare.
5. Specifies the cooperation required from employees in health and safety matters.
6. Includes names and job titles of people responsible for health and safety.
7. Contains the arrangements for consultation with employees on health and safety matters.
8. Includes details of information available to employees on health and safety.

TEACHER/EMPLOYEE DUTIES:

1. To take reasonable care for their own safety, health and welfare and that of others who might be affected by their acts or omissions. Staff members are responsible for safety in their own areas and for the implementation of relevant safety procedures.
2. To co-operate with the employer or any other person to enable the employer or any other person to comply with statutory obligations.
3. To use any suitable appliance, protective clothing, equipment or other means provided for securing their safety, health or welfare.
4. To be present for and to participate in the annual review of the policy involving all staff members.
5. To report to the Principal or the BoM any defects of which they become aware in the building, equipment, place of work or system of work which might endanger safety, health or welfare. This is communicated through the use of the “near-miss” accident/incident record sheet.
6. Not to intentionally or recklessly interfere with or misuse any appliance, protective clothing, equipment or other means provided to ensure their safety, health and welfare.
7. The designated Safety Representative from the Board of Management, along with the designated Health and Safety Officer, will carry out a formal inspection of the school on an annual basis or as required.

FIRE SAFETY MANAGEMENT:

The day-to-day fire safety management in the school is the responsibility of the designated Fire Officer. The assembly point for the school is located at the wall along the green space and is clearly marked. The emergency exits for evacuation are the emergency exit doors leaving each of the classrooms, the hall and the two front doors. During drills and evacuations, children are led by teachers in an orderly fashion to the assembly point, and roll call is taken.

Fire Officer Responsibilities:

- Ensure that all fire exit points are clearly marked and kept free of obstruction at all times and are effective as escape routes (e.g. unlocked) during school occupation.
- Organise regular (once-a-term) fire drills during the school year.
- Conduct fire safety inspections and assess potential fire hazards once a term.
- Post evacuation instructions in each room.
- Ensure that fire extinguishers are provided and appropriately sited to meet statutory and insurance requirements (where specified). Ensure that all fire-fighting equipment is serviced at least once a year by specialist personnel.
- Test emergency lighting on a termly basis.

SMOKING POLICY:

Knocknacarra Educate Together NS and its environs are a no smoking/vaping area.

ACCIDENT/INCIDENT REPORTING:

Internal:

All on-site accidents (involving employees, contractors, pupils, parents, visitors, members of the public or others) must be reported, no matter how trivial. This includes potential incidents, referred to as near-misses, which must also be reported. Each teacher or member of staff will record details of any accident or near-miss occurring in their area of responsibility as well as any associated follow-up actions. All entries should be recorded on an accident/incident form which is retained in the Principal’s office. The Board of Management will be informed in the event of a serious incident/accident involving a child or adult, particularly those that are deemed serious enough to require informing the insurance company. At each Board meeting, the Principal will submit a summary to the BoM of any accidents or work-related ill-health that occurred including those cases the Principal reported to the HSA (employees only).

External:

An accident will be reported to the school's insurance company when deemed necessary.

Details of the following types of accidents will also be reported to the HSA using Form IR1:

1. An accident-causing loss of life to any employed or self-employed person if sustained in the course of their employment.
2. An accident sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their employment for **more than 3 calendar days not including the date of the accident.**
3. An accident to any person not at work **caused by a work activity**, which causes loss of life or requires medical treatment.

PHYSICAL HAZARDS

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
1. Fire	Low	<ul style="list-style-type: none"> - Evacuation procedure posted in each room. - Emergency exits identified and kept clear. - Smoke/fire alarms. - Fire extinguishers in place and serviced. - Illuminated exit signs. - Routine fire drills. - Fire alarm is monitored by the security company. - Door to hatch is connected to fire alarm. - Internal doors are not propped open when rooms are unoccupied. - Emergency lighting tested regularly. - Doors are not left open when rooms are unattended. - Doors that are marked to be locked are kept lock. 	<p>Ensure a fire safety check is completed each term. Emergency lighting is tested regularly.</p> <p>Fire drills completed on a termly basis.</p> <p>Policies are communicated to staff members.</p> <p>Ensure fire extinguishers are serviced annually.</p> <p>Review evacuation plan to include new building.</p>	<p>Ongoing</p> <p>Autumn annually</p> <p>Autumn 2025</p>	<p>Principal, fire officer and staff.</p> <p>Principal and fire officer</p> <p>Principal and fire officer</p>

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
2. Electricity	Low	<ul style="list-style-type: none"> - Employees are required to promptly report any defective equipment or installations (e.g. switches, sockets, etc.) to the Principal & where possible to remove from service. - Maintenance of electrical installation & equipment will only be done by a qualified electrician. - Use of extension leads only when necessary and to be taped down to prevent a potential trip hazard. - Ensure items, particularly chargers and portable heaters, are switched off at the wall and/or unplugged. - The laptop charging trollies/ipad trolley have mechanisms to prevent overheating and shut off when not charging. As a precaution, they will not be left charging overnight. 	Ensure that these requirements are communicated to all employees and that they are strictly followed, especially to new staff members.	Ongoing	Safety representative and principal
3. Portable basketball hoops	Medium	<ul style="list-style-type: none"> - Moved only when children are not in the immediate area. - Placed on level ground and not normally used outside. - Stored in the hall with the basketball hoop facing the wall when not in use. - Ensure the base is filled properly and the supports are tightened. 	Convey this to employees.	Ongoing	Principal, guest teachers, staff members, afterschool leaders

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
4. Lifting of children/ equipment/furniture <i>(preventing back injuries)</i>	Low	<ul style="list-style-type: none"> - Tables to be carried by two persons who will hold them on the short sides. - Children requiring lifting, as specified in an Individual Education Profile, will be assisted by designated individuals. 	Manual handling information or training, as appropriate; incorporated into new employee training	As necessary.	Principal and related staff
5. Pupils lifting chairs	Low	<ul style="list-style-type: none"> - Children are shown how to carry chairs. - Safe placing of chairs in stacks to facilitate cleaning. 	Demonstration for pupils	At the beginning of each school year and ongoing	Teaching staff and SNAs
6. Floors <i>(preventing slips and falls)</i>	Medium	<ul style="list-style-type: none"> - Floor washing in the bathrooms only at off-peak traffic times. - Caution sign put out before, during and after mopping. - Spills in the classroom are cleaned up as soon as is practical. - Slip mats are placed at the main entrance to prevent falls. - Inspect and replace floor areas that present a trip hazard. 	<p>Ongoing communication of responsibilities to staff</p> <p>Ensure caution signs are present and used.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Principal and staff, including afterschool personnel</p> <p>Principal, cleaner, staff</p>
7. Food & drink in the playground	Low	<ul style="list-style-type: none"> - Food with wrappers and drinks are not allowed to be brought to the yard. 	Reminders given to each class on a regular basis.	Ongoing	All yard supervisors

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
8. Yard safety	Medium	<ul style="list-style-type: none"> - Gates are kept closed to specific areas in the yard. - Children are not allowed to play on the sides of the building. - Staff supervision during lunch must include a staff member in every zone of the yard if full visibility is impeded. 	Regular reminders, as required.	Ongoing	Principal, all yard supervisors
9. Front door (by the front office)	Low	<ul style="list-style-type: none"> - The door by the front office is closed at 9.00 am. - The other front doors by 6th Class are to remain locked. - Children are not allowed to open the door at any time except in the event of an emergency or if given permission by a staff member. 	<p>Securing of school building as required.</p> <p>Investigate a remote locking/unlocking system that can be operated from the front office.</p>	<p>Ongoing</p> <p>Summer 2025</p>	<p>Secretary ensures door is monitored or secured after 9.00.</p> <p>Health and Safety Officer.</p>
10. Footwear	Low	<ul style="list-style-type: none"> - Pupils are not allowed to wear flip flops (sandals with a back strap are acceptable) or shoes with heels higher than 1 cm. - Appropriate shoes are to be worn for PE lessons. 	Parents to be reminded of this in the newsletter and the parent handbook upon enrolment.	Ongoing	Principal and all teaching staff
11. Workstation Ergonomics and VDUs (<i>Neck/back/hand/injuries / headaches</i>)	Low	<ul style="list-style-type: none"> - Limited use of VDUs - Suitable ergonomically designed chairs 	If >6 hours/week provide information on risks and assess ergonomics of work station.	Reviewed annually	Principal,

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
12. Boiler/Kettle (<i>Scalding</i>)	Low	<ul style="list-style-type: none"> - Located above the sink in the kitchen and out of reach of small children. - Children are not normally present in the staff room unless staff members are present and the children have been given permission. - If portable kettles are being used outside of the staff room or kitchen, they are used only under the direct supervision of a staff member and immediately returned after use. 	Ongoing vigilance.	Ongoing	Principal, staff, afterschool leaders, parents volunteering on behalf of the PTA
13. Hot liquids	Low	<ul style="list-style-type: none"> - Covered cups outside of the staff room (during designated breaks) and when children are present. - Children are not allowed to carry cups containing hot liquids. - Hot water will be poured out of portable kettles immediately after they are used. 	Supply covered cups at school fairs/gatherings.	Ongoing	Board of Management, all staff and visitors to the school
14. Kitchen	Medium	<ul style="list-style-type: none"> - The cooker is switched off at the wall whenever it is not in use. - Children are not allowed near the cooker when it is being used. - Towels or oven mitts are used at all times to prevent burns. - Knives are stored safely and out of reach of small children. - A fire blanket is kept in the kitchen. 	Ensure all staff as well as afterschool staff are aware of these procedures.	Ongoing	Principal, staff, afterschool leaders, parents volunteering on behalf of the PTA

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
15. Ceiling Tiles and Light Fittings	Medium	<ul style="list-style-type: none"> - Ensure that all roof tiles, in the hall, are fitted correctly. - Replace any defective or damaged light fittings. - Supervision by staff. 	Replace plastic light cover outside the SET room.	Summer 2025	Principal
			Disposal of used light bulbs and light fittings.	Summer 2025	Health and Safety Officer
			Safety reminders to staff.	Ongoing	All staff
16. Heating system	Medium	<ul style="list-style-type: none"> - Ensure the boiler is serviced annually. - Inspect and replace any faulty radiators. 	Annually	Summer 2025	Principal
17. Ladders	Medium to High	<ul style="list-style-type: none"> - Use of ladders in a safe manner. Avoid standing on chairs. - Not to be placed on uneven surface. 	Safety reminders to staff.	Ongoing	Principal, staff
18. Art materials (e.g. dyes, glues, paints, acids, Tippex) <i>(Skin/respiratory/ingestion/eye hazards)</i>	Low	<ul style="list-style-type: none"> - Adequate ventilation - Use chemical protective gloves, as required. - Protective clothing worn. - Superglue is not allowed. - Hot glue guns are not allowed when children are present. 	Communicate hazards to users and ensure safe storage.	Ongoing	Principal, class teachers
19. Cleaning chemicals & solutions	Medium	<ul style="list-style-type: none"> - Chemicals, cleaning solutions stored in the cleaning store room on high shelves and out of reach of children). - The store room with cleaning supplies is kept locked. 	Provide training as appropriate	Ongoing	Principal, cleaner and staff
			Ensure cleaning store room is kept locked.	Ongoing	Principal, secretary and cleaner

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
20. Hot water taps are clearly marked	Low	- Use of hot water is limited and separate taps are located in all sinks.	Set timing for hot water related to food preparation and handwashing.	Ongoing	Principal
21. Car park	High	<ul style="list-style-type: none"> - While construction work is being carried out a member of the ISM will supervise the car park gate directing both the vehicles and pedestrians that are entering the grounds via the carpark gate. - The staff on yard duty will ensure that the gate is closed at the beginning of small break. - The gate is closed whenever children are at free play in the yard. - All children are collected in the school yard. 	Communicate protocols to parents and children.	June and July 2025	Principal and teachers, parents.
22. Tools and other potentially dangerous items	Medium	- Tools and other dangerous items for use by adults are kept in the office in a locked cabinet or locked teachers' desks.	Regular vigilance by staff members	Ongoing	Principal and staff
23. Environmental Tobacco Smoke	Low	- No smoking (including vaping) is permitted in the school building or on the grounds.		Ongoing	Principal, all staff and visitors

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
24. Storage	Low	<ul style="list-style-type: none"> - Items are stored in classrooms, public spaces and the office safely to prevent trip hazards. - Any items stored on shelves or cabinets must be placed safely in a way that is unlikely to fall. - Corridors are kept clear except for the safe placement of the book trolleys. - The storage areas are kept tidy. - Children are not permitted to enter the store rooms unattended. 	<p>Regular checks by all staff members.</p> <p>Remove tables that are in the corridors.</p> <p>Book trolleys to be placed outside the storeroom.</p>	<p>Ongoing</p> <p>Summer 2025</p>	<p>Principal and staff</p> <p>Health and Safety Officer</p>
25. Blinds	Low	<ul style="list-style-type: none"> - Blinds are installed with short chains that are attached to the walls. 	<p>Check for maintenance.</p>	<p>Annually</p>	<p>Health and Safety Officer</p>
26. Gardens and outdoor spaces	Low	<ul style="list-style-type: none"> - Ensure garden areas are kept neat and free of hazards. - Remove stones on a regular basis from the yard. - Ensure pathways are clean and any unrequired materials are removed. - Ensure drain holes are protected with grates. 	<p>Replace any grates over drain holes and secure a broken down-pipe.</p> <p>Replace sewer cover in grassy area by the carpark gate.</p>	<p>By Sept 2025</p> <p>Summer 2025</p>	<p>Principal</p> <p>Health and Safety Officer</p>

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
27. Roof	Medium	- Follow up on roof repair project.	Apply for additional funding. Follow up on previous works. Confirm that the fire defenses in the roof space are appropriate.	Ongoing Summer 2025	Principal and Board of Management, project consultant
28. Animals (pupils approaching/petting animals that have entered the school grounds).	Low	- Supervision by staff.	Communicate hazards to staff and school community.	Ongoing	All members of staff.
29. Storeroom	Low	- Key is hung up when not in use. - Pupils are not allowed to enter on their own. - Oven is switched off at the isolator switch when not in use.	Regular vigilance by staff members	Ongoing	All members of staff.
30. Windows	Low	- When pupils are present in the class, windows are only to be opened using hopper function (pivot on the bottom). They cannot be opened using the casement function (pivot on the side) as they can swing inwards and become hazardous to anyone in the vicinity.	Communicate hazards to staff. Windows in 2 nd and 5 th class need to be repaired as they only operate on a casement function.	Ongoing Summer 2025	All members of staff Principal and health and safety officer

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
31. Construction occurring on school grounds.	Low	<ul style="list-style-type: none"> - Open communication and liaising with the construction firm. - Measures taken in line with the construction firm’s health and safety document. - Adequate supervision when pupils are in the yard or grass area. 	<p>Construction company’s health and safety document is on hand.</p> <p>Communicate hazards through the staff WhatsApp group, school newsletter and assemblies.</p>	June and July 2025	All members of staff, parents and construction company.

MEDICAL HAZARDS

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
32. Infectious diseases (viral & bacterial)	Medium	<ul style="list-style-type: none"> - Measures taken in line with HSE recommendations. 	Routinely inform parents of notification requirement in parent handbook and in the newsletter.	As concerns arise	Principal
33. Allergies	High	<ul style="list-style-type: none"> - All parents are encouraged to inform the school of any allergies. This is specifically asked on enrolment forms. - At present, there is a nut allergy reported in the school. - For special occasions involving food, the school will always endeavour to have an alternative for children with allergies 	<p>Follow-up any allergies listed on enrolment forms and ensure this is added to Aladdin and all relevant staff have been informed.</p> <p>All whole nuts should be brought to the school for any occasion. Reminders are in the newsletter. Ensure teachers are informed and prepare an alternative.</p> <p>Parents are asked if a child has an allergy at the time of enrolment. Parents are responsible for informing the school of allergies.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Principal, parents, staff members, afterschool leaders</p> <p>Parents reminded in newsletters; signs posted Classroom teachers</p>

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
34. Infectious conditions (e.g. head lice, scabies)	Low	- Notification procedure including details of mode of transmission and treatment.	Inform parents in a letter to all affected classes.	As concerns arise	Principal and class teachers
35. Contact with body fluids (e.g blood)	Medium	- Protective gloves are available and are used at all times when there is the potential of contact with body fluids.	Gloves kept in the staff bathroom and in the first aid kit	Ongoing	Principal, Board of Management, designated First Aiders
36. Medicine administration	Medium	- Parents must complete an indemnity form for any medicine (including inhalers, tablets or injections) to be administered. - Parents are responsible for informing the school of any dosage/administration changes or when the medication is no longer required. - Medicines are stored securely in teachers' desks.	Distribute appropriate forms from the Substance Use Policy as required and file them accordingly. Ensure staff are aware of procedures and responsibilities if they are involved in medicine administration.	Ongoing	Principal, secretary, teachers, ISAs

RESPONDING TO ACCIDENTS AND INJURIES

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
37. Accidents and Injuries	Medium to High	First Aid: - A First Aid Kit is kept in the Principal's Office. The First Aid Kit contains: roller bandages, slings, lint, steri-strips, swabs, plasters, surgical tape, topical irrigation solution, cotton buds, cotton wool, scissors, safety pins, burn cream, gloves and ice-packs in cold storage. The kit is restocked regularly by First Aiders.	Refresher training for teacher (Matt) who has FETAC Level 5	Autumn 2024	Principal, Board of Management (to provide training), designated

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
36. Accidents and injuries (continued)		<ul style="list-style-type: none"> - Disposable gloves are stored with the first aid kit. Gloves are worn to treat injuries and discarded safely after use. - First Aid kits are located on the wall throughout the school, they are positioned between each pair of classes e.g. one between 5th and 6th class. It is the responsibility of the class teachers to ensure that this is kept stocked. It will be restocked at the end of each academic year. There is also a First Aid kit in the front office for incidents on yard. - Matt is the occupational first aider. <p><u>Minor Accidents/Injuries:</u></p> <ul style="list-style-type: none"> - Cuts to knees, elbows or hands, grazes or bruising come under the heading of minor injuries. - Cuts are cleaned using water. A hypoallergenic plaster may be applied. Ice packs are applied to injuries that may result in bruising. The use of plastic gloves is advised at all times. Children may rest if necessary. <p><u>More Serious Accidents/Injuries:</u></p> <ul style="list-style-type: none"> - The First Aider will confer with the class teacher and/or Principal/Deputy Principal to decide if competent medical advice or treatment is required. - The teacher or principal will phone parent/guardian of children who have a more serious injury requesting them to come to the school. - If the school is unable to contact parent/guardian a local G.P. whose name and number is in the school office is phoned. The First Aider will wait with the injured child ensuring s/he is comfortable. If the G.P. is unable to attend the school, the First Aider and Principal/Deputy Principal will decide if the child should travel to hospital by taxi or ambulance. The child will be accompanied by a member of staff. <p><u>Very Serious Injuries</u></p> <ul style="list-style-type: none"> - If any injury is considered very serious by staff members because it requires immediate professional help an ambulance will summoned 	<p>Occupational First Aid. Arrange for the training of another staff member.</p> <p>Restocking of First Aid Kits</p> <p>Purchasing First Aid Kits specifically for burns to be located in the kitchen and store-room.</p>	<p>Summer 2025</p>	<p>First Aiders, class teachers.</p> <p>First Aiders</p>

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
36. Accidents and injuries (continued)		<p>immediately, the First Aider and principal will be informed and parents/guardians will be contacted.</p> <ul style="list-style-type: none"> - If the First Aider and principal consider the accident serious enough to warrant hospital attention and it is not possible to contact parents/guardians, then staff will act <i>in locus parentis</i>. The emergency services will be contacted and the child will be accompanied by a member of staff to hospital. The school will continue trying to make contact with the family. - Forms granting permission to take a child to hospital are signed at enrolment. In the event of a pupil being taken to hospital, it is the responsibility of the parent/guardian to pay the associated fees until any insurance claims are resolved. A child needing hospital treatment will be accompanied by a staff member who will stay with the child until parents/guardians arrive. - Contact telephone numbers are available through the Aladdin system and accessible from any internet connection in addition to a paper copy kept in the school office. - Contact details are updated annually in September. - Temporary/Substitute teachers will be informed of the procedures for dealing with accidents and injuries through the Quick Reference for Substitute Teachers (see Staff Induction Policy). <p>Record Keeping:</p> <ul style="list-style-type: none"> - Accidents and injuries other than the usual cuts and grazes are reported on an accident/incident form which is kept in the principal’s office. The accident is noted, decision taken, signed and dated by the duty teacher/class teacher/First Aider as appropriate. - In the event of serious or significant accident or injury the Principal/Deputy Principal will inform the school’s insurers and The Health and Safety Authority in line with the requirements of that body. 			

HUMAN FACTOR HAZARDS

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
38. Anti-social behaviour of employees / pupils	Low	- Annually review Code of Behaviour and Bí Cineálta Policy.	Review Code of Behaviour annually and Bí Cineálta.	Autumn 2025 & Spring 2026	Board, principal, all staff
39. Anti-social behaviour of parent or unwanted visitor	Low	- School policies on bullying/harassment. - Exterior doors locked during school hours. - Anyone who does not have permission to be on site of any age will be asked to leave, particularly when pupils are present. - Ensure security cameras are operational.	Monitor the door security Install cameras for new build.	Ongoing August 2025	Board of Management, principal, all staff
40. Sustained stress due to deficient work systems/conditions (e.g. ill-defined responsibilities/ lack of accountability)	Medium	- Recognise that pressures of work can trigger stress-related illness and this does not indicate weakness or incompetence. - Recognise potential stressors. - Ensure policies account for individual personalities, leadership styles, management philosophy & school culture. - Increase awareness of stress problems. - Establish good communication channels. - Develop a supportive culture. - Improve the physical work environment. - Provide opportunities for staff development.	The principal, post-holder with responsibility for staff well-being.	Ongoing	The principal, post-holder with responsibility for staff well-being.

SUPERVISION/CHILD PROTECTION PROTOCOLS

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
41. Children arriving late or collected early during school hours	Medium	- Parents must sign-in or sign-out children who arrive outside of the normal arrival and dismissal times.	Parents informed of this practice in the parents' handbook and newsletter.	Ongoing	All staff and parents
42. Children walking/cycling to and from school independently	Medium	- Children must be in third class or above to travel unaccompanied	Distribute permission forms	Autumn annually and as required	Secretary and class teachers
43. Sports supervision – <i>(Physical knocks, falls, etc.)</i>	Medium	- Refer to the PE Curriculum Plan. - Use of outside professionals where possible. - Keep groups small. - Use equipment provided properly. - Proper instruction to persons using equipment. - Protectors are in place on the outside basketball hoops.	Record all accidents on an incident/accident record sheet.	Ongoing	All staff including guest teachers
44. Off-campus tours/outings	Medium	- Refer to the Off-Site Learning Experiences Policy. - A minimum of two designated adults, one of whom is a teacher, must be present for any off-campus activity. - Students use a buddy system when walking. - Visits in the vicinity (within walking distance of the school) are covered by a general permission from parents. - Other tours will require specific permission forms sent electronically. - A mobile and a first-aid kit are brought on any off-site event. - Children and adults are required to wear safety belts when travelling.	Complete permission forms, as required.	Ongoing	Teachers, secretary

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
45. Yard supervision	Medium	<ul style="list-style-type: none"> - Adequate supervision is provided during breaks. - The play area is a large open tar macadam area. Pupils are expected to behave properly at all times (see Code of Behaviour). It is the responsibility of the teachers on yard duty to administer sanctions for misbehaviour. All matters of bullying are taken seriously and dealt with in accordance with the Bí Cineálta Policy. - Children are made aware of acceptable games and activities through discussion in the classroom and at assembly. - An accident/incident report form is completed to record accidents. The teachers on duty will inform the class teacher and principal. - The supervision rota is created annually. It is displayed in the staffroom and each staff member is given a copy. - In the event of a planned teacher absence the substitute teacher will do the yard supervision. If both teachers assigned duty are absent, a regular member of staff will do yard supervision, taking into account who has already completed yard supervision that day. - In years where there are additional temporary teachers employed, a rota is devised to include/accommodate their supervision duty. - Equipment is used with clear expectations for safety clearly explained and zones established. - Children are allowed to return to the school for the toilet, using the two across from the office. Permission is required before leaving the yard. - When the bell rings signalling the end of break time, pupils get into their 'líne' and return back to their classroom in an orderly manner. 	<p>Routine reminders of protocols for both students and staff members.</p> <p>Supervision rota</p>	<p>Regularly review safe play during circle time as well as ongoing reminders.</p> <p>Termly</p>	<p>Principal, teaching staff, yard supervisors, SNAs</p> <p>Deputy Principal</p> <p>Principal, Active School Coordinator, yard supervisors</p>
46. Indoor yard supervision	Low	<ul style="list-style-type: none"> - When all students are required to be indoors, the teachers on yard duty will set up indoor play activities in the classrooms and float, with ISAs present in as many classrooms as possible. 	Ensure staff and students are aware of procedures.	Ongoing	Principal, teachers who supervise

Health and Safety Policy – Knocknacarra Educate Together NS – 2025

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
47. Supervision at the beginning and end of the school day	Low	<ul style="list-style-type: none"> - A breakfast club is available for children from 8.00. - Pupils may be dropped off beginning at 8.40. Infants enter the classrooms, while children in other classes stand in their lines in the yard. If raining they will be supervised in the hall. The official school day begins at 8.50. - At the end of the day, teachers escort the children to the yard. Children remain with the supervising teacher until a parent collects the child in the yard. - Any children who are not collected by 13.40 or 14.35 will be supervised by designated staff members until they are collected. A phone call will be made to the parents, as required, to ensure each child is collected. - Children attending the after-school clubs walk to the classroom for their activity. They will be supervised by the after-school club leaders throughout the session and until they are collected. 	Communicate procedures via a whole-school assembly and to parents through the school newsletter. Policies are reviewed and adjusted accordingly.	Ongoing	Principal, teachers doing supervision
48. Student absences	Low	<ul style="list-style-type: none"> - In the case of any unexplained absences, a phone call will be made to the parents/guardians. This is to ensure all children arrive safely to school. - Parents should send in a note to the class teacher for absences that are planned. For unexpected absences, parents are asked to email, text or phone the school. More details can be found in the Attendance Policy. 	Use Aladdin and printed phone lists to assist with this policy.	Ongoing	Principal, teachers, parents

EVENT MANAGEMENT

(POTENTIAL) HAZARD IDENTIFIED	LEVEL OF RISK	CONTROLS IN PLACE	ACTIONS REQUIRED	ACTION DATE	PERSON RESPONSIBLE
49. Risk assessment for events taking place outside of normal school activities (i.e. Open Evening, Spring Fair)	Medium	<ul style="list-style-type: none"> - A list of potential risks will be identified. - Plans will be put in place to mitigate against identified risks. - A form (see Appendix B) is completed listing ways to prevent risk. 	Complete risk assessment for future events.	Ongoing	Principal

RATIFICATION AND REVIEW

This Health and Safety policy is reviewed annually and ratified by the Board of Management. It will be reviewed on an annual basis and no later than Spring 2026. This review process will be conducted by the principal in consultation with the safety representative from the Board of Management and the staff. The current policy was ratified on the date below.

Paul Adams, chairperson DATE: 23/06/2025

APPENDIX A
Knocknacarra Educate Together NS
Incident/Accident/Near-Miss Record Sheet

Name of Person(s) Involved: _____

Position in the School (Staff) or Class (Child): _____

Date: _____

Time: _____

Location: _____

Description of Accident/Incident/Near-Miss (*please circle appropriate heading*)

Supervising Staff: _____

Action Taken

Names of people informed (indicate when they were informed):

Principal:

Teachers:

Parents:

Special Needs Assistant:

Others:

Signed: _____ Date: _____

Further Action Taken by the Principal or Designee:

APPENDIX B
Knocknacarra Educate Together NS
Event Risk Assessment

Event: _____

Event Description:

Location(s): _____

Date and Time: _____

Significant Hazards	Who Might Be Harmed	Likelihood of Harm	Control Measures	Residual Risk

Person Completing this Assessment: _____

Signature: _____

Date: _____

