

**Safety Statement  
&  
Risk Assessment  
For  
Kilkenny School Project National School**



**KSP**  
Kilkenny School Project N.S.

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# **Additional Policy and Risk Assessments**

## 1.0 Introduction to Statement

Kilkenny School Project National School is a co-educational primary school which is equality-based, democratically run and child-centered. Children of all faiths and non-religious backgrounds are welcome and a strong emphasis is placed on equality and respect throughout the school.

The school is an older school which is continually improving and currently has numerous classrooms, storerooms, hall, quiet rooms, utility rooms, welfare areas, outside spaces and reception area.

Our school principal is Ann Marie O’Keeffe. Our deputy principal is Ruth Crowley.

The curriculum of the school aims to enable each child:

1. To live a full life as a child, to realise their potential as a unique individual.
2. To develop the holistic child: a social being, through living and co-operating with others and so contribute to the good of society.
3. To prepare for future education and lifelong learning.

This Safety Statement has been written in conjunction with Workplace Training and Compliance Ltd, and the assistance of the staff, the safety representative, the principal as well as the board of management of the school. This document has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005/2021, the General Application Regulations, 2007 (Amended 2016-2021) and all other relevant safety legislation applicable to its operations. As such, the Health and Safety statement applies to the welfare and safety at work of employees under the management of the Board of Management.

This Safety Statement is intended to assist in reducing the possibility of accidents and ill health, by bringing to the attention of the management and staff identified hazards and associated risk levels.

The Board of Management of Kilkenny School Project NS aims to always ensure a safe working environment for both staff and pupils and to improve our safety standards, where possible. This can only be accomplished by the persistent efforts of all of us. Day-to-day responsibility for health and safety rests with **all staff, at all levels** within the school. The Safety Statement will be revised on an on-going basis by the Health and Representative in order to achieve our overall objective, improve safety awareness and reduce accidents and ill health within the school. The integration of the schools Code of Practice, Admission’s policy, the Child Protection policy, the Child Safeguarding policy and all school policies with the Safety Statement is cross referenced as they are symbiotic upon each other. At the time of writing, there were building works with the installation of a new adapted bathroom for children with additional mobility requirements. There was also an upgrade

of fire prevention throughout the school and other ancillary works.

## 2.0 Circulation List

The following people will be issued with a controlled copy of the Safety Statement, and the Health & Safety Representative will supply any changes or upgrades to the Kilkenny School Project NS, master document to each person on this list. The holder of the copy is then obliged to remove and destroy the original pages

<u>Manual No.</u>	<u>Name of Recipient</u>	<u>Title</u>
1	Ann Marie O’Keeffe.	Principal
2	Ruth Crowley.	Deputy Principle
3	Helen McCarthy.	Chairperson of the BOM

The working copy of the Safety Statement is located on file in the principal’s office and in the staffroom. It will be available for viewing by any employee. The Safety Statement will in the future be introduced to all new employees at their Induction Training.

### Buildings

#### **The scope of the safety statement covers:**

1. Kilkenny School Project NS, grounds, both inside and outside to the boundary

A written safety statement is developed, reviewed and update as required. The safety statement will be formally reviewed every year or where there has been a significant change to workplace hazards.

Section 20 of The Safety, Health and Welfare at Work Act 2005/2021, requires that an employer produce a safety statement to safeguard:

- the safety, health and welfare at work of his or her employees;
  - the safety and health of other people who might be at the workplace, including students, visitors, contractors and members of the public.
2. The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of legislation change, equipment, experience and other relevant developments.

### 3.0 Safety Policy Statement

The Safety, Health and Welfare at Work Act 2005/2021 requires employers, their representative management, and employees alike to consider safety as a joint responsibility. The safety and health of all at Kilkenny School Project NS, its employees and pupils, is a top priority of the school. Each of us at all levels of the school must co-operate to ensure that safe working becomes an instinctive habit.

We commit ourselves as a team to be professional in our work and to do so in a safe manner, while meeting our job requirements. We will achieve and maintain the highest possible standards of occupational health and safety in compliance with the requirements of all Irish and European legislation as it pertains to our activities at the school. The Safety Statement specifies the manner in which the safety and health of persons employed by the school will be addressed. Please feel free to discuss the contents of this document and/or any ideas you may have to improve safety at any time. If a safety concern is not being properly addressed, you are asked to bring it to the personal attention of the Health & Safety Representative. (Ann Marie O’Keeffe). Adherence to the new Department of Education published updated [Child Protection Procedures for Schools 2025](#) (Circular 0041/2025), Safeguarding best practice and the updated Child Protection Procedures for Schools 2025 in Ireland strengthen safeguarding by enhancing focus on online safety, addressing retrospective abuse, and refining staff reporting duties.

As well as periodic safety inspections, the Health & Safety Representative, with the assistance of the members of staff will complete a thorough safety Inspection of the school area at least once a term. This will provide an on-going upgrade of safety awareness within the school and provide the information necessary to upgrade and maintain the Safety Statement. It is recognised that the writing of a Safety Statement in itself, will not increase safety awareness or improve safety standards. The assessment of hazards and associated risks at Kilkenny School Project NS was completed within a multidisciplinary approach. On the day of the audit, as many as is reasonable, hazards were identified. On an ongoing basis, additional risks will be identified and assessed. It is not possible to identify every risk and a structured approach to this identification was completed. The Safety Statement provides a base line for management to build on. In order to increase safety awareness, it is necessary for management and staff to have hands on involvement in support of the Safety Statement.

## Safety Policy Statement

Kilkenny School Project NS will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors at all times.

In particular, Kilkenny School Project NS, Board of Management will:

- Provide a team structure that will value the health and safety of all personnel.
- Lead by example and respond to all reasonable health and safety concerns.
- Provide and maintain safe and healthy working conditions, in accordance with all statutory requirements.
- Provide employees with training, information and supervision in a form, manner and, as appropriate, a language that is reasonably likely to be understood
- Make available all applicable safety information, instruction, training and supervision as is necessary to generate a safe place of work.
- Maintain a constant and continuing interest in health and safety matters pertinent to all the Schools activities.
- Regularly review this Safety Statement and any other safety related documents.
- Carry out on-going assessments of our operations through the medium of audits and inspections.
- Integrate all school policies with the schools safety statement

Each of us are reminded that **every** employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005/2021 to take reasonable care of the safety, health and welfare of ourselves and of others who may be affected by our acts and omissions at work. It is also the specific duty of any employee to report to the principal or deputy principal any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the management a reasonable opportunity to correct the situation.

**Signed:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Chairperson Helen McCarthy, Board of Management, School Principal- Ann Marie O’Keeffe. Date: \_\_ Date: \_**



## 5.0 Health & Safety Management

Board of Management Chairperson Helen Mc Carthy

Safety Representative on Board of Management Nicola Malone

Principal: Ann Marie O’Keeffe

Deputy Principal: Ruth Crowley

Teaching Staff

SNA Staff

Secretary

Caretaker

Lunch Operator

Cleaning Company

## 6.0 Staff Health & Safety Responsibilities Breakdown

Under statutory legislation it is management’s responsibility to create an environment in which every individual employee is committed to health and safety improvement. The Board of Management represented by the Health and Safety Representative is ultimately responsible for health and safety within the school. The principal will be supported in their job by all other management and staff. The principal and deputy principal will fulfil the role of Health & Safety Representative and will co-ordinate and review the health and safety program. We will adhere to the Safety Health and Welfare at Work Act 2005/2021 and we are aware of the responsibilities under the Occupiers Liability Act 1995.

### 6.1 Board of Management – Chairperson (Mr. Helen McCarthy)

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all other staff within the school. They will meet on a periodic basis to discuss health and safety issues within the school; safety will be a permanent agenda item in these meetings.

Specifically, the BOM will

- Appoint a Health and Safety representative for the school (Nicola Malone).
- Support the principal in her role
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety

statement to be reasonably implemented.

- Support the Health and Safety Representative, Principal, Deputy Principal and all members of staff.
- Ensure that the safety rules and procedures are adequately communicated to staff
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.

## **6.2 Health & Safety Representative on the Board of Management (Nicola Malone)**

The Board of Management (BOM) Health and Safety Representative is a member of staff and is teaching in the school

The Health and Safety Representative will inform the BOM of staff health and safety concerns.

## **6.3 Teachers**

All Teachers are responsible for creating a safety culture within the school.

Specifically, they will:

- Take a direct interest in health and safety.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all staff
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use
- Regularly inspect their areas in a walk-through inspection to ensure the standards in both safety and hygiene are being complied with.
- Ensure their work area / classroom is secure and left in a safe condition at the end of the school day.
- Manage Behaviours of Concern to the best of their ability. (Responsive Behaviour)
- Ensure all controls around Biological Agents incl Covid 19 are adhered to

## **6.4 School Health & Safety Representative**

The Health & Safety Representative is responsible for coordinating the Safety, Health and Welfare issues dealt with in the Safety Statement.

They will:

- Complete a safety inspection of the school premises on an annual basis
  - Organise a fire drill on a termly basis (Identify those who require additional assistance)
  - Ensure that adequate First Aid provisions / AED and arrangements are in place
  - Ensure that all accidents involving employees are reported and fully investigated.
- Ensure, where an accident removes a person from their place of work for 3 consecutive

days or more after the day of the accident, the Health and Safety Authority are informed on the appropriate IR1 form (completed on line @ [www.hsa.ie](http://www.hsa.ie))

- Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate
- Report without delay, any health and safety issues or concerns to the BOM Health and Safety Representative and Principal.

### 6.5 Other Employees (SNA's/Caretaker /Secretary)

It is the responsibility of all School employees to co-operate with management in the implementation of the objectives of the Safety Statement within their areas of influence. Safety must be seen by all employees as a teamwork strategy.

Employees have a specific statutory responsibility under Section 13 of the Safety, Health and Welfare at Work Act, 2005, for their own safety. They are expected to discharge their work in a safe manner, so as to avoid injury to themselves or other employees and customers and avoid damage to company equipment and property. Management must make themselves aware of these requirements, led by example and inform employees of this legal duty.

All employees must co-operate fully with all the provisions taken by Kilkenny School Project NS in ensuring the safety, health and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Health and Safety representative on staff.

Under Section 13 of the Safety, Health and Welfare at Work Act, 2005, the statutory responsibilities of every employee are as follows:

It shall be the duty of every employee while at work to:

- Take reasonable care for their own safety, health and welfare and that of any other person, who may be affected by their acts or omissions while at work. **Spot it, Sort it, Can't Sort it, and Report it.**
- To co-operate with their employer and any other person to such an extent will enable their employer or other person to comply with any of the relevant statutory provisions.
- To use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means for securing their safety,

health and welfare while at work.

- To report to their employer, without unreasonable delay any defects in plant, equipment, place of work or system of work which might endanger safety, health and welfare of which they become aware.
- To not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health and welfare of people arising out of work activities.
- Ensure that they are not under the influence of a toxicant to an extent of endangering their health & safety.
- Submit to any reasonable tests for intoxicants.
- Attend such training as may be reasonably required by employer.
- If suffering from a disease or illness that adds to risks, to tell their employer.

## 7.0 Resources and Welfare Facilities

Kilkenny School Project NS will dedicate the appropriate resources and welfare facilities necessary, whether time, finances, equipment or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

The following resources and welfare arrangements have been dedicated:

- The Health and Safety representative on the Board of Management with the assistance of the School Principal will develop appropriate health and safety programs, inspections, maintenance programs and training activities etc.
- Kilkenny School Project NS will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work.
  - Teachers/staff are trained in 'First Aid' (see appendices). Three Staff members are trained First Aid Responders.
- A fully stocked First Aid kit for use in any accidents on site is located centrally in the staff room. Bags with basic first aid supplies carried where appropriate.
- Smoking is prohibited on the grounds of the school i.e. within the boundary fence of the school.
- Firefighting equipment has been positioned throughout the school. This equipment has been chosen and sited applicable to the fire risk. Assembly points are located for each

class at the back of the building and also in the basketball court to the rear.

- Various signs are in place throughout the school and external areas to provide directional information, emergency exits, and firefighting equipment and identification of any hazards. All signs must meet current legislative requirements.

#### First Aid Provisions:

- There is a first aid box located centrally in the office
- A sports first aid bag is provided for sporting trips or activities from the school
- Additional First Suppliers are located around the school Incl an AED.

Various welfare facilities are provided by Kilkenny School Project NS, and these are controlled by the following personnel:

- The provision of staff room facilities and toilets / changing areas.
  - Responsible person is: The Health & Safety Representative on the BOM.
- The provision of a First Aid boxes and the filling of Secretary and Principal .
- The liaison with insurance companies: Principal on behalf of the Board of Management
- The notification of reportable accidents to the Health & Safety Authority
  - Responsible person is: Ann Marie O’Keeffe.
- The provision and testing of firefighting equipment/maintenance of Fire Register:
  - Responsible person is: Specialist Engineer as appointed by the Principal Ann Marie O’Keeffe and Ruth Crowley.
- The investigation and management of any alleged incidents of harassment or bullying in the workplace:
  - Responsible persons are: Ann Marie O’Keeffe and Ruth Crowley.
- The provision of adequate & suitable personal protective equipment (e.g. for Caretaking Staff).

## 8.0 Health and Safety Training

Kilkenny School Project NS is committed to providing appropriate health and safety training (Fire Training, Manual Handling, People Moving and Handling, Behaviours of Concern etc) for all employees applicable to their function within the school. This training will begin with induction training on commencement of employment. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required ensuring a safe place of work. This will also ensure local knowledge and unique information around all those who attend the school.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. Behaviours of Concern, First Aid, Fire and Evacuation, Positive Handling, Food Safety and Handling, Manual Handling etc. All training on site will be co-ordinated by the Board of Management and the principal. For a plan of all proposed training and completed objectives see later section.

These specialised areas will include the following (**SC = Safety Course**):

<b>Course Code</b>	<b>Course</b>	<b>Required Attendees</b>
SC 1	Induction Training with Infection Prevention and Control	All new staff
SC 2	Manual Handling and People Moving	All staff
SC 3	Fire Warden/Awareness and use of Fire Extinguishers	All staff
SC 4	Emergency Evacuation Training (Fire Drill)	All staff
SC 5	First Aid Training	All staff
SC 6	Behaviours of Concern	Applicable Staff

## Environmental Awareness

The KSP aims to operate sustainably while embedding environmental responsibility into everyday learning and culture. It reduces energy use, waste, and resource consumption, while promoting biodiversity and sustainable practices on campus. Through its curriculum, it develops students' understanding of environmental issues and encourages critical thinking, responsibility, and active participation. By involving the wider community and fostering a strong sense of stewardship, the school prepares students to make informed, sustainable choices throughout their lives.

### 1. Travel

Outings are encouraged where possible for all attending Kilkenny School Project NS

## Employee Consultation

A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005/2021 to consult with his employees on matters of health and safety. It is the policy of Kilkenny School Project NS, to consult with their employees on matters of health and safety, to encourage a teamwork strategy for safety and to carry this out through regular communication`s with all staff.

The Health and Safety Representative on the BOM will act as a conduit between the school H & S Rep and the BOM. The school H & S Rep will report staff safety concerns to the Board of Management. They will report this to the BOM and revert back with recommendations.

All safety matters that staff have raised will be discussed at the Board of Management meetings. Any matter that requires the urgent attention of the Board of Management will be brought to them via the principal.

## 10.0 Visitor & Contractor Control

### 10.1 Visitor Control

A visitor is defined as any person who goes beyond the boundary fence of the school for the purpose of physical work, meetings, parent teacher meetings, drop off and collections, visiting staff members or management. It will also apply to persons attending interviews,

meetings and or new staff for a potential job.

- The visitor will not carry out any work without prior permission and will be accompanied by a member of staff at all times during the visit.
- In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point.
- Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.
- Visitors to the site must observe and obey all safety signs posted throughout the facility. Including biological controls such as Covid 19 controls.
- Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended.

## 10.2 Contractor Control

A contractor is defined as anyone who undertakes or carries out work either him or herself or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the school. It will include contractors, sub-contractors, and call out staff etc.

A control system is in place in order to control all contractors and visitors and ensure they are not affected by the operations of the staff and that the staff is not affected by the operations of the contractor. All contractors who wish to work for Kilkenny School Project NS, must provide the following items to the principal (when requested):

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Where appropriate a nominate PSDS and PSDP will be appointed.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.
- School Work Permit

The school hall is rented out to a local group. There may also be summer provision and induction for new starters. All health and safety paperwork are signed and in date. On going safety observations are carried out to ensure this activity is run with a strong health and safety culture in mind. This external group

also use the stores in the hall and maintains all equipment they use in good condition.

## 11.0 Emergency Evacuation

### 11.1 Introduction to Emergency Evacuation

An Emergency Evacuation Procedure has been established at Kilkenny School Project NS, that will cover all operations of the school. Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a fire. An “Evacuation Procedure in case of fire” has been drawn up to ensure a coordinated response to any on site fire or other emergencies. The school has plans in place for evacuations. The assembly points for all classes are clearly marked around the school grounds

. Upgrades are currently being introduced around fire prevention.

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the school. All teaching staff have received fire awareness training and we have taken into account the additional needs for some children at the school. This includes practical training on the use of fire extinguishers. All fire points are wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained. The visitors’ book will be collected at reception by a staff member and brought to the assembly point to ensure all persons on school grounds are accounted for.

**Emergency Site Controller (Principal: Ann Marie O’Keeffe):** The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

**Deputy Emergency Site Controller (Deputy Principal: Ruth Crowley):** If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency services.

**Teaching and Support staff:** If the alarm sounds the teaching staff will knock on all doors in their areas of responsibility on the way out of the building. They will call class roll calls at the assembly points and await direction from the Emergency Site Controller.

## 11.2 Statutory Testing of Fire/Evacuation Equipment

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

- *FIRE EXTINGUISHERS*

**I.S. 291:2015 + A1:2022** ("Code of Practice for the Selection, Commissioning, Installation, and Maintenance of Portable Fire Extinguishers") states that inspection of extinguishers shall be carried out at monthly by the caretaker and **annual intervals** by the user, or agent appointed by the user, supplier, or a competent extinguisher maintenance agent.

- *FIRE DETECTION AND ALARM SYSTEMS*

Quarterly Routine for Fire Alarm and Detection Systems Horizon and AP Systems Systems)

The person responsible shall ensure that every **3 months** the following checks are carried out by a competent person:

- a) Entries in the logbook shall be checked and any necessary action taken;
- b) Where applicable, batteries should be examined to ensure that the specific gravity of electrolyte in each cell is correct. Any necessary remedial action shall be taken;
- c) Batteries, including reserves, shall be tested as specified by the supplier to verify that they are satisfactory for a further period of use by taking measurements that are indicative of the conditions of each cell, by the use of a proprietary load test meter specific for the purpose.

**NOTE** It is recommended that during the quarterly/periodic service a percentage of the detection devices be tested such that at the end of the annual period all devices have been tested.

Records of these statutory examinations or tests should be filed with this Safety Statement and/or in the Fire Register. These statutory tests will be coordinated by the Health & Safety Representative. Safety files are kept in the principal's office.

## 11.3 Emergency Evacuation Procedure (P.E.E.E.P Assessments)

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of the pupils and employees, ensuring their continued personal safety.

If you come across a Fire:  
**DO NOT PUT YOURSELF AT RISK**

Should a fire occur in any area of the school, the following actions should be taken:

- Ensure the alarm is raised. Obtain assistance if required.
- Evacuate the Building & Move towards the nearest emergency exit.
- Providing you have been trained, and it is safe to do so, attempt to extinguish or contain the fire using the **appropriate** extinguishers and hoses etc..
- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Call the Fire Brigade 999 or 112

If you hear the Fire alarm;

- **EVERYONE OUT** of the building uses the nearest escape routes. Class teachers/support staff, bring the class list with them. **WALK QUICKLY** but **CALMLY** and **QUIETLY**. **NO OVERTAKING**.
- **DO NOT RETURN** for anything you have forgotten.
- **P.E.E.P assessments for those with additional assistance requirements will be used**
- If Time Permits (small fire), close door and windows of room.
- Move to the Assembly Points to the front and in the basketball yard at the rear. Class teachers/Support staff will call the roll.
- Wait for direction from the Emergency Site Controller

Emergency Contact Numbers.

<b>SERVICES</b>	<b>LOCATION</b>	<b>TELEPHONE NO.</b>
Fire Brigade		<b>112 or 999</b>
Hospital		<b>112 Or 999</b>
Local Ambulance	Hospital	<b>112 or 999</b>
Garda Siochána		<b>112 or 999</b>
NEPS		<b>01 8650673</b>
<b>Eircode R95VX31</b>		

## 12.0 Accident Reporting & Investigation

### 12.1 Accident Reporting & Investigation

All accidents to persons (staff/pupils/contractor/visitors), is recorded in the First Aid book or Yard Incident Book. Any serious accidents must be reported to the Health & Safety Representative and recorded on the appropriate accident form. The principal will be informed immediately of all accidents and where possible all other accident reporting will be completed before the end of the day in which the accident occurred. All head injuries are reported to parents/guardians.

All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the Health and Safety staff representative/principal on Form IR1 ([www.hsa.ie](http://www.hsa.ie)). This procedure will be in line with the General Application Regulation 2016 (Reporting of accidents and Dangerous Occurrences)

**Note:** An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.

### 12.2 Accident Reporting & Investigation Procedure and Critical Incidents

Upon notification of an accident, the Health & Safety Representative or Principal/Deputy Principal should go immediately to the scene of the accident, bringing with him/her injury and accident form/logbook to record details.

The teacher/person in charge should ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt.

The teacher/person in charge should determine whether a camera is necessary – if so, send a member of staff to get one and photograph the scene from several angles and get both close-up and general shots to give a full picture of the scene.

The teacher on duty should complete the accident form by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

Kilkenny School Project NS aims to protect the well-being of its students and staff by providing a safe and nurturing environment at all times. Kilkenny School Project NS strives to provide a happy and secure environment where the self-esteem of each child will be enhanced.

The Board of Management, through the principal, Ann Marie O’Keeffe, deputy principal, Ruth Crowley, along with the Inschool Leadership team David Weadick, Nicola Malone and Kayla Robinson have drawn up a Critical Incident Management Plan as one element of the school’s policies and plans.

Consulted resource documents available to schools on [www.education.ie](http://www.education.ie) and [www.nosp.ie](http://www.nosp.ie) including:

- Children’s First Act 2015/2017
- Responding to Critical Incidents Guidelines and Resources for Schools (NEPs 2016)
- [Wellbeing Resources for Primary Schools](#)
- Suicide Prevention in the Community – A Practical Guide (HSE 2011)

### **13.0** Opening & Closing

The below times may be adopted to suit the need of the child, the situation on the day and general demands of running the school safely. Gates are open at 8.50am.

#### **School Day**

**School Starts:** 9.05am

**SOS beag (Break):** 10.45am/11.00

**SOS mór (Lunch):** 12.35pm/1pm

**School Finishes:** 2.45pm

#### **Contractor Visits**

When electricians/plumbers and other tradespeople need access to the school an arrangement is made with the caretaker to open and lock the school as required if out of school hours. Tradespeople shall be accompanied when working out of hours in the school premises. The control of contractors is adhered to at all times and the appropriate Health and Safety paperwork is submitted and approved.

All staff are key holders and they are permitted to enter the school after hours.

At the end of the school day, the last member of staff to leave is responsible for securing their own classroom / area; activating the alarm and locking the front door.

## 14.0 Storage & Administering of Medication

Parents are asked to inform the school in writing if their child suffers from any allergies, long term or short-term illness or if their child is on medication. Kilkenny School Project NS , holds all policies relevant to the school and needs to be referenced in conjunction with this safety statement. It is in the principal's office and is a living document. No teacher can be required to administer medicine or drugs to a pupil. A teacher, who, with the consent of the BOM, has signed appropriate documentation and has been trained and approved, does take on the responsibility for assisting a child with medical needs. In the first instance, the parents/guardians of the child will assist or the child can self-administer.

Parents/guardians of pupils who are on medication or inhalers (In bag belonging to the child) are asked to fill in a form (available from the school office) for school records.

If a child has for example, a serious nut allergy/ allergy to wasp sting etc., the parents will inform the class teacher who will inform the principal.

This policy is formulated in accordance with guidelines issued by the Department of Education, Primary Schools' Managerial Bodies and the Irish National Teachers' Organisation.

- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.
- 
- Refer to [Administration of Medicine Policy](#)

Procedures to be followed by the Board of Management

- The BOM may refuse to accept responsibility for the administration of medication to pupils where:
  - a) The timing of its administration is critical to the health of the child; or
  - b) Some technical or medical knowledge and /or training is required;

- c) Or intimate contact with the pupil is required  
(This will be discussed with the child's parents or guardians)
- The Board, having considered the matter, may **authorise** a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
  - The Board will ensure that the **authorised** person is properly instructed in how to administer the medicine.
  - The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
  - The Board shall inform the school insurers accordingly.
  - The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the **authorised** staff member's absence.

## 2. Responsibilities of Staff Members

- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- The parent must provide written instructions on the administration of the medicine
- Medication must not be administered without the specific authorization of the Board of Management.
- The medication should be self-administered, if possible, by the child, under the supervision of a staff member. Due to the capacity of each child, this may not be the case.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent. A written record of the date and time of administration will be kept
- In emergency situations, staff should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. They will immediately ring 112/999 and ring the parent.

- Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Parents should be contacted should any questions or emergencies arise.

### **17.0 Pregnant Employee**

Kilkenny School Project NS will take all necessary steps to comply with the Safety Health and Welfare at Work (General Application) Regulations 2007-2021, the Pregnancy/Maternity Leave (Updated April 2025) and related best practices and guidance. The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. It is located in the principal's office and is a living document. In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.

Similarly, when a breast-feeding mother returns to work an assessment of her work will be carried out. If a mother wishes to continue breast-feeding her child after returning to work, the Board of Management will make arrangements to facilitate this.

### **18.0 Adult/Student Work Experience**

Included in this group are students on teaching practice, adults on SNA training, Transition Year Students on the Work Placement. The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. It is located in the principal's office and is a living document. The principal and Work Experience Coordinator decide on behalf of the Board of Management

the personnel allowed on work experience/work placement in the school.

The principal will inform the Health and Safety representative of all adults/students on work experience or work placement programs in the school. The Health and Safety representative will then arrange that a short document with a synopsis of pertinent issues in the Health and Safety statement such as expected of code of conduct, fire drill policy, contact person in case of issues, accident reporting etc. will be given to individuals.

### 19.0 Manual/People Handling

Any faulty equipment must be identified to the principal, deputy principal or caretaker.

No person will be expected to lift a load that would be likely to cause him / her injury. Consideration must be given to the load and whether or not help is necessary. Staff will adhere to the regulations as set out in the 2007 GAR associated to Manual Handling (Part 2, Chapter 4, Regulations 68 and 69). The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. It is located in the principal's office and is a living document. Training in the correct manual/people handling techniques will be provided as appropriate. All children have unique handling plans and as such must be adhere to. Specific equipment may be assigned to be used and this equipment must be used for the safety of all.

All staff need to consider both animate and inanimate handling. Any interaction with children must be assessed and a plan put in place. This document will work in conjunction with the child's care plan.

All staff will be given a copy of the following manual/people handling policy. Every employee must be familiar with the correct lifting techniques. These may be completed as follows: -

- Check for sharp edges, splinters or nails
- Lift in easy stages – floor to knee then from knee to carrying position.
- Adhere to the 8 principles of safe lifting
- Tile manual handling requires assessing risks using the **TILE** acronym (Task, Individual, Load, Environment) to prevent musculoskeletal injuries. Key practices include lifting with legs, keeping heavy boxes close to the waist, avoiding twisting, and using mechanical aids or team lifts for heavy, awkward, or wet tasks.
- Hold weights close to body

- Don't jerk, shove or twist body
- Grip load with palms – not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down step
- Always consider whether help is necessary to lift an awkward or heavy load.
- Always adhere to the child specific people moving and handling plan Teachers and SNA's moving chairs and tables, placing items on shelving. It may also be Reception staff working in the office or managing deliveries. The caretaker will be fixing Replacing, removing items each day. All off this is manual handling and all staff are aware to assess each interaction and be safe.

### 20.0 Display Screen Equipment

The school is fully aware of its obligations under the General Application Regulations 2007 Part 2, Chapter 5, on use of DSE. The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. It is located in the principal's office and is a living document.

**Lighting** Correct lighting is essential if eye fatigue is to be prevented. We have ensured that the general level of illumination within the school premises complies with EU guidelines.

**Reflection & Glare** Reflection and glare can cause great discomfort for the operator. In an effort to reduce problems in this area an anti-glare filter screen is available. Eye tests will be facilitated for the school secretary and funded by the BOM annually.

**Workstation** The work surface at all workstations is a matte surface finish to prevent any glare that might normally be reflected off a highly glossed veneer finish.

Proper seating posture is essential if the long-term problems of muscular strain and backache are to be avoided.

## **21.0 Food Safety**

### 21.0 Food Safety

Staff members are expected to keep the staff room clean and tidy and leave the room as they would like to find it. Meals are catered for by an external contracted company. Glanmore Foods deliver early in the day and are prepared by their inhouse staff on school grounds. The ovens they supply are maintained in good condition and all staff are Food Safety trained. Health and Safety assessments are completed by the catering company to ensure all their equipment; they store on site are in good condition. The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. It is located in the principal's office and is a living document.

If staff members use the fridge, they are expected, in order to maintain hygiene, to take any food not eaten away on Friday of each week. The staff room does not have the facilities to store the food of all staff members on a long-term basis.

### **Dealing with Infectious Diseases (Biological Management)**

It is the policy of Kilkenny School Project NS, that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The school will endeavor to assess the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all first aid applications, cleaning tasks, etc. All controls around any biological agent including COVID 19 as an example, are in place and will be adhered to by all.

Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, paper towels/hand-dryers/clean towels and a facility for the safe disposal of waste.

## **22 Anti-bullying & Anti-Harassment -**

The new primary school anti-bullying document is *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools*, published by the Department of Education in June 2024 and effective from 1 September 2025.

[Bí Cineálta Policy](#)

## 22.0 Stress at work

Kilkenny School Project NS, adheres to all aspects of the 2005/2021 Safety, Health and Welfare at Work Act which obliges employers to identify and safeguard against all risks to the health and safety of its staff, including workplace stress. They will adhere to the HSA “Work related stress guide for employers”. The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. It is located in the principal’s office and is a living document. Workplace stress arises when the demands of the job and the working environment exceed their capacity to meet them. Causes of stress in the workplace:

- Poor working relationships
- Poor communication at work
- Poorly identified work roles
- Highly demanding tasks

Kilkenny School Project NS, have introduced the following methods for eliminating stress:

- Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.
- If you as an employee feel that you are stressed due to work-related issues you should immediately bring the matter to the attention of any member of the senior Management Team

### 23.0 Grievance Procedure and Complaints Procedure

The Board of Management is responsible for safeguarding the health, safety and welfare of people working in the school. This responsibility extends not only to pupils and teachers but also all other people working in the school, both during school hours and outside school hours, and employed directly or indirectly by the Board.

#### **The Board will not condone bullying or harassment of any type in the workplace.**

The Board has a responsibility to safeguard workers, in so far as possible, against stress and stress-related illnesses.

The Board is of the view that the achievement of this objective requires:

1. That the Board's policy in relation to workplace relationships be clearly stated and communicated to all those having an interest in same.
2. That adequate mechanisms and procedures for dealing with and resolving difficulties which may arise from workplace relationships (including complaints by and about workers) are put in place.
3. That the existence and nature of such mechanisms and procedures are communicated to all those having an interest in same.

#### **Existing Procedures for Good Practice: [Dignity at Work Policy](#)**

A key asset to working in any school is where **positive staff relations are promoted**. The principal management bodies of primary schools and the INTO are of the view that it is incumbent on the staff and management of each school to promote a culture of positive working relations at all times. Where such a culture prevails, instances of adult bullying or harassment or staff conflict rarely occur. In the event of difficulties in the workplace, clear and specific procedures are vital.

The appropriate procedures to be adopted in relation to the difficulties experienced in a workplace relationship will necessarily vary depending on the relationship in question. Accordingly, it is necessary to deal with the various relationships separately.

### 23.1 Pupil / Staff:

The Board acknowledges that a pupil has a right to complain of the manner in which he / she, are being treated by a staff member in the school. Ordinarily, one would expect such complaints to come via the pupil's parents or guardians. However, if the pupil is capable of articulating a complaint, then the fact that his / her parents have not become involved does not justify disregarding it. In such circumstances, arrangements should be made for the pupil to discuss the matter with the principal, whether the pupil seeks such an opportunity or not. Another adult (staff member, board member, the child's parent) may be invited to be present at this discussion. We are advocates for children when at school

The staff member about whom the complaint is being made should not be present during such a discussion. However, they should be informed as soon as possible thereafter of the nature of the complaint. The staff member/s will be invited to respond to the allegation. He / she will be informed of the steps which the principal proposes to take, whether by way of further investigation or otherwise. In the event of a pupil making a complaint about the principal, the deputy principal and / or the chairperson of the Board will discuss the matter with the pupil and investigate further if necessary.

A record should be maintained of the complaint made and of the staff members' response to the complaint. He / she should be entitled to inspect this record and should be entitled to furnish an explanation thereof in writing, which should be added to the record.

The pupil's parents or guardians should be kept fully informed of the complaint and the steps taken.

### 23.2 Staff / Pupil:

Where a teacher has a complaint about a pupil which he / she has been unable to deal with as a matter of routine classroom discipline, the complaint should be referred to the Principal or Deputy Principal. This also applies to complaints by non-teaching staff about pupils.

The teacher / staff member is entitled to be kept informed by the principal of the steps, which are taken in relation to any such complaint. The principal should advise the member of staff of any contact which he / she has with the parents or guardians in question in relation to the said complaint.

### 23.3 Parent / Teacher:

The [Revised Parental Complaints Procedure](#) is in place to create an open and clearly defined process to facilitate parent/legal guardians in

raising concerns about their child/children in an agreed, fair and transparent manner. It is recognised that parents/legal guardians are the primary educators in a child's life and as such from time-to-time concerns may arise which they may need to engage with the school. It is expected that engagement will be timely, courteous and resolution focused to ensure that the important relationship between the parent and school can be preserved and respected. It is expected that all parties concerned will engage proactively.

#### 23.4 Staff / Staff:

Where a member of staff has made a complaint about another staff member (other than the principal) the staff will follow [Working Together Ag Obair le Chéile](#)

In summary, Working Together 2024 – Ag Obair Le Chéile:

- Emphasises the importance of a positive and collaborative workplace culture based on professional respect of other's positions, roles and responsibilities.
- Promotes best practice thereby preventing the development or escalation of internal staff disputes.
- Sets out procedures for dealing with staff disputes which incorporate principles of fair procedures and which are incremental in approach recognising the importance of initial informal steps to resolve matters prior to escalation to the formal steps of any procedure.
- Strongly recommend boards of management and teachers to formally adopt and discuss on an annual basis this new publication Working Together 2024– Ag Obair Le Chéile, thereby ensuring an awareness that all forms of bullying or harassment will not be tolerated and that the dignity of the individual will be respected

The other member of staff concerned is entitled to be informed as soon as practical of the nature of the complaint being made and to be offered an opportunity to be heard in relation thereto. The principal should not require the complaint to be made in the presence of the member of staff about whom the complaint is being made, nor should he / she require the last-mentioned teacher to offer an explanation or defense of his / her behavior in the presence of the complaining member of staff.

#### 23.5 Staff / Board member:

In any situation where the Board is investigating a complaint by or concerning a staff member and requires either party to attend a Board meeting at which the said complaint will be discussed; such party shall be entitled to be accompanied by a legal advisor or a representative from his / her union. If the peer against whom the complaint is made is a member of the Board of Management, that person shall withdraw

from all meetings while the matter is discussed.

The Board of Management shall act in a fair and impartial manner in order to achieve resolution and shall deal with the matter sensitively, having due regard to the problem.

Kilkenny School Project NS is committed to providing a working environment free from harassment of any kind and to protecting the dignity of everyone at work. They will adhere to all updates, and new policies and procedures introduced by the Board of Education. This will also take into account and consider bullying and harassment code of practice by the HSA 2021 (Health and Safety Authority). The principal holds all policies relevant to the school and need to be referenced in conjunction with this safety statement. All staff have read and confirmed they understand all policies and procedures relating to their working environment at the school or on school duty outside of the school grounds. It is located in the principal's office and is a living document. Kilkenny School Project NS, acknowledges that conflict may occur between staff, between staff, parents and contractors or between staff and pupils, and can include behavior that is offensive to the recipients such as:

- Physical threats and assault
- Non-violent threats or implied threats
- Verbal harassment/ abuse of a person
- Unfair selection of tasks
- Sexist comments or other unwarranted conduct of a sexual nature
- Racism

Kilkenny School Project NS will ensure that any complaints are properly and fairly investigated, that any harassment is dealt with in an appropriate and measured way under the disciplinary procedures and that the person bringing the allegation can resume work without fear of recurrence of threat to their career.

As far as Kilkenny School Project NS, is concerned any source of harassment, whether it be physical, verbal, non-verbal, racist, or sexist, is unacceptable either between staff or between staff and contractors. Staff members/parents are encouraged to bring such unwanted practices and behaviors to the attention of the Principal/ Deputy Principal or

Any other person to whom they have confidence in and who will act responsibly on their behalf to have the matter resolved.

All complaints are made in confidence and progress with regard to specific complaints can only be made with the approval of the complainant.

All staff members have a duty and a responsibility to each other to eliminate or to report such behavior to their own management or to have it dealt with. All harassment complaints will be investigated in a fair and objective manner.

Aggression towards any individual should not take place, as a result of reporting such instances. Retaliation against someone who complains about harassment is a serious disciplinary offence. If, however, it is found that a complaint was made maliciously, disciplinary proceedings against the complainant will be considered.

### 23.6 Ratification & Communication

This policy to be ratified by the Board of Management at a meeting to be defined.

### 24.0 Electrical Appliances Safety

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person e.g P.A.T. Testing and Fixed Appliance Testing as per statutory instruction and guidance. Before using any appliance, the user should check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/leads are intact and free of cuts or abrasions.
- Unplug leads of appliances (e.g. interactive whiteboards, lap top safety box`s, internet cables, microwaves, heaters) every evening.
- Microwave is turned off at socket when not in use
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Instructions for use of interactive whiteboards are given to each teacher
- Maintenance checks of electrical equipment are arranged by the principal at the end of every year.
- The heating mechanism supplied by the food supplier is their responsibility and they have agreed as part of their contract to service , maintain and keep this equipment is good working order

## 25.0 Chemical/Cleaning Products Safety

It is the policy of Kilkenny School Project NS, that all chemicals, photocopier toner, detergents and other cleaning materials etc. be stored in clearly identifiable containers bearing instructions and precautions for their use. The storeroom is locked and restricted. There is appropriate signage and a SDS (Safety Data Sheet) for each chemical in the register. If deemed necessary products shall be kept in a locked area and protection provided for use when handling them. An external cleaning company are responsible for all cleaning on site. They commence from 3pm.

Cleaning products will be kept in storage under lock and key. The key will be kept 'out of reach' of children but available to adults.

## 26.0 Appendices to the Safety Statement

### 26.1 Responsible Persons

AREA	NAME
Health and Safety Representative (BOM representative). Brings H&S issues to the attention of the BOM.	Nicola Malone.
Principal: Employed as the day-to-day manager of the school. Brings H&S concerns to attention of the H&S representative. Takes on responsibilities as listed herein.	Ann Marie O'Keeffe.
Health and Safety Representative (staff representative). Brings H&S concerns to the attention of the principal. Takes on responsibilities as listed herein.	MS Nicola Malone

Yard Supervisory role On First-Aid dealing with minor accidents, recording as appropriate	Aine Power, Carol Jones, Mags Heffernan are First Responders
Folder in the office	
Follow First Aid procedures herein.	All staff
Check Aladdin for medical concerns on class list	The child's class teacher (Check Wall Alladin and Chart in the Staffroom)
Annual check of electrical equipment	Caretaker

### Register of Fire Fighting Equipment

Contractor's Certificate to be displayed on the wall outside the secretary's/ principal's office.

#### Fire Drill Records

These records will be kept in the Designated Fire Safety Information folder in the Office.

#### Accident Report Form

A Blue Folder with Accident Report forms is to be kept in the Office.

#### First Aid/AED

There are fully stocked First Aid boxes in the office. A defibrillator is next to the photocopier in the school. Emergency Medicine is stored on the top shelf of the C6fra in each classroom and a duplicate is stored in the office. Parents/legal guardians are required to ensure that all medicine is in date.

## 26.2 Sample Safety Inspection Checklist

SAFETY INSPECTION CHECKLIST			
AREA _____	AUDITOR _____		DATE _____
Hazard Type: <u>Access and Egress</u>	Yes	No	Action
Are there sufficient exits in the area for prompt escape?			
Are staff members aware of all immediate egress points from their work area?			
Have staff members taken part in an emergency evacuation drill?			
Are good housekeeping standards maintained in the workplace?			
Can all emergency exits be opened easily?			
Are all emergency egress routes kept clear of all obstructions?			
Are spaces between equipment sufficient for safe operation?			
Are floors free from slippery materials and loose objects?			
Are floors maintained in good condition?			
Is the emergency lighting checked?			
Are there suitable stepladders or kick stools available to safely access heights?			
Are there sufficient exits in the area for prompt escape?			
Are floor surfaces kept clear and in good condition where staff have to lift?			

Are mechanical devices used where practical?			
Are heavier objects stored at waist to chest level?			
Where animate handling and engaging with children is required, has there been an individual child assessment around people moving been introduced?			

<b>Hazard Type: <u>Electrical</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are all sockets, plugs and switches in good working order?			
Are all cables visually free from defect or damage i.e. overheating, insulation damage?			
Do competent persons carry out all-electrical work?			
Are all electrical panels and enclosures kept closed with proper covers or doors?			
Do extension leads in use have a grounding conductor?			
Are all electrical circuit breaker panels accessible and unobstructed?			
Are all electrical panels protected against impact?			
Is there a one-metre space maintained between the electrical panel and all storage?			
Are all plug-tops correctly fused with cables clamped inside the plug?			
Are electrical panels kept free of all storage and rubbish?			

<b>Hazard Type: <u>Fire</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are all fire extinguishers, fire blankets and fire hoses wall mounted?			
Is all firefighting equipment easily accessible?			

Is all firefighting equipment serviced and labelled and fitted with a seal?			
Are staff trained in the correct use of firefighting equipment?			
Are portable extinguishers applicable to the materials and equipment in the area and are they correctly color coded?			
Are no smoking signs posted and observed?			
Are staff aware of the means of escape in case of fire?			

Are fire drills carried out on a regular basis, minimum 6 monthly?			
Are all flammable materials properly stored and labelled?			
Do all exit doors open outwards?			
Are all escape routes unobstructed?			
Are all escape routes sign-posted from the workplace?			
<b>Hazard Type: <u>Slips x Trips and Falls</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are any main aisle ways and passageways kept clear?			
Is the work area kept clean and orderly?			
Are non-slip materials used on the floor where applicable?			
Are all spillages dealt with immediately?			
Are extension leads and electrical cables kept out of the aisle ways?			
Are materials stored off the floor including personal equipment?			
Are floor materials checked and free from trip hazards?			
Are mats, false floors and platforms in good condition?			
Are work areas adequately illuminated during working hours?			
Are non-slip floor covering materials in use in canteens and possible wet areas?			
Is rubbish or litter only stored in designated storage containers?			

Is all rubbish or packaging picked up as soon as possible after it is produced			
<b>Hazard Type: <u>Manual Handling</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are all persons informed of safe manual handling techniques?			
Are work areas arranged to reduce excessive twisting, bending, <b>overreaching</b> and pulling?			
Are steps or ladders available for all lifting from over shoulder height?			
Items over 25 KG are deemed too heavy to lift manually			

## 27.0 RISK ASSESSMENT

### 27.1 Procedure for Risk Assessment

The risk assessments in this document are based on an identification of the hazards and an assessment of the risks and the control measures necessary for the elimination or reduction of the risk to an acceptable level. Risk identification at Kilkenny School Project NS, were identified in conjunction with staff. There may be, however, additional risks that will present during the year and these will be added to the risk register and risk assessments completed. The risk assessment is based on a probability of the accident occurring and an assessment of the accident consequences, if it occurs. The risk assessments were completed with visual inspection only at the time of writing.

<b>Fence and boundary security</b>	<b>Action:</b> Ensure all railings, fencing, gates including metal and timber are checked monthly to ensure no sharp edges are present	<ul style="list-style-type: none"><li>• Regular inspection by caretaker, principal other senior member of staff, BOM and safety representative.</li><li>• Inspection report to be discussed at Regular BOM meeting. The Safety representative to carry out weekly walk around the perimeter of the grounds to check condition of fencing.</li><li>• Damage to be repaired by safety representative or a suitably competent contractor contacted as necessary.</li><li>• Staff to be instructed to report any damage they notice on a day-to-day basis in the defects book kept in the staff room.</li><li>• Playtime supervisors to be informed of the damage by the Safety representative and restrict children from the area and monitor whilst they are outside.</li></ul>
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<p><b>Gates and signage</b> Secure building out of hours. Speed limit and safety information, This can allow unauthorised access and egress</p>	<p>Children</p> <p><b>Action:</b> Additional signage at the entry and exit to identify cars as a hazard. Ensure all cars reverse into the car spot going forward. Health and Safety signage to be placed on entry and exit to support speed limit identification</p>	<ul style="list-style-type: none"> <li>• Gates are suitable size to prevent unauthorised access and egress.</li> <li>• Gates and locked areas outside to be checked monthly by the Safety representative to ensure they close/lock</li> <li>• Gates are opened to children at 8.50am</li> <li>• Road markings and lights at the entry to the school and on approach roads</li> <li>• Good signage overall. Review Health and Safety of leaving school ground and outside the front gate. Also review inside</li> <li>• Secure site. Patrons abide by the no parking when dropping and collecting outside of what has been communicated and agreed.</li> </ul>
<p><b>Glazing</b> Damaged Glazing can cause cuts/grazed and potentially more serious injuries. Harm to those that clean glazing</p>	<p>All on site</p> <p>Ensure all who clean glazing are given the appropriate training and PPE for the task. Where possible, all cleaning to take place on the ground and when students are not entering or exiting</p>	<ul style="list-style-type: none"> <li>• Staff to be instructed to report any damage they notice on a day-to-day basis in the defects book kept in the staff room.</li> <li>• Where damage is reported and there is a risk of glass falling, the area to be cordoned off by the Caretaker/Safety representative until repair works are completed.</li> <li>• If there is danger of high winds carrying glass over access/play areas, consideration to be given to suspending use of playground if it could be affected.</li> <li>• Signage and staff awareness to be in line with action to take for damage to exterior of the building.</li> </ul>

<p><b>Yard</b></p> <p>Playing games and sports in yard</p> <p>Basketball safety</p> <p>Playground safety</p>	<p><b>Action:</b></p> <p>Visually check all equipment prior to use by children. Ensure the underfoot of yards, grass areas and entry and exit is maintained. Ensure lighting levels appropriate to seasonal variations</p> <p>Continue playground weekly checks</p> <p>Maintain padding on uprights for basketball court</p>	<ul style="list-style-type: none"> <li>• No reported defects noted. Action points when raised will be addressed</li> <li>• All chemicals used are secure, used by trained staff who wear the correct PPE</li> <li>• All maintenance work in the yard is completed while children are in class or outside of school for larger work</li> <li>• During Icy weather salt is spread. The principal will decide if the outside area is safe. They will also decide in conjunction with the board of management if the school needs to be closed for health and safety reasons</li> </ul>
<p><b><u>Grassed play areas</u></b></p> <p>Injuries from falling on uneven surfaces or on items left on the grass.</p> <p>Grass area to rear of school</p>	<p>All on site</p>	<ul style="list-style-type: none"> <li>• Grassed areas inspected for damage e.g. fox holes, broken glass etc. before use by the caretaker. This inspection should take place after each term break.</li> <li>• Staff to be instructed to report any damage they notice on a day-to-day basis in the defects book kept in the staff room.</li> <li>• All equipment used for the playtime to be gathered after each session</li> <li>• Identified staff are provided with gloves and litter pickers for general litter collection and will inspect grass areas for animal faeces every morning.</li> </ul>

<p><b><u>Sun Exposure</u></b> Exposure to sun during hot weather</p>		<ul style="list-style-type: none"> <li>• All those working outside are aware of sun damage.</li> <li>• Where classes are taken outside, sun danger is taken into account.</li> <li>• Sun cream to be applied to pupils prior to arrival at School.</li> <li>• Shaded play areas provided in some outdoor areas</li> <li>• Outdoor play time limited as required.</li> <li>• Staff may be permitted to apply sun cream to pupils if this is approved.</li> <li>• Pupils may be permitted to bring sun cream into school where appropriate</li> <li>• Drinking water available at all times</li> <li>• Parents are informed of school procedures in relation to application of sun cream prior to the pupil beginning school</li> </ul>
<p><b><u>Lighting</u></b> Inadequate lighting may contribute to a range of accidents</p>	All on site	<ul style="list-style-type: none"> <li>• Staff to be instructed to report any damaged lighting to the caretaker.</li> <li>• Sufficient internal/external lighting is provided to ensure all walkways can be used safely after dark.</li> <li>• Sensor lights and motion sensors in use</li> </ul>
<p><b><u>Roofs</u></b> Items falling off the roof may cause a variety of injuries  All access to the roof must be approved and all safety control points put in place  Control of contractors</p>	<p>Those accessing the roof</p> <p><b>Action</b> Working at height training, PPE and controls around working at height to be implemented  Any use of hop up stapes or ladders require staff to be trained</p>	<ul style="list-style-type: none"> <li>• Regular inspection by caretaker or other approved staff, BOM and safety representative / maintenance.</li> <li>• Inspection report to be discussed at Regular BOM meeting.</li> <li>• Staff to be instructed to report any damage they notice on a day-to-day basis in the defects book kept in the staff room.</li> <li>• Where damage is reported and there is a risk of items falling the area to be cordoned off by the Safety representative until repair works are completed.</li> <li>• Where roof maintenance is carried out or access required to roof refer to roof work risk assessment. All work by contractors must be in conjunction with the school health and safety</li> <li>• Maintenance at Schools Guide by the Department of education to be used</li> </ul>

<p><b>Trees</b> Injuries from falling branches and trees</p>	<p>All on site</p>	<ul style="list-style-type: none"> <li>• All trees that grow in areas that people normally use and those near buildings are inspected every term by caretaker, principal and safety representative visually.</li> <li>• Where a tree is considered, unsafe further advice is sought from Coillte or an approved tree management contractor to make the tree safe</li> <li>• Where a tree is an immediate concern, it is cordoned off until further advice is sought, and all staff must be made aware of the danger.</li> </ul>
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<p><b><u>Walkways</u></b></p> <p>Injuries from slips, trips and falls are a likely where walkways are not well maintained</p>	<p><b>Action</b></p> <p>Edging paint and upgrade of signage and safety information.</p>	<ul style="list-style-type: none"> <li>• Regular inspection by member of staff, BOM and safety representative.</li> <li>• Inspection report to be discussed at Regular BOM meeting.</li> <li>• Staff are instructed to report any damage they notice on a day-to-day basis in the defects book kept in the staff room.</li> <li>• Where areas become slippery, they are treated to reduce slips. This will include clearing moss and algae and treating with anti-slip coatings where necessary.</li> <li>• Slopes are kept to a minimum gradient and where wheelchair access is required a handrail is fitted.</li> <li>• In the winter the caretaker grits walkways when there is frost or snow forecast. Some areas may be taken out of use. The principal will take the decision and keep staff informed. Signage in place at front of school</li> </ul>
<p><b><u>Refuse and Bins</u></b></p>	<p>Everyone</p> <p><b>Action</b></p> <p>Refuse and Recycling secured in compound</p> <p>Approve waste contractor in place</p> <p>Some items around rear of outside shed to be removed and placed in appropriate bins</p>	<ul style="list-style-type: none"> <li>• All bins and refuse stored away from the building and secured</li> <li>• Segregation of waste adhered to</li> <li>• All litter picking completed with appropriate PPE</li> <li>• Manual Handling of bins assessed, and training given to staff</li> </ul>

Outside Building Hazards	Assessor: James McLoughlin and Ann Marie O'Keeffe	28th Feb 26
Hazards	Who Is Affected	Control
<p>Exterior fabric of buildings, Damaged fabric can cause a range of hazards from items falling, to people being injured on protruding objects</p>	<p>All on site <b>Action:</b> Ensure ongoing assessments and inspections at pre-defined intervals to include boundary fence, playground, access and egress points Replace seating on bench outside front door A disclaimer notice should be erected on school entry Speed sign is placed on gates Review of yard and trip and</p>	<ul style="list-style-type: none"> <li>• Regular inspection by principal and caretaker or other senior member of staff, BOM and safety representative.</li> <li>• Inspection report to be discussed at next BOM meeting</li> <li>• Staff to be instructed to report any damage they notice on a day-to-day basis in the defects book kept in the staff room.</li> <li>• Where damage is reported and there is a risk of harm, the area must be cordoned off until repair works are completed.</li> <li>• Staff, pupils and visitors to be informed of risks and reasons for cordoning off as soon as possible by class teacher.</li> <li>• Safety signage to be displayed e.g. prohibiting access to cordoned off area to be arranged by caretaker.</li> <li>• Regular checks of cordoned area to be carried out by Safety representative.</li> <li>• Bike rack/shed, Bin storage and general storage areas are in good condition. Visually checking on a regular basis</li> </ul>

slip hazards. Review footpaths around and drive way leading to school with regards to trip hazards



<b>Inside Building Hazards</b>	<b>Assessor: James McLoughlin and Ann Marie O’Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
<p><b><u>Boiler room</u></b> Hazards come from the fuel used and general storage that these rooms are often used for.</p>	<p>Everyone who enters the boiler room.  Locked external area</p>	<ul style="list-style-type: none"> <li>• Boiler rooms is kept locked at all times they are not occupied.</li> <li>• The boiler is maintained every year and service records kept by the caretaker or principal.</li> <li>• Boiler rooms are kept clear of storage as far as is possible, especially flammable materials.</li> <li>• Recent upgrades and maintenance</li> <li>• Fire risks are covered in the fire risk assessment.</li> <li>• CO2 and extinguishers including alarms</li> </ul>
<p><b><u>Doors</u></b> Hazards include finger traps and injuries from glazing.  Hazards associated with fire are dealt with in the fire risk assessment</p>	<p>Everyone using doors  Upgrade of doors currently including fire doors internally and entrance main doors.</p>	<ul style="list-style-type: none"> <li>• Doors and closures to be checked by the Caretaker and Safety representative every term or more regularly where necessary.</li> <li>• Fire doors to be reviewed by appropriately trained persons to ensure their suitability</li> <li>• All door that are fire doors close correctly and are visually inspected. All defects are reported by whomever discovers the defect</li> </ul>
<p><b><u>Entrances</u></b> May become wet after rain</p>	<p>Everyone  Action: Trip hazards Including mats</p>	<ul style="list-style-type: none"> <li>• Non-slip mats are placed at entrances where floors become slippery when wet and staff and pupils asked to wipe their feet before entering the building. Ensure any edge damage or damage to mats are removed and replaced</li> <li>• Caretaker and or cleaning team mindful of wet floors on wet days</li> <li>• Secured access with intercom</li> </ul>

<p><b>Electricity</b></p> <p>If the fixed wiring or portable electrical appliances are not maintained it can lead to fires and/or electrocution</p>	<p>Anyone using the building</p>	<ul style="list-style-type: none"> <li>• The fixed wiring is inspected by a suitably qualified electrician every five years. The Safety representative arranges the inspection/test and keeps a record of the inspection.</li> <li>• Portable electrical equipment and associated leads and plugs are inspected and tested periodically, and an inventory kept of all equipment used in the school.</li> <li>• The inspections/testing is carried out by a qualified PAT Testing company who have had appropriate training in how to carry out the inspection and test.</li> <li>• The frequency of inspection visually and/or test is as follows:</li> <li>• Floor cleaners, vacuum cleaners, equipment that is moved frequently, leads, and other earthed equipment six months to a year</li> <li>• Office/classroom equipment is checked annually</li> </ul> <p>The above is a guide and the competent person carrying out the testing will make a specific judgement.</p> <ul style="list-style-type: none"> <li>• The above tests must not be solely relied upon, and users must check that equipment looks safe to use. Staff to report any damage they notice on a day-to-day basis in the defects book kept in the staff room. Damaged equipment to be taken out of use and labelled ‘damaged awaiting repair, do not use’.</li> <li>• Normally staff are not to repair equipment themselves or bring equipment from home.</li> <li>• Where user checks or inspection and test shows that there are many faults being found then the frequency of inspection and test should be reviewed, and an investigation made as to why there are so many faults.</li> <li>• Certain activities will require the use of circuit breakers, and these will be addressed in specific activity risk assessments. E.g. equipment is used outside such as power hand tools.</li> <li>• Extension leads are used as a last resort and not used where they pose a trip hazard. They must not use coiled as they can overheat.</li> <li>• One plug in one socket is the standard applied in the school and if additional sockets are needed on a regular basis the Safety representative arranges for new sockets to be fitted.</li> <li>• Chromebook and tablet are stored safely in the lockup press. The doors on these must be secured and locked when</li> </ul>
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		<p>items are being stored overnight. All electrical panel doors are secured and locked with the appropriate signage thereon</p>
<p><b><u>Floors</u></b> Slips, trips and falls</p>	<p>Everyone</p>	<ul style="list-style-type: none"> <li>• Floors are maintained in a safe condition and staff are instructed to report any damage they notice on a day-to-day basis in the defects book kept in the staff room.</li> <li>• Temporary repairs are made to damage flooring in the short term by the caretaker until a more long-term solution is identified.</li> <li>• Where regular activities are likely to lead to the floor getting wet anti slip flooring is laid.</li> <li>• Accidental spillages are mopped up immediately and a wet floor sign placed over the wet area until the area is dry. Care is taken to ensure that sufficient time is allowed for floor to dry before being used. If the spillage is a body fluid see the control of infection risk assessment.</li> </ul>

<p><b><u>Glazing</u></b> Damaged glazing can cause cuts/grazes and potentially more serious injuries</p>	<p>Everyone</p>	<ul style="list-style-type: none"> <li>• See outside building hazards risk assessment</li> </ul>
<p><b><u>Hall</u></b></p>	<p>Action</p>	<ul style="list-style-type: none"> <li>• Clean as you go policy for all rooms including the hall.</li> <li>• Caretaker may lay out the hall associated to the demand or requirement.</li> <li>• Visual check prior to use</li> <li>• All sporting equipment is secured and placed away when not used</li> <li>• Manual handling training</li> <li>• Stores are used to secure items</li> <li>• The hire of the hall is approved, contracts in place and necessary safety paperwork supplied. All will have garda vetting and complete the necessary training including Safeguarding training</li> </ul>
<p><b><u>Lighting</u></b> Poor lighting can contribute to trips and eye strain</p>	<p>Everyone</p>	<ul style="list-style-type: none"> <li>• All areas of the school have adequate lighting to enable people to work. Internal lighting is increased in areas where natural light is less. Lighting allows movement from place to place safely and without experiencing eyestrain.</li> <li>• Lighting levels in office (workstations) are assessed as part of the display screen assessments.</li> <li>• There is sufficient lighting to ensure people can leave the building after dark safely with a combination of artificial light from other sources and emergency lighting is provided.</li> <li>• In special rooms, sensory lighting is appropriate and maintained in good condition.</li> </ul>
<p><b><u>Stairs and or steps</u></b> Poor stairs and steps can cause slip and trip accidents</p>	<p>Everyone <b>Action:</b> Review condition of steps</p>	<ul style="list-style-type: none"> <li>• St cleaned on a regular basis. Outside steps or transition areas clear and free from defects. Handrails in place to assist transition</li> <li>• Good lighting in these areas.</li> <li>• All defects reported immediately and fixed.</li> </ul>

<p><b><u>Water Supply</u></b> Hot water can cause scalds and poor-quality drinking water can cause a number of illnesses. In certain situations, there may also be the potential for legionella to pose a threat</p> <p><b>Sewage:</b> External contractors may be required to come to the school and assist with blockage and damage.</p>	<p>Everyone</p>	<ul style="list-style-type: none"> <li>• The water temperature should not exceed 40C and the caretaker checks the temperature of the water every month at the tap nearest the boiler to ensure the correct temperature.</li> <li>• There is a regime for sampling drinking water throughout the school.</li> <li>• Water storage/harvesting tanks are to be cleaned at least once a year. This is a specialised area and advice should be sought if you have any doubts.</li> <li>• As a guide the hot water system should be: <ul style="list-style-type: none"> <li>○ Well maintained, clean and properly insulated</li> <li>○ Purpose-built</li> <li>○ Correct size for intended use.</li> <li>○ Frequently used.</li> <li>○ Regularly cleaned and maintained.</li> <li>○ Hot water is timed to reach 70 degrees at intervals and cools down to 40 degrees</li> </ul> </li> </ul> <p>Appropriate health and safety paperwork will be maintained and all will sign in at reception. Hazards caused on the day due to works will be managed.</p>
<p><b>School Sports Including storage</b></p>	<p><b>Action</b> Maintain all sport equipment in good order. Remove defective equipment</p>	<ul style="list-style-type: none"> <li>• Staff and volunteers are garda vetted</li> <li>• Storage for all sports equipment is secured and placed back in its storage area when not in use.</li> <li>• All staff have been provided with the Child Safeguarding Statement and have had appropriate training. These are signed and will include pictures of the DLP and DDLP.</li> <li>• School sports personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools and also are required to adhere to the Children First Act 2015/2017</li> <li>• Child protection recent guidance adhered to.</li> <li>• The school has a Code of Behaviour, drafted in consultation with all stakeholders.</li> <li>• The school has a supervision protocol for all major events.</li> <li>• The school has a supervision protocol for transport to and from sporting activities</li> <li>• Coaching Staff are trained in First Aid</li> <li>• The school has a School Tour policy</li> <li>• The school has in place a policy and procedures in respect of student teacher placements</li> </ul>

		<ul style="list-style-type: none"> <li>• The school has in place a Code of Behaviour for students.</li> </ul>
<p><b>Class rooms Including SET</b> Use of class room and class itself safe visually.</p> <p>New building work and upgrades</p> <p>Low Risk of harm to child while in the classroom</p> <p>Demands by students to use technology, art time/play time</p>	<p>All classes and persons who enter these area</p> <p><b>Action</b> Coat hooks are present in classrooms</p> <p><b>Consider</b> Ensure all classrooms left in a clean and safe when class ends and all exit each room. Coats and bags to be securely positioned out of harm's way and not to contribute to slips and trips.</p>	<ul style="list-style-type: none"> <li>• All passageways and walkways must be kept clear.</li> <li>• No items stored in front of or behind doors, particularly emergency exit doors.</li> <li>• Materials, coats, any mobility equipment or schoolbags shall be stacked or stored so as not to cause obstruction in passageways</li> <li>• No trailing cables. When cables must cross passageways, they must be securely taped to floor or walls so as to avoid trip hazards.</li> <li>• Waste must be disposed of regularly and never allowed to build up.</li> <li>• All areas must be kept in a clean and tidy condition at all times.</li> <li>• Adequate lighting and sufficient space must be provided in all access and egress routes in this school.</li> <li>• Absorbent materials are supplied so that spillages can be cleaned up immediately.</li> <li>• Wet area signage is used during cleaning and after any spillages.</li> <li>• Sensory areas in rooms that have been identified as a requirement.</li> <li>• Resource rooms in place and are appropriate</li> <li>• Support and assistance received from external agencies to assist each child where required</li> </ul>

<p><b>Teaching and Education</b></p> <p>There are students whose first language is other than English and who may require extra focus with respect to safety, health and welfare?</p> <p>There are students with Special Education needs</p>	<p>There are students with Behaviours of concern that could increase the potential for injury to occur.</p> <p>Behaviours of Concern training to be rolled out for staff around challenging children</p> <p>All storage at height including placing items up and retrieving from height will be completed on approved equipment and training to be given to staff for working at height</p> <p>Open shelving units should be secured to the wall to prevent them falling</p>	<p><b>During school/lessons</b></p> <ul style="list-style-type: none"> <li>• All school personnel are provided with a copy of the school’s Child Safeguarding Statement</li> <li>• The Child Protection Procedures for Primary and Post-Primary Schools, incl Child Protection, are made available to all school personnel. Policy signed and posted in reception.</li> <li>• School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools and all registered teaching staff are required to adhere to the Children First Act 2015/2017 The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>• DLP and DDLP names and located in reception. Pictures will be added of both DLP and DDLP.</li> <li>• National Guidance for the Protection and Welfare of children 2017 adhered to</li> <li>• Procedure for primary and post primary 2017 adhered to.</li> <li>• Adherence to the Departments Child Protection Procedures for Primary and Post Primary Schools 2017/2025 (Section 11 of the Children’s First Act 2015 and Chapter 8 of the Child Protection Procedures for Primary and Post Primary Schools 2017</li> <li>• The school has codes of conduct for school personnel (teaching and non-teaching staff)</li> <li>• The school complies with the agreed disciplinary procedures for teaching staff</li> <li>• The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum</li> <li>• The school has in place a code of behaviour for students</li> <li>• The school has in place a policy and procedures in respect of student teacher</li> <li>• Communication with parents a key control in assisting children during the day. Constant communications where possible with family is completed</li> </ul>
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<p><b>Trespassers</b> Unauthorised access by people other than staff</p>	<p>All areas</p>	<p>Ensure that all chemicals, equipment and tools are locked away in a safe store.</p> <ul style="list-style-type: none"> <li>• Any incidents or suspicious activity should be reported on the incident report forms to the school management immediately.</li> <li>• All outside lock ups are secured by the caretaker.</li> </ul> <p>Ensure that all doors are locked at the end of the day. Fob access to the front door Lone Working Guide is on display in the staffroom Good lighting throughout</p>
<p><b>Staff Room</b> Use of staff area for breaks</p> <p><b>Food Provision</b></p>	<p>Staff Room Hot water causing burns Cuts</p>	<ul style="list-style-type: none"> <li>• Always cut or chop on a board, never in your hand.</li> <li>• Do not leave knives in the sinks. Clean as you go</li> <li>• Store knives in suitable rack or sheathing.</li> <li>• Ensure any machines used are fit for purpose and only use as intended.</li> <li>• Firefighting equipment is available – e.g. fire extinguishers.</li> <li>• Clean microwave ovens regularly.</li> <li>• Ensure Emergency Exits are properly maintained, obstruction free, unlocked, easily opened.</li> <li>• Ensure regular maintenance of electrical equipment.</li> <li>• Report electrical faults immediately.</li> <li>• Never overload electrical</li> </ul> <p>Glanmore Foods manage food provision. Heating equipment and cooling equipment is maintained in good condition. All defects reported. All staff placed by food company are trained correctly and understand their limits. They have good knowledge of food safety</p>

The ISPCA do not recommend that pets are brought into schools because of the stress that this can cause to the animal and as such animal welfare issues must be carefully considered.

<b>Bringing small animals into school</b>	<b>Assessor:</b> <b>James McLoughlin and Ann Marie O'Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
Infection from the animals (e.g. hens)	Anyone in contact with the animals	<ul style="list-style-type: none"> <li>• If children handle the animals, it is important that they wash their hands afterwards using a suitably dispensed and appropriate liquid soap disinfectant. If the children are young or it is felt to be necessary, this should be supervised.</li> <li>• Explain to the children that they are not allowed to eat/drink or put their fingers in their mouths until they have washed their hands.</li> <li>• Advice should be sought from the owner of the animal before any are handled and if there is any doubt as to the suitability of handling animals seek advice from the ISPCA.</li> </ul>
Bites and other injuries from animals	Anyone in contact with the animals	<ul style="list-style-type: none"> <li>• An assessment should be made as to the likelihood of the animal biting or scratching by checking with the owner and assessing whether the animal is stressed once in the classroom. If in doubt do not handle the animal or allow fingers to be put near the cage. This assessment is completed by an appropriate adult.</li> <li>• No animals defined as dangerous in the dangerous wild animal's act should be allowed in the school.</li> </ul>
Allergic reactions	Anyone in contact with the animals	<ul style="list-style-type: none"> <li>• A check is carried out of any allergies the children have that may be affected by animals. <ul style="list-style-type: none"> <li>○ Specialist advice should be sought from the parents or a medical advisor in such circumstances.</li> </ul> </li> </ul>
Failure to implement the control measures may lead to accidents.	Anyone	<ul style="list-style-type: none"> <li>• The principal or appropriate adult is responsible for ensuring the action required in the risk assessment is implemented.</li> <li>• The principal or appropriate adult will check that the above control measures are implemented <ul style="list-style-type: none"> <li>○ by (periodically – how regularly) monitoring the activity.</li> </ul> </li> </ul>

<b>Arrival and departure of children</b>	<b>Assessor:</b> <b>James McLoughlin and Ann Marie O’Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
<p>Children dropped off/ Playing in the yard before school.</p>	<p>Children All persons in area</p> <p><b>Action</b> Parking spaces to be reversed into The bus and disabled persons parking bays are not to be parked in by those not approved. Signage to be erected to state the above Speed limit sign in place. Health and Safety signage to be added on entry and exit</p>	<ul style="list-style-type: none"> <li>• Adequate supervision is required at all times young children are on school grounds. The principal or the nominated person ensures adherence to all safety policies and procedures are maintained. This is also completed at collection. There is also yard management in operation to ensure the safety of all at break time. All parents have been communicated as to drop off and collection procedures especially around vulnerable people</li> <li>• If before or after the school day there is no supervision either in the playground or as part of an organised activity children should not be allowed on school premises.</li> <li>• Gates opened at times which have been communicated.</li> <li>• Communication to parents around drop off and collection</li> <li>• Parents are reminded of school start and finish times.</li> <li>• Insurance cover will determine when supervision begins and ends.</li> <li>• No cars permitted to park in parking bays allocated for disabled access or bus collection or drop off unless pre-approved by management. This may be approved where mobility concerns are present</li> <li>• Footpath used to segregate children from teaching car staff</li> <li>• Bollards in front of the school to prevent unauthorized parking with painted ground instructions</li> </ul>

<p>Young children leaving with an ‘unknown’ person</p>	<p>Children</p>	<ul style="list-style-type: none"> <li>• Teachers to only allow parent or other ‘known’ person to collect children</li> <li>• Children from 1<sup>st</sup> to 6<sup>th</sup> class should be collected from reception only; only sick/ill pupils to be allowed to be collected from inside the school building</li> <li>• Smaller children to be collected from classroom door.</li> </ul> <p>The car parking areas will be inspected weekly to ensure that everything is good working order.</p> <p>Any incidents are then brought to the attention of <b>the principal</b>.  All incidents and accidents are reported to senior management.  A Traffic Management Plan is in place for the control of traffic at all times</p>
<p>First Aid and Medical Emergencies</p> <p>School policy around first aid and medication management to be adhered to and is communicated</p>		<p><b><u>Policy for administration of medication</u></b></p> <p>The school obtains written and signed consent from the student’s parents/ guardians to administer medication along with the appropriate instructions</p> <ol style="list-style-type: none"> <li>1. At least two members of staff agree to take on the responsibility of administering medication</li> <li>2. Designated staff should be instructed and trained in the appropriate procedure</li> <li>3. Regular review and monitoring of the policy and procedures</li> <li>4. Board of management establishes a school policy on administration and storage of medicines and medical devices</li> <li>5. Designated teachers should be aware of the condition and its symptoms, the medication and required dosage and the frequency and manner of administration. Medication should be stored securely or staff, should be clearly labelled and identified with the student.</li> </ol> <p>School keeps written record of dates and times when medication was administered. In case of particularly complex or life –threatening medical conditions, the school should consider requiring parents to arrange for the administration of medication by a parent or medical professional  All the above will be as per child’s specific plan that has been approved</p>

<b>Cash handling</b>	<b>Assessor:</b> <b>James McLoughlin</b> <b>and Ann Marie</b> <b>O’Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
Violence when someone tries to steal the cash	Person handling cash	<ul style="list-style-type: none"> <li>• Try to encourage payment by Electronic Transfer via Aladdin. Direct debit, standing order to reduce the need to handle cash. A safe box is in the school which holds small amounts of money. In most instances no cash is stored in this room</li> <li>• There is only a minimum amount of cash held on school premises</li> <li>• Cash is kept in a locked box until it is taken to the bank.</li> <li>• The cash if in coins is placed in an outer bag with a carrying handle, if notes are taken they are placed in an inside coat pocket.</li> <li>• Biological Agents (COVID 19) and infection management controls are in place</li> <li>• The route taken to the bank is varied, as well as the time of day that the money is taken to.</li> <li>• Cash is only taken to the bank in daylight hours.</li> <li>• The walk is kept to a minimum by driving as close to the bank as possible.</li> <li>• If attacked, hand over the money, personal safety is more important <b>than</b> the money</li> <li>• There are other security issues for the school, and these are dealt with in the security risk assessment.</li> </ul>
Musculoskeletal injuries from lifting heavy bags of coins	Person handling coins	<ul style="list-style-type: none"> <li>• The number of coins carried is kept to a minimum to reduce manual handling</li> </ul>

<b>Lone Working</b>	Assessor: James McLoughlin and Ann Marie O’Keeffe.	Date: 28th February 2026
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
Physical assault and violence	Lone workers	Staff working alone on a regular basis, especially when there is no one else on site has to have access to mobile phones. Staff must ensure they are fully charged when going on Lone Working duty. Staff whereabouts are monitored through diaries, calendars, messages and phone. If staff are working alone and are not going to see anyone before the end of their working day they make arrangements to phone an appropriate adult to say they have finished for the day. Where possible staff do not work on site alone. The caretaker who from time to time may be on site on his own will always communicate with the principal or an alternative nominated person with regards schools’ visits
Verbal abuse and threatening behavior	Lone workers	Lone workers should never allow strangers into the building whilst on Lone Working duty. Nor should they meet with parents alone after school hours.



<b>Gutters</b>	<b>Assessor: James McLoughlin and Ann Marie O’Keeffe</b>	<b>28<sup>th</sup> Feb 2026</b>
Hazards	Who Is Affected	Control
Gutters pose a serious threat to	Person clearing gutters	<p>If this work is done by a contractor, ensure contractors are monitored and refer to contractors monitoring risk assessment and they have all necessary safety paperwork presented to the school. Permit to work must be signed off.</p> <p>Mechanical aids including MEWPs hired in where necessary</p> <p>GA1/3 forms completed for ladder use. All ladders use to be approved and only for short time scale (30 mins)</p> <p>If this work is done in-house ensure a job specific risk assessment is produced and refer to any other relevant risk assessments.</p> <p>All window cleaning needs to be completed by trained staff with appropriate equipment.</p> <p>Where possible all cleaning to be completed from the ground, at a quiet time and only when all safety precautions in place</p>
Safety due to falls from height		<p>Action</p> <p>Firstly, we avoid working at height where possible</p> <p>Fall arrest PPE required if in MEWP</p> <p>Ladder safety training and working at height training to be rolled out</p>

<p>Low level gutters</p>	<p>Person clearing gutters</p>	<p>The risk assessment for using ladders MUST be adhered to.  The gutters are cleared by standing in a MEWP if trained and approved and scooping the leaves out of the gutter and letting them fall to the ground.  They are then swept up from ground level  Do not be tempted to overreach whilst on the ladder always keep toes within the stiles of the ladder. At all costs, the use of ladders will be limited and mechanical aids will always be used</p>
<p>Hand tools  There are a variety of injuries that can be caused by hand tools. A hand tool may include either an electric or manually powered tool</p>	<p>All who use hand tools</p>	<p>Hand tools MUST be stored in an appropriate toolbox or bag and kept in a place safely away to prevent their unauthorised use.</p> <p>Knives MUST be closed or sheathed when not in use.  NEVER carry sharp tools in pockets.  NEVER leave tools unattended.</p> <p>The Caretaker makes sure hand tools are safe to use and ensures the following e.g.:</p> <ul style="list-style-type: none"> <li>Keeping tools clean</li> <li>Equipment and tools never left un supervised and always locked away</li> <li>Keeping cutting edges sharp</li> <li>There are no defective handles</li> <li>There are no loose hammer heads</li> <li>There are no spanners with rounded jaws</li> <li>ALWAYS use the correct tool for the job &amp; NEVER improvise</li> <li>ALWAYS cut away from yourself when using sharp tools.</li> </ul> <p>When using a Stanley knife or similar tool, ensure used blades are properly contained before disposal.</p> <p>Mains fed electric tools used out-of-doors should not be used in wet weather. All such tools should be visually checked by the user prior to use to ensure cables; casings, air vents, etc. are in good order.</p> <p>The testing and correct operation of residual current (RCDs) should be checked prior to the use of the equipment. If you are in any doubt as to the need for an RCD ask.</p> <p>Electric handle tools must include an in-date label of portable appliance testing (PAT).  Equipment with an invalid or absent PAT label should NOT be used.</p>



Cleaning toilets	Assessor: James McLoughlin and Ann Marie O'Keeffe.	Date: 28th February 2026
Hazards	Who Is Affected	Control
It is important to warn other users of the building that cleaning is in progress	Everyone	Warning signs must be displayed in prominent positions at all entrance points of areas to be cleaned. Signs must be left displayed until task is finished and floor is dry. Preference is to do the task when the school is closed for holidays.
Slips and trips from	Everyone	Always mop up any spillage immediately, leave as dry as possible. Staff working alone on a regular basis especially when there is no one else on site are issued with mobile phones. Staff whereabouts are monitored through diaries, calendars, messages and phone. If staff are working alone and not to see anyone before the end of their working day they make arrangements to phone an appropriate adult to say they have finished for the day. Where possible staff do not work on alone and where staff are working in higher risk areas such as roofs and loft spaces other relevant risk assessments must be followed. In addition, the lone worker must make contact with a colleague to say they have finished working in the high risk area once the work is completed.
Chemicals used will damage health and must be assessed	Those using descaling chemical	The SDS for the chemical used must be given to the school prior to use.
Chemicals must be flushed away	Everyone	Flush all chemicals away. Never leave in W.C. or urinal
Chemicals left lying around may be picked up by children	Children	All chemicals and equipment is stored away in a locked cupboard once the job is finished.



<b>Child Protection and Vulnerable Adults</b>	<b>Assessor:</b> <b>James McLoughlin and Ann Marie O’Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
<p>Without introducing safeguards children can be at risk from abuse</p> <p>Safeguarding Policy in Place and signed by the school Board</p>	<p>Children</p>	<ul style="list-style-type: none"> <li>• The school will adhere to all Safeguarding guidance and placed upon them and they will commit to adhere to all these requirements. Child protection recent documents are adhered to</li> <li>• Schools have a role to protect children from abuse and to take action where they consider a child to be at risk.</li> <li>• Up to date and sign Safeguarding policy by the BOM. Pictures to be added of DLP and DDLP</li> <li>• The school adheres to all national policies and procedures including local policies and procedure for the school</li> <li>• Safeguarding persons nominate and policy drafted. This statement is signed off by the board and managing staff</li> <li>• All National Policy’s and local school policies on Child Welfare and safeguarding adhered to</li> <li>• All school trips to swimming, activities and tours will be adhered to by these policies and enforced by the principle.</li> </ul>

		<ul style="list-style-type: none"><li>• A dynamic risk assessment will be completed prior to activities outside of the school such as school tours, first aid and emergency, dignity and respect. This will be documented and maintained on file. Insurance details of all outside facilities will be submitted to the school prior to the visit.</li><li>• Have parents /guardians collect children from the gates of the school and not from inside the school.</li><li>• DLP and DDLP nominated and policy adhered to at all times. Training given on changes</li></ul>
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Cleaning and Housekeeping	Assessor Ann Marie O’Keeffe	Date 28 <sup>th</sup> Feb 2026
Hazards	Who Is Affected	Control
<p>Cleaning will create a variety of hazards</p> <p>Cleaning at height</p> <p>Use of chemicals</p> <p>Slip/Trip</p>	<p>Everyone using the school</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Cleaning material register to be drafted.</li> <li>• SDS sheets to be sourced</li> <li>• Working at height training to be given to staff who use hop ups or ladders</li> </ul>	<ul style="list-style-type: none"> <li>• The cleaners are responsible for running the cleaning operation and the school is responsible for monitoring.</li> <li>• Biological Agents incl COVID 19 cleaning controls in place and adhered to</li> <li>• Washing clothes and drying of cloths and blankets may be part of the day and related to intimate care</li> <li>• Copies of the cleaner’s risk assessments to be checked annually and when needed by their Cleaning Supervisor.</li> <li>• The cleaners are included in the following school risk assessments: <ul style="list-style-type: none"> <li>○ Fire</li> <li>○ First aid</li> <li>○ Portable appliance testing</li> </ul> </li> </ul> <p>All electrical equipment used for cleaning in good condition</p> <ul style="list-style-type: none"> <li>• The cleaners are monitored by the Safety representative and all staff.</li> <li>• Cleaning machine ( Floor cleaners) are in good condition and defects reported.</li> <li>• Wet floor signs erected where spills managed. In all instances, floor cleaning will be completed outside of school hours</li> <li>• Correct Manual Handling techniques used for all lifting, pulling , pushing, carrying and moving.</li> <li>• Ladders or hop up steps only to be used where approved. Permission must be sought from the Principal in the first instance. Training given where identified</li> <li>• The cleaners are monitored by the school to ensure they are carrying out their own monitoring and completing their risk assessments.</li> <li>• The store area is maintained to a good standard and is secured by lock. Only authorized staff members permitted inside</li> </ul>

<b>Display Screen Equipment</b>	<b>Assessor:</b> <b>James McLoughlin and Ann Marie O’Keeffe</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
In schools the main hazards from display screens are from the use of computers and the associated musculoskeletal injuries and eye strain.	Anyone who uses a computer routinely as part of their working day <b>Action</b> All reception staff and those who use DSE equipment for over 1 hour a day must receive a DSE assessment	<ul style="list-style-type: none"> <li>• All computer workstations to be risk assessed by someone having had training in how to complete a DSE risk assessment.</li> <li>• GAR 2007 Part 2 Chapter 5 is always adhered to including the HSA guidance on DSE work</li> <li>• In addition to the risk assessment, users to be given instruction on how to set up their workstation in the most appropriate way.</li> </ul>

<b>Educational visits</b> <b>Transport by Bus and other vehicles</b>	<b>Assessor:</b> <b>James McLoughlin and Ann Marie O’Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
<p>There are an infinite number of hazards associated with educational visits.</p>	<p>Anyone who goes on a visit</p>	<p>Each visit is to be assessed on an individual basis. Dynamic risk assessments completed for all. Insurance details of trip event will be sought by the school and ensure that details are in date. Full adherence to Safeguarding and child protection policy when outside school</p> <ul style="list-style-type: none"> <li>• Swimming</li> <li>• Sport activities</li> <li>• Tours</li> </ul> <p>Policy in place for all external trips/visits</p> <p>All bus and coach companies will submit their safety statement, safeguarding training and the school will ensure that all children are supervised at all times</p> <p>Biological Agents incl Covid19 adherence even on trips adhered to First Aid adhered to outside of the school</p> <p>Risk Assessments prepared for general school trips. School Tour Policy in place</p> <p>First Aid Bag carried for all trips</p> <p>Inhalers and emergency medicine carried on all trips where necessary</p>

<b>Fire</b>	<b>Assessor:</b> <b>James McLoughlin and</b> <b>Ann Marie O’Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
Lack of a suitable room by room fire risk assessment leaves the school vulnerable to fire	<p>Everyone</p> <p><b>Action:</b></p> <p>Ensure all firefighting equipment receives its scheduled service and all compliance paperwork is maintained</p> <p>Review storage under stairs</p> <p>Current upgrade of fire doors</p> <p>Ensure drills completed by teachers for their room</p> <p>Training for fire marshals and staff</p>	<p>A fire risk assessment to be carried out for each classroom. The assessment considers the following:</p> <p>The student’s placement in a special class is regularly reviewed to ensure that a special class placement continues to be the most appropriate school placement and the management of safety at all times</p> <p><b>Individual place (PEEP) associated to each class must be in place and practiced.</b></p> <ul style="list-style-type: none"> <li>• Sources of combustion, ignition and oxygen.</li> <li>• Evacuation of those with restricted mobility, sight and hearing (PEEP)</li> <li>• Resource and special classes are appropriate and safety for use and exit</li> <li>• The structure of the building includes steps, fire doors, means of escape, travel distances, number of exits, emergency lighting etc.</li> <li>• Method of fire detection and fire warning</li> <li>• Good signage and communications from teachers to children</li> <li>• Means of fighting the fire appropriate</li> <li>• Signage including fire exit sign, what to do in the event of an emergency</li> <li>• Monitoring and maintenance include alarm systems, call points, extinguishers, detection and warning systems, emergency lighting etc.</li> <li>• Fire drills and their frequency</li> <li>• Monitoring of the above documented</li> <li>• PAT testing / maintenance of equipment</li> </ul>

<b>Control Of substances hazardous to health i.e. chemicals</b>	<b>Assessor:</b> <b>James McLoughlin and Ann Marie O’Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
<p>Hazardous substances cause many ill effects, and it will depend on the substance as to the effect</p> <p>Shed and storage outside is appropriate to the chemicals that are stored. Each store is secured and locked</p>	<p>Anyone coming into contact with the substance</p> <p>Students</p> <p>Housekeeping staff</p> <p>Visitors</p>	<ul style="list-style-type: none"> <li>• Individual activity risk assessments will include SDS where necessary.</li> <li>• As a general approach, less hazardous substances are always used in preference to more hazardous ones e.g. water-based paints are used rather than spirit based.</li> <li>• Locked and secure areas where chemicals are stored or areas that may cause risk to younger persons.</li> <li>• The process for completing the risk assessment is that the data sheet for the substance is obtained from the supplier.</li> <li>• All stores where chemicals are stored are secured, good storage and housekeeping maintained</li> <li>• The initial assessment form is completed and then forwarded to the health and safety advisor who will prepare the full assessment and return it to school.</li> <li>• If personal protective equipment is required, e.g. gloves or eye protection, this must be worn at all times the substance is being used.</li> </ul>

<b>Housekeeping/Gardening</b>	<b>Assessor:</b> <b>James McLoughlin and Ann Marie O’Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
Trailing cables can lead to trips and falls	Everyone	All cables are to be covered with cable covers. Cables are not run under carpets, rugs or taped to the floor.
Boxes and other items left in corridors or other walkways can lead to trips and falls	Storage throughout is a concern. Review storage and	Trips and slips are a common cause of accidents and boxes and other items are not allowed to build up in corridors and other areas.
Spilt liquids can be a major slip hazard	Everyone	All spillages are cleaned up. (See inside buildings risk assessment).
Bags, coats and lunch boxes left in classrooms can be a trip hazard.	Everyone	There are adequate storage areas for these items This includes facilities to store /hang pupils clothing.
<b>Caretaker Hazards</b>  Cutting and fixing components	External contractors engaged for all outside maintenance that exceeds the ability of the caretaker	<ul style="list-style-type: none"> <li>• Ensure all equipment is in good condition</li> <li>• Correct PPE selected for each task</li> <li>• Approved equipment used on school grounds</li> <li>• Where assistance is required, help is got</li> <li>• See ladder risk assessment</li> <li>• All chemicals are secured after each use and correctly packaged for re use</li> <li>• Refuel equipment using a funnel and outdoors only.</li> </ul>

		<ul style="list-style-type: none"><li>• Do not smoke while refueling or handling the fuel.</li></ul>
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<b>Using a ladder/ Hop up steps</b>	<b>Assessor:</b> <b>James McLoughlin and Ann Marie O’Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>

There are many hazards associated with ladders and falling from a ladder can be fatal.

Using ladders as part of maintenance or painting Putting up decorations in class rooms

Ladders collapsing because they are unsuitable or damaged

Ladder falling over due to uneven work surface

Items falling on people below work area or ladder getting knocked

Ladder falling over during work activity

Anyone using a ladder

**Action**

Working at height training To be rolled out

**Action:** GA3 to be completed

Inspection log to be put in place

Anyone using a ladder

Anyone using a ladder

- Alternatives to using a ladder will always be chosen in the first instance. Approval from the principal will then be given if there is no alternative.
- Do not use a ladder or stepladder unless you have first considered an alternative, safer means of access such as a tower scaffold or mobile access platform.
- Never use a ladder where an alternative and risk is high. All work at height by teachers and SNAs must be reported to the principal and deputy principal who may get the caretaker to put up or take down it. In instances where there is an urgent requirement, staff may say this to the caretaker and they may have time to assist.
- If the work is for short duration i.e. minutes rather than hours and you can ensure three points of contact on the ladder e.g. two feet and one hand, the ladder work is permissible
- Working at Height training to be completed  
[Correct procedures apply when using a ladder](#) (HSA Using Ladders Safely)

<b>Roof Work or height work and maintenance</b>	<b>Assessor:</b> <b>James McLoughlin and Ann Marie O’Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
Falling from height can cause serious, if not fatal injuries	Anyone working on the Roof	<ul style="list-style-type: none"> <li>• Only people who are FULLY TRAINED &amp; fit for the task must engage in roof work.</li> <li>• Mechanical aids and competent persons only to work at height after permits are approved, safety documentation received</li> <li>• Only suitable plant and equipment that is maintained and in good order for its intended use should be used. If the school owns the equipment the Safety representative will keep records of the maintenance carried out and inspections completed prior to use. These records are kept in the school office.</li> <li>• Correct insurance and safety paperwork submitted by contractors and a permit to work at height completed</li> <li>• Where equipment is hired, or loaned the Safety representative will ask to see copies of the most recent maintenance reports and make a note of what was seen.</li> <li>• NEVER attempt to work on a roof in bad weather, i.e. snow, ice, high wind or rain.</li> <li>• Edge protection must be provided where someone can fall if the roof work is anything other than very short duration e.g. retrieving a ball/shoe from the roof.</li> <li>• If edge protection is not provided consideration must be given to other means of access such as</li> </ul>

		<p>mobile towers or mobile elevated work platform</p> <ul style="list-style-type: none"> <li>• Where edge protection is not provided safety harness systems may be considered,</li> </ul>
Fatal accidents can happen whilst accessing the roof		<ul style="list-style-type: none"> <li>• <b>A safe means of access MUST be provided either by a suitable scaffold or a correctly fixed ladder. Refer to the relevant risk assessments</b></li> </ul>
Serious accidents can happen whilst setting up the work area.		<ul style="list-style-type: none"> <li>• <b>BEFORE WORK STARTS:</b> Identify <b>ALL</b> cables in &amp; around the work area &amp; ensure they can be avoided.</li> <li>• If in doubt, ASK.</li> <li>• When carrying, or moving a metal ladder, extra care must be taken to avoid contact with electrical equipment especially overhead cables. If needed ask for help.</li> </ul>
Injuries from items located on the		<ul style="list-style-type: none"> <li>• If hazards such as TV aerials exist in the work area &amp; they cannot be safely relocated, safety helmets &amp; eye protection <b>MUST</b> be worn.</li> </ul>

<p>Some roofs are fragile and will not support a person's weight</p>	<p>Anyone working on the roof</p>	<ul style="list-style-type: none"> <li>• <b>BEFORE WORK STARTS</b> carry out a visual inspection of the roof to assess its strength and type of materials that may be fragile.</li> </ul>
<p>Injuries to people not connected to the work can occur if items fall from the roof</p>		<ul style="list-style-type: none"> <li>• <b>NEVER</b> throw or drop anything from height/from a roof.</li> <li>• The Safety representative will sign and tape off area below the workplace.</li> <li>• All staff are notified of the work by the Safety representative.</li> <li>• The Safety representative will check to see if there are other applicable risk assessments.</li> <li>• Regular checks of the cordoned off area will be carried out by Safety representative.</li> </ul>

<b>Manual Handling and People Moving</b>	<b>Assessor: James McLoughlin and Ann Marie O’Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
<p>All tasks involving lifting and handling carry the risk of injury</p> <p>Patient Manual Handling and Inanimate Lifting</p> <p>Responding to behaviours of concern training to be provided to staff</p>	<p>All staff who lift and handle</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• TILE assessments to be completed for manual handling</li> </ul>	<ul style="list-style-type: none"> <li>• All staff who lift and handle need to be trained at an appropriate level to their manual handling tasks.</li> <li>• The principal will be responsible for carrying out and reviewing manual handling risk assessments. Records of assessments are kept on their file.</li> <li>• 8 Principals of safe lifting adhered to</li> <li>• TILE assessments to be completed for manual handling</li> <li>• The following is also taken into account before lifting and handling:</li> <li>• Behaviours of Concern or responsive behaviour training given to staff who interact with students</li> </ul> <ul style="list-style-type: none"> <li>▪ Reduce human input by the use of mechanical aids. Always adhere to the child’s specific mobility plan</li> <li>▪ <b>Trolley</b></li> <li>▪ <b>Hoist and slings</b></li> <li>▪ <b>Wheelchair</b></li> <li>▪ <b>Walking aid</b></li> <li>▪ <b>Standers</b></li> <li>▪ <b>Achieva beds</b></li> <li>▪ <b>Vertical standers</b></li> </ul>

<p>Poor lifting technique can lead to injury</p>	<p>All staff who lift All who lift or assist children</p>	<p>Before lifting an assessment will include such factors as:</p> <ul style="list-style-type: none"> <li>▪ Weight</li> <li>▪ Shape</li> <li>▪ Size of load</li> <li>▪ Surroundings</li> </ul> <p>All assistance with children must be in conjunction with a child plan and what is appropriate regards their assistance</p> <p>Reducing the risk can be achieved by:</p> <ul style="list-style-type: none"> <li>▪ Ordering bagged materials in small, easily handled sizes</li> </ul>
<p>Injury caused by lifting loads that are too heavy or awkward to be handled by one person.</p>		<ul style="list-style-type: none"> <li>▪ Reducing the weight &amp; size of the load by dismantling into component form</li> <li>▪ Employing methods that avoid multiple handling</li> <li>▪ Planning &amp; reviewing the lifting operation</li> <li>▪ Planning the handling route to avoid steps, etc.</li> </ul>
		<ul style="list-style-type: none"> <li>• If mechanical aids cannot be used and the weight &amp; size of a load cannot be reduced further, the load must be shared by two or more people.</li> <li>• If there is concern regarding an individual lifting task, then a specific manual handling risk assessment is carried out for that task.</li> </ul>

<b>Personal Protective Equipment</b>	<b>Assessor:</b> <b>James McLoughlin and Ann Marie O’Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
Failure to wear the correct PPE may lead to a number of injuries.	Anyone not using PPE appropriately	<ul style="list-style-type: none"> <li>• Individual activity risk assessments will include an assessment of the PPE needs.</li> <li>• The Safety representative is responsible for identifying work-related PPE needs on an on-going basis.</li> <li>• The Safety representative is responsible for ensuring that these PPE needs are met and maintained/renewed as necessary. Records of PPE issued are kept by the Safety representative</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• PPE is always seen as a last resort and careful thought given to doing a job in a different way to avoid the need for PPE.</li> <li>• Where PPE is required the choice of PPE is carefully considered to ensure the most appropriate type is used.</li> <li>• Staff are involved in the selection process and are informed of the reason for the need for the PPE along with the performance limitations of the PPE. Also included is the when the PPE should be used and health effects if it not used.</li> </ul>

<b>Traffic Management</b>	Assessor: <b>James McLoughlin and Ann Marie O’Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
<p><b>Vehicles parked in the Turning Circle</b> Obscured view Access restricted / blocked Death or major injury to pedestrian. Drop off and collection in a Special School</p> <p><b>Playtime</b> Children running into the path of vehicles etc</p>	<p>Parents, pupils, staff, public</p> <p><b>Action:</b> Review signage on leaving and entering the school regarding cars Speed limit (Area is restricted to staff but on occasion may be used by parents</p>	<ul style="list-style-type: none"> <li>• Clear guidance by Kilkenny School Project NS, policies and procedures in place and communicated to parents around drop off and collection. Co-operation of parents e.g. persuading them to park away from the entrance/ school letters</li> <li>• Times are clearly communicated from drop off and collection</li> <li>• No parking at the gates. As the road is busy, the entry and exits must be kept clear at all times</li> <li>• Supervised drop off and collection. Only approved cars are allowed to enter grounds</li> <li>• Parents encouraged to walk their children to school or Park and Stride.</li> <li>• Children’s play areas sited away from parked cars or suitably segregated with appropriate barriers.</li> <li>• Gates closed outside of hours</li> <li>• Gate, bollards and railing in place</li> </ul>
<p><b>Reversing vehicles</b> Death or major injury to pedestrian, damage to building or other vehicle</p> <p><b>Speeding vehicles</b> / death or major injury to pedestrian, traffic accident, damage to building or other vehicle</p>	<p>Parents, pupils, staff, public</p> <p><b>Speed sign in place</b></p>	<ul style="list-style-type: none"> <li>• Provision of designated delivery points.</li> <li>• Physical protection around vulnerable areas of buildings and pathways e.g. Bollards or barriers.</li> <li>• Caretaker regularly supervises the safe movement of vehicles.</li> <li>• Hedges and shrubs maintained to ensure maximum visibility.</li> </ul>

<p><b>Impact with vehicle, building or pedestrian</b> / death or major injury to pedestrian, damage to building or other vehicle</p>		<ul style="list-style-type: none"> <li>• Separate pedestrian and vehicle routes with physical segregation such as barriers.</li> <li>• Pedestrian routes clearly indicated</li> <li>• Clear rules for parents and regular site users regarding entry to the school grounds with vehicles (Where permitted).</li> <li>• Restricted access for vehicles (e.g. by closing the gates at the beginning and end of the school day).</li> <li>• Restrict delivery times (e.g. to avoid times when there is high pedestrian activity e.g. during lesson changes</li> <li>• Reception/school office clearly identified (e.g. by signage).</li> </ul>
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<b>Work Experience</b>	<b>Assessor:</b> <b>James McLoughlin and</b> <b>Ann Marie O’Keeffe.</b>	<b>Date: 28th February 2026</b>
<b>Hazards</b>	<b>Who Is Affected</b>	<b>Control</b>
Lack of work experience and potential immaturity places students on work experience placements at greater risk of injury than experienced workers.  Behaviours of concern by students toward new staff or substitute staff	Those on work experience New staff members	<ul style="list-style-type: none"> <li>• Students on work experience placements are closely supervised at all times by a competent member of staff</li> <li>• Students are given a health and safety induction prior to starting work by the principal and an appropriate member of staff. This includes fire precautions and first aid arrangements.</li> <li>• The overall co-ordination of students at the school is organised by the principal or appropriate member of staff to ensure that their specific health and safety needs are met.</li> <li>• Specific risk assessments are prepared for each student detailing the specific precautions taken with regard to their placement.</li> <li>• All new staff or temporary staff inducted and a sub or introduction pack given</li> </ul>

**MOKE FREE POLICY**

**(PUBLIC HEALTH (TOBACCO) AMENDMENT ACT 2004)**

Kilkenny School Project NS in line with Legislation, is fully compliant with the above act.as This Policy was devised to reduce risk of exposure to the ill effects of tobacco smoke. Smoking is therefore prohibited throughout the facility and anyone found in breach of our Smoke Free Policy will incur disciplinary procedures

<b>Hazard</b>		
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Smoke inhalation	Who is affected	Control
No smoking or vaping is allowed inside the school perimeter.	Staff, Visitors, Parents and School Children.	No smoking or vaping is allowed inside the school perimeter

**Child Safeguarding Risk Assessment Kilkenny School Project NS (Area: Transport)**

**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of ‘harm’ as defined in the Children First Act 2015/2017 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and The Department of Education updated Child Protection Procedures for Schools 2025 (Circular 0041/2025).

	<b>Risk (school activities)</b>	<b>Insert risk of harm identified in this section</b>	<b>Insert the procedures in place/to be put in place to address risks of harm in this section</b>	<b>In which Policy might this be addressed</b>
1.	<b><u>Collection and Drop off. School outings</u></b>	<ul style="list-style-type: none"> <li>• Seat belts working Seat for each child</li> </ul>	<ul style="list-style-type: none"> <li>• Check belts and seats</li> </ul>	Health and Safety
		<ul style="list-style-type: none"> <li>• Number of teachers supervising</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure correct number of teachers per groups of children</li> </ul>	
		<ul style="list-style-type: none"> <li>• Proper ventilation for summer tours (windows can open + air conditioning)</li> </ul>	<ul style="list-style-type: none"> <li>• Ask about ventilation/access to proper ventilation (windows open)</li> </ul>	
		<ul style="list-style-type: none"> <li>• Reputable bus company</li> </ul>		
		<ul style="list-style-type: none"> <li>• Risks associated with school tours</li> </ul>	<ul style="list-style-type: none"> <li>• Tours researched beforehand</li> </ul>	
		<ul style="list-style-type: none"> <li>• Provide appropriate school tours</li> </ul>	<ul style="list-style-type: none"> <li>• Check with providers in advance</li> </ul>	

		<ul style="list-style-type: none"> <li>• Medical conditions are advised to teachers in advance</li> <li>*Allergies – EPI PENS (Auto Injectors)</li> </ul>	<ul style="list-style-type: none"> <li>• Permission slip signed by parents</li> <li>• Medical conditions brought to attention on consent forms</li> </ul>	
		<ul style="list-style-type: none"> <li>• Safety getting on/off bus</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson beforehand on behaviours expected on bus.</li> </ul>	
2.	<b><u>PE and events away from school</u></b>	<ul style="list-style-type: none"> <li>• Two members of staff accompany children</li> <li>• Child Support Plans are adhered to</li> </ul>		P.E. Policy

**Child Safeguarding Risk Assessment Kilkenny School Project NS ,**

**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of ‘harm’ as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and The Department of Education published updated [Child Protection Procedures for Schools 2025](#) (Circular 0041/2025). The KSP Child Safeguarding Policy and Risk Assessment is updated to reflect the 2025 Child Protection Procedures and this is reviewed annually at Board of Management Meetings.