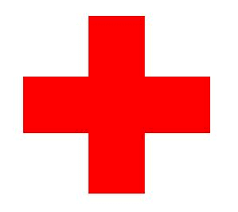
**Safety, Health and Welfare Statement**

Cavan No. 1 N.S.

Farnham St.

Cavan

Revised 6th February 2025

[](http://stubit.co.uk/thankyou/Images/Health_Cross.jpg)

The Safety Statement includes each of the following parts:

**1.1 Safety, health and welfare policy**

**1.2 School profile**

**1.3 Resources for safety, health and welfare in the school**

**1.4 Roles and responsibilities for safety, health and welfare**

**1.5 Risk assessment**

**1.6 Emergency procedures, fire safety, first-aid, accidents and dangerous occurrences**

**1.7 Instruction, training and supervision**

**1.8 Communication and consultation**

**1.1 Safety Health and Welfare Policy:**

The Safety, Health and Welfare at Work Act 2005

Section 20 of the Safety, Health and Welfare at Work Act 2005 states that “Every employer shall prepare, or cause to be prepared, a written statement based on the identification of the hazards and the risk assessment carried out under Section 19, specifying the manner in which the safety, health and welfare at work of his or her employees shall be secured and managed.”

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| --- |
| In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of  the Board of Management of Cavan No 1 National School to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.  It is recognised that hazard identification, risk assessment and control measures are  legislative requirements which must be carried out by the employer to ensure the safety,  health and welfare of all staff.  The Board of Management, as employer, undertakes in so far as is reasonably practicable to:   * promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice; * provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively; * maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school; * continually improve the system in place for the management of occupational safety, * health and welfare and review it periodically to ensure it remains relevant, appropriate and effective; * consult with staff on matters related to safety, health and welfare at work; * provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.   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 changes in legislation, experience and other relevant developments.  **Relevant Policies:**   * Code of behaviour * School trips/outings * SPHE Social Personal Health Education ,Relationships and Sexuality Education * First-aid * Covid-19 policy, Risk Assessment, Response plan * Fire policy * Accident * Critical incidences * Child protection * Special needs * Anti-bullying * Substance misuse * Healthy eating * Administration of medication * Swimming * Internet Safety: Acceptable Use Policy   Signed:  Acting Chairperson, Board of Management  Cavan No 1 Ns  Date: 30-01-2025 |

**1.2 School Profile:**

**Cavan No 1 NS, Farnham St, Cavan.**

The school is located off the busy Farnham St in Cavan, however it is well set back from the road. The entrance consists of both a vehicular and a pedestrian entrance, they are separated by a wall 7m wide. The entrances are tarmacadam as is the designated car park and play area for the pupils. As there are now more staff cars than parking spaces, staff cars are parked along the hall side of the main building. Staff cars, which use the main entrance, are parked at the wall between the school yards of the site in the car park. Refuse is stored in the alley in the infant yard in bins. The entrance to the school yard has gates which prevents cars from entering the school yard during yard time. These gates are supervised when the children are playing at break times.

1. The pedestrian entrance is narrow and gets quite congested for a short period when the pupils are exiting at 1.20pm and 2.20pm. Also at 8.40am when the pupils/parents are entering. It is hoped to continue to monitor the entry to the school in the coming years. Staff cars and parents are allowed to drive into the school at entry time and exit times. There is an allocated space for the school bus beside the staff car parking.
2. Outside of school hours other users of Cavan No 1 are permitted to park in the school yard e.g. BOM meetings, Parents association and mother’s union etc.

**School Size and Grounds**

The school was opened in 1836 and the design and layout are typical of the period. It is a two storey building with a tiled roof which has recently been upgraded.

The school grounds are acceptable to cater for those numbers at recreation times. Children are assigned designated play areas, which are supervised at break times by one teacher and one SNA. Organized team games, especially, football and rounders are played at Terry Coyle Park, situated at the far side of the school, during the late spring, summer and early autumn terms.

**1.3 Resources for Safety, Health and Welfare in the School**

* First aid materials
* Fire extinguishers and equipment
* Fire drill procedure
* Fire exits clearly marked

**1.4 Roles and Responsibilities for Safety, Health and Welfare**

Section 20 of The Safety, Health and Welfare at Work Act 2005, states that a safety statement should specify “the names and, where applicable, the job title or position held of each person responsible for performing tasks assigned to him/her pursuant to the safety statement.”

**Safety Management Structure**

**The Safety Committee**

Will help plan, monitor and evaluate safety, health and welfare throughout the school. The safety committee will:

* agree how scheduled meetings will be convened, minuted and reported upon during the school year;
* outline the planning programme for the coming year. This calendar may take the form of a narrative of all planned safety and health actions for the year (including risk assessments, safety audits, planned walk-through inspections, fire drills, training etc.);
* prepare reports for the board of management and staff meetings, as well as other relevant meetings;
* ensure that current information regarding risk assessments, control measures, accident reports, audits and reviews of the SMS are evaluated and appropriate actions taken;
* examine whether resources are being used effectively to remedy high risks identified in the risk assessment;
* provide ongoing evaluation of safety, health and welfare practice in the school and the effectiveness of the procedures of the safety committee, where one has been established.

**The Safety Committee includes:**

* **Board of Management**
* **Principal (safety representative)**
* **Deputy Principal**
* **Staff**
* **Parent representatives**

The **Safety representative** represents employees on safety, health and welfare issues;

• conducting safety, health and welfare inspections (after giving reasonable notice to management);

• investigating accidents and dangerous occurrences (without interfering with the scene of any accident);

• liaising with Health and Safety Authority inspectors;

• participating on the safety committee if one is established;

• making verbal or written representations on employees’ behalf

**PERSON RESPONSIBLE:** Overall responsibility for safety and health cannot be delegated and remains with the Board of Management.

**Board of Management:**

• complies with its legal obligations as employer under the 2005 Act;

• ensures that the school has written risk assessments and an up to date safety statement;

• reviews the implementation of the Safety Management System and the safety statement;

• sets safety, health and welfare objectives;

• receives regular reports on safety, health and welfare matters and matters arising from same are discussed;

• reviews the safety, health and welfare statement at least annually and when changes that might

affect workers’ safety, health and welfare occur;

• reviews the school’s safety, health and welfare performance;

• allocates adequate resources to deal with safety, health and welfare issues;

• appoints competent persons as necessary, to advise and assist the board of management on safety, health and welfare at the school.

**Designated person for safety, health and welfare acting on behalf of the Board, the Principal:**

• complies with the requirements of the 2005 Act;

• reports to the board of management on safety, health and welfare performance;

• manages safety, health and welfare in the school on a day-to-day basis;

• communicates regularly with all members of the school community on safety health and welfare matters;

• ensures all accidents and incidents are investigated and all relevant statutory reports completed;

• organises fire drills, training, etc;

• carries out safety audits.

**Teachers (with particular functions in safety, health and welfare) if applicable:**

• although ultimate responsibility for safety, health and welfare rests with the board of management, the teacher must fulfil those duties to which he/she has agreed.

• a deputy principal, assistant principal, special duties teacher or any teacher with duties related to safety, health and welfare must fulfil the duties assigned;

**Duties of Employees:**

**Teachers / Special Needs Assistants / Non-teaching staff:**

• check that equipment is safe before use;

• ensure that risk assessments are conducted for new hazards.

• select and appoint a safety representative as appropriate;

• co-operate with the school safety committee where one is established;

• report accidents, near misses and dangerous occurrences to relevant persons as outlined in the safety, health and welfare statement.

• comply with all statutory obligations on employees as designated under the 2005 Act;

• co-operate with school management in the implementation of the safety statement;

• inform students of the safety procedures associated with individual subjects, rooms, tasks;

• ensure that students follow safe procedures.

• formally check classroom/immediate work environment to ensure it is safe and free from fault or defect;

* report to the Board of Management without reasonable delay any defects in equipment in the place of work which might endanger safety, health or welfare of which he/she becomes aware.

Employees and voluntary workers are required to cooperate and assist fully in all accident investigations. It is the duty of each employee to take responsibility for his/her own safety while at work. The law requires that all accidents involving an absence of more than three working days must be reported to the Health and Safety Authority on their approved forms. The responsibility for notifying the Health and Safety Authority rests with the Chairperson of the Board of Management

**Other School Users:**

Other school users such as students, parents, volunteers and visitors should comply with school regulations and instructions relating to safety, health and welfare.

**Contractors:**

Contractors must comply with statutory obligations as designated under the *Safety, Health and Welfare at Work Act 2005*, the *Safety, Health and Welfare at Work (General Application) Regulations 2007* and any other relevant legislation such as the *Safety, Health and Welfare at Work (Construction) Regulations 2006*.

• Cavan No 1 School will make available the relevant parts of the safety, health and welfare statement and safety file (where one exists) to any contractors working in the school on behalf of the school.

• Cavan No 1 School will provide to contractors the school regulations and instructions relating to safety, health and welfare.

• Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out.

• Where Cavan No 1 School will be sharing a workplace with a contractor they must co-operate and coordinate their activities in order to prevent risks to safety, health and welfare at work.**Short duration, low risk, single contractor works involving routine maintenance, cleaning, decorating or repair:**

From time to time the school will call on the services of a smaller contracting company, such as a plumber, electrician or carpenter, to carry out a variety of construction tasks. Due to the hazards and risks involved in construction work there is specific legislation governing the manner in which it is carried out. There are a number of terms defined in this legislation and the duties placed on people vary depending on the scale and complexity of the job and if there are particular risks present such as working over water etc. Further detail on the legal duties is set out below as the duties are greatest for larger jobs. Where this work involves a single contractor and where there are no particular risks present and task duration will not exceed 30 working days or 500 person days, to comply with safety, health and welfare requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:

The Board of Management must ensure that the contractor is competent. This means that the contractor is suitably qualified and experienced and is registered. For instance, an electrician should be registered with the Register of Electrical Contractors of Ireland (RECI) or the Electrical Contractors Safety and Standards Association (ECSSA). In many cases, the school will have a list of maintenance personnel and this may only need to be reviewed if any changes occur.

The contractor and the principal meet before the project commences to ensure communication links are established before work starts and throughout the contract. The contractor should advise the Principal about the likely duration of the work and any possible hazards, and how these will be addressed. The contractor should also provide the Principal with a copy of its safety statement including any relevant risk assessments for the project to be undertaken. Likewise the principal should advise the contractor about necessary precautions which need to be considered,

particularly if work is being carried out during school time.

In the above example, the principal has been identified as the point of contact for the contractor. This is because the principal is responsible for the day to day running of the school and is appropriately placed to deal with this work. However, the school may decide to appoint a safety officer or other person and deem this person the appropriate contact for all work. It is important that proper consultation takes place and that the board of management, principal and all staff know about the work to be carried out and the impact this will have on work activities, including any necessary changes that need to be made.

**Substantial building works, (e.g. extension to school building):**

Where substantial building work lasting more than 30 days or 500 person days is being considered, the board of management take on the responsibility of “client”. The client must:

• appoint, in writing before design work starts, a Project Supervisor for the Design Process (PSDP)

who has adequate training, knowledge, experience and resources;

• appoint, in writing before construction begins, a Project Supervisor for the Construction Stage

(PSCS) who has adequate training, knowledge, experience and resources;

• co-operate with the project supervisors and supply any necessary information;

• notify the HSA of the appointment of the PSDP on Approved Form AF1 *“Particulars to be notified by the Client to the Health and Safety Authority before the design process begins”*;

• retain and make available the safety file for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation.

The Project Supervisor for the Construction Stage further develops the safety and health plan for the construction stage of the project. This includes coordinating appropriate safety, health and welfare arrangements on site to prevent accidents occurring, e.g. keeping vehicles and pedestrians apart.

Prior to carrying out any construction work the Board of Management, as client must familiarise itself with its legal health and safety responsibilities, as detailed in the *Safety, Health and Welfare at Work (Construction) Regulations 2006*. These Regulations have wide-ranging application covering large projects such as capital builds, small projects such as renovations, erecting pre-fabs and routine maintenance such as replacing light fixtures etc. The Regulations introduce such terms as client, project supervisor for the design process (PSDP), project supervisor construction stage (PSCS), safety, health and welfare plan, safety file and contractor.

Details can be found in the Guidance publications from the Department of Education and Skills and the Health and Safety Authority listed below.

1. [*http://www.hsa.ie/eng/Publications\_and\_Forms/Publications/Construction/Summary\_of\_Key\_Duties\_under\_the\_Procurement,\_Design\_and\_Site\_Management\_Requirements\_of\_the\_Safety\_Health\_and\_Welfare\_at\_Work\_Construction\_Regulations,\_2006.html*](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Construction/Summary_of_Key_Duties_under_the_Procurement,_Design_and_Site_Management_Requirements_of_the_Safety_Health_and_Welfare_at_Work_Construction_Regulations,_2006.html)
2. [*http://www.hsa.ie/eng/Publications\_and\_Forms/Publications/Construction/Clients\_in\_Construction\_-\_Best\_Practice\_Guidance.html*](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Construction/Clients_in_Construction_-_Best_Practice_Guidance.html)
3. [*http://www.education.ie/en/School-Design/Procedures-and-Cost-Plans/*](http://www.education.ie/en/School-Design/Procedures-and-Cost-Plans/)

These guidance documents also define the terms mentioned above. For example a client means “a person for whom a project is carried out, in the course or furtherance of a trade, business or undertaking, or who undertakes a project directly in the course or furtherance of such trade, business or undertaking.”

Clients are usually those with control over key aspects of a project such as who is appointed as contractor to carry out the work in question. For example, you are a client if you are a principal or board of management responsible for hiring trades people to paint a block of classrooms or to build new desks or shelving in a classroom.

**The importance of appointing competent persons**

Safety, health and welfare functions can be delegated to a senior manager such as the principal. However, the legal responsibility for safety, health and welfare rests with the board of management. The school may wish to appoint a person, such as a safety officer, to act on its behalf but in doing so they must be satisfied that this person is competent.

**Competence is defined under the 2005 Act as follows:** *“a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses* ***sufficient training, experience and knowledge*** *appropriate to the nature of the work to be undertaken.”*

The school is a unique work environment but is not generally high risk. Those on the ground, carrying out the day to day work of managing and co-ordinating school activities know this environment best. The school should have access to sufficient safety, health and welfare knowledge, skills or experience to identify and manage safety, health and welfare risks effectively and to set appropriate objectives.

In many schools a safety officer may not be appointed and the Principal in addition to the management of the school takes responsibility for managing safety, health and welfare matters.

Furthermore, the Principal may decide to delegate certain functions to individual teachers, the caretaker, or other staff, deemed to be competent within their respective work areas. Such responsibilities could include the teacher completing a risk assessment for his/her classroom. This makes sense as a teacher knows his/her own classroom best.

* 1. **Risk Assessment**

*Section 19 of the Safety, Health and Welfare at Work Act 2005 specifies that, “Every employer shall*

*identify the hazards in the place of work under his or her control, assess the risk presented by those*

*hazards and be in possession of a written risk assessment of the risks.”*

The whole aim of the Safety Management System is to minimise risks. To evaluate risks, schools must draft written **“risk assessments”**. This helps to determine what the hazards are, the risk involved and the controls to be put in place to minimise the risk. It also enables schools to define priorities and set objectives for eliminating hazards and reducing risks within timescales.

Wherever possible, risks should be eliminated. Where risks cannot be eliminated the general principles of prevention must be used as part of the risk assessment process. See the FAQs, Guidelines on managing Safety Health and Welfare in primary schools No. 32, Part 1, Page 50.

Assessing risk means evaluating what could cause harm to your employees, other people’s employees and other people including students, visitors and members of the public who are using the school or its facilities.

The Board of Management must ensure that the risk assessment is carried out.

***Step 1:*** Identify the hazards

***Step 2:*** Evaluate the risk in proportion to the hazard

***Step 3:*** Put in place appropriate control measures to eliminate or minimise the risk

The Board of Management is required to implement any control measures considered necessary by the risk assessment.

The Board of Management may delegate the task of completing the risk assessment to the appropriate person for example the individual teacher of each classroom. There is no need to consider every minor hazard or risk that we accept as part of our lives.

Control measures must be put in place to ensure the risk of an incident or accident arising from an identified hazard is reduced. Putting in place control measures means the employer does all that is reasonably practicable to ensure that a hazard does not cause actual harm or is less likely to cause harm.

* 1. **Emergency Procedures, Fire Safety, First-Aid, Accidents and Dangerous Occurrences**

Section 8 of the Safety, Health and Welfare at Work Act 2005 requires that every employer shall “prepare and revise as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger.”

**This Safety Statement is to Ensure That:**

**Circulation Area**

1. The staff ensures that the porch areas of each of the two main doorways are kept clear of debris. These are washed on a regular basis by the caretaker. Doormats (non-slip type) are provided at all doorways. The front door is to be kept closed and secured during school hours. The main entrance was fitted with a buzzer intercom. Access is gained during school hours by buzzing the required person who gives permission for access.
2. Doors with glass have toughened glass.
3. Doors are fitted with “pulls” to stop them from closing too quickly.
4. In 1997 new P.V.C windows were fitted in the classrooms.
5. Windows jut out when opened but are at sufficient height so as not to be dangerous.
6. Windows are cleaned once a term or when necessary by a window Cleaner Contractor.
7. All windows have blinds and those facing the direct sunlight in the Junior Classroom are pulled when necessary.
8. Floors can become slippery when wet extra caution is needed in Junior Classroom to ensure that children are careful when walking in these areas.
9. Plaster and paintwork are kept in good order and maintained regularly. Maintenance Program is in place with regard to continuous upkeep of the classrooms, corridors and hall.

**Hygiene – see the Cleaning Programme Policy**Litter and rubbish is collected from the classrooms daily and kept hygienically safe until disposed of. We try to recycle paper; card, etc. children bring home all lunch wrappers.

1. Children are encouraged to wash their hands after removing litter, before eating, after using the toilet and after handling body secretions and using tissues.
2. Toilets are cleaned and disinfected weekly and adequate sanitary facilities are provided.
3. Hand dryers and liquid soap are provided.

**Heating and Ventilation -follow new guidelines from the Department of Education regarding ventilation**

Ventilation and lighting are adequate.

1. The heating system is serviced annually and maintained in good working order.
2. Heating temperatures as laid down in circular 24/82 are constantly maintained.
3. Vertical blinds are provided on windows facing the sunlight. Blinds are kept in working order.
4. Windows are easily opened for ventilation purposes.

**Fire Safety**

1. Fire Exits, Main door and Escape Routes are kept clear from obstruction. Each Exit door is marked with Exit Signs.
2. Fire doors are kept unlocked during school hours.
3. Evacuation procedures are circulated to all staff members and Fire Drills are held once a term and Staff are familiar with procedures.
4. Fire doors open outwards and are kept free from obstruction.
5. Fire extinguishers are inspected and serviced as per legal requirements (annually by Apex fire).
6. Outcomes of fire drills must be recorded and actions taken where necessary.
7. the Emergency evacuation plan is reviewed regularly.
8. Staff have received **training** in the use of fire extinguishers 13/11/2014, 06/05/2021 by Apex fire.

**Fire Drill Routine/Emergency Evacuation Plan**

1. Fire Alarm - Whistle or siren indicates fire.
2. All stand and when instructed leave the classroom in single file.
3. Those with disabilities or other special needs will be assisted out by the class teacher and/or SNA depending which classroom the SNA is in.
4. No talking, pushing or running.
5. The Class Teacher will take the class list which is placed beside the fire exit when exiting the building. Check for children that are attending learning support and resource teaching.
6. Close doors and check toilets for children on the way out.
7. Children and staff assemble at pre-arranged point clearly indicated by the sign.
8. Immediately after classes have assembled, the roll is called.
9. The Principal or if absent the Acting Principal will call the Fire Brigade.
10. Staff use extinguishers if it is safe to do so.
11. If necessary children will be moved from assembly point after the roll if deemed necessary by the teachers.
12. Children return to the classroom when a member of staff – (The Principal if present or Acting Principal) gives the all clear.
13. When children return to the classroom roll call must take place.

**Electrical Equipment**General: Wiring as per correct standard. Plug/fuse ratings are correct and fuse boxes are secured.

1. Lighting: All switches and bulbs are in working order
2. Plugs/Sockets/Leads: These are in good condition and replaced immediately if required. A careful check is also kept on the length of leads, use of adapters, condition of plugs, sockets etc. Where a defect is noticed action must be taken immediately by notifying the Principal who in turn notifies the caretaker.
3. Equipment: TV’s/Video,/computer/CD Player are used as per instructions in manuals. All are kept in working order and serviced regularly. Staff must exercise care in the use and handling of all electrical equipment. Where equipment fails to work this should be notified to the Principal as soon as possible who in turn will contact the place of purchase.
4. Before the premises are vacated all electrical equipment will be checked and left safe

**Classrooms**

1. Carpeted floors are hovered regularly and linoleum area swept regularly.
2. Presses, Storeroom and shelves are provided for the storage of equipment.
3. Children are asked to keep schoolbags under their tables for safety reasons.
4. School books are stored on shelves in the junior room and in the Senior Classroom.
5. Furniture is in good condition but should it be in need of repair attention the Principal’s should be drawn to this who in turn notifies the caretaker.

**First Aid**

1. A first aid kit is kept in a locked cupboard in the changing facility toilet.
2. Disposable gloves must be used at all times when administering first aid.
3. Emergencies are to be dealt with by the SNA and teacher on duty in consultation with the Principal. If necessary the child will be taken to Cavan General Hospital.
4. Parents/Guardians to be informed immediately of illness/accident.
5. Access to telephone in school at all times.
6. Contents of First Aid Box : bandages - various kinds including hypoallergenic, gauze, savlon , scissors, cotton wool and disposable gloves
7. Details of pupil’s medical history and condition to be recorded on Medical Form and kept confidentially in the pupils file, in a cabinet which is kept locked. All allergies and medications to be noted. This will be updated regularly at the start of the school year and throughout the school year.
8. Each class teacher must be informed of medical conditions of pupils and of regular medications.
9. If a child bangs their head they are sent home as a precaution
10. **Training** was provided on 15/01/2015 and for staff, 2017 and 2019. 19th April 2021 by Apex fire.

**Accidents**

1. In the event of an accident occurring on school premises, the supervising staff will attend to it immediately.
2. For whatever reason if a doctor’s advice is considered necessary parents will be contacted. Preferably the parents or person acting on their behalf (named on the enrolment form) will collect the child. If unable to make contact with the above it will be the responsibility of two staff member to accompany the child to the Casualty Dept. of Cavan General Hospital. Continued efforts will be made to contact the parents concerned.
3. First Aid will be applied to minor cuts and grazes. Mediswabs, savlon and non-allergic plasters maybe applied. SNA’s will be responsible for the First Aid Box.
4. Tablets or any oral medicine are not administered except on B.O.M. approval. See Administration of medicines Policy.
5. All accidents are investigated. Details of accidents in school or in the playground are recorded in an incident book and kept by the class teacher. Teachers will speak to parent by phone or when collecting their child if an accident has occurred and give details of accident and the action taken.
6. In the case of infectious diseases, parents are required to notify the school without delay.
7. Should an incident of head lice occur in the school a standardised letter will be sent to all parents.
8. During the winter months the caretaker is responsible for salting/clearing the yards on frosty mornings.
9. Online reporting of accidents to the Health and safety authority IR1 and IR3 forms available at www.hsa.ie/publications.

**Gas levels**

1. The school has been monitored since 1st September for Radon Gas Levels. See Report

**Outside Areas**

1. Play Areas are kept clean and free from glass as far as is possible. The caretaker collects such litter using gloves provided to collect all litter from the playground regularly.
2. Grass Area is mowed regularly in the summer term.
3. Roof, guttering and drainpipes are as far as can be seen sound and well maintained.
4. Parking Facilities are adequate although dangers arise when children are being left and collected. See ‘Traffic Management Plan’.
5. The dangers of our location beside a busy junction are obvious although they are decreased by gates being kept closed during school hours and supervision in the yard as far as it is possible.

A regular check is carried out by the caretaker and Maintenance Officer on the Board of Management and anything requiring the Board’s attention is brought to the notice of the Principal.

**Walking children to local amenities in Cavan Town**: the local library, Cavan Parish Church or Terry Coyle Park for example.

The class teacher is responsible for the children. The teacher will give the children safety procedures and expected behaviours to follow before leaving the school, for example, children must stay on the footpath walking in pairs and follow pedestrian safety rules children also are expected to follow the normal appropriate behaviour as would be expected of them at school (see Code of Behaviour policy). There will be at least two adults with the children one in front and one behind them while walking together in a line.

**Swimming:** refer to the swimming policy

**School Tours:** refer to the school tours policy

**Smoking in the Workplace:**

* Teachers, parents, employees or visitors are not permitted to smoke in any part of the school. Under no circumstances are children allowed to smoke.

**Use of Drugs and Alcohol in the Workplace**

* The possession of or use of illegal drugs or alcohol in school is banned

**Administration of Medication:**

* Please see separate policy

Refer to the Covid 19 policy and Risk Assessment

Refer to the Covid 19 Response Plan

**Medical Services:**

The Director of Community Care is responsible for ensuring that a proper school medical service is provided. Parents will be notified in writing by the Health Board when Immunisations, dental treatments or ophthalmic and aural services are made available. The school is responsible for distributing the letters sent by the Health Board to inform parents of such services. **This is the only responsibility that the school has in ensuring that a proper school medical service is provided**.

**Personal Health:**

1. Children are encouraged to bring healthy lunches. Crisps, popcorn and fizzy drinks are not allowed.

2. Drinking water taps are provided in each classroom and in the kitchen.

3. Most areas of Health and Safety are covered in SPHE- Social, Personal and Health Education using programs such as

* + 1. **Walk tall**
    2. **Stay Safe**
    3. **Relationships and Sexuality**
    4. **SPHE Lessons**

**1.7 Instruction ,Training and Supervision**

*Sections 8 and 10 of the Safety, Health and Welfare at Work Act 2005 require that every employer provide* *instruction, training and supervision to his/her employees in relation to safety, health and welfare at work.*

On the implementation of the safety, health and welfare management plan**, a training needs analysis** should be completed in order to identify and address any deficiencies. Once safety, health and welfare training needs have been identified, they should be incorporated into the school’s **annual training plan** and reviewed regularly to ensure all training needs are met.

Instruction, training and supervision **Checklist:**

•Has the school prepared an annual safety, health and welfare training plan? (completed risk assessments may be used to identify training needs)

• Does the training plan include the following:

- a formal process to identify the safety and health training needs of each group within the school community?

- the provision to all individuals of safety training necessary to enable them to carry out their duties as identified by the risk assessments and as set out in the safety statement?

- a record of all training, information and briefing sessions?

- a record of those in attendance at training

sessions with signed attendance sheets?

- a schedule of dates when refresher training falls due?

**1.8 Communication and Consultation**

*In accordance with Section 20(3) of the Safety, Health and Welfare at Work Act 2005 every employer must* *bring the safety statement, in a form, manner and, as appropriate, language that is reasonably likely be* *understood, to the attention of:*

• his or her employees, at least annually and, at any other time, following its amendment;

• newly recruited employees upon commencement of employment;

• other persons at the place of work who may be exposed to any specific risk to which the safety *statement applies, e.g. contractors carrying out work at the school.*

Methods of Communicating Safety, Health and Welfare Information

Meetings

* Board of Management
* Staff
* Parents’ Council/Association
* Parent-Teacher
* In-School Management
* School Self-evaluation and Planning Steering Committee
* Special Needs Support
* School Advisory Group (Staff)
* Other teams/groups

Information dissemination (oral)

* Safety, health and welfare briefings
* School assemblies
* Classes

Information dissemination (written)

* Safety Statement
* Notices
* Memoranda
* Newsletters (internal & external)
* Correspondence
* Reports
* Subject plans
* School plan
* Policies
* Teacher/induction handbooks
* Student journals
* Email

**Access to School and employees:**

Anyone who comes into the school grounds must identify themselves clearly to a member of school staff who will contact the person they wish to speak to. When an employee feels at risk from or threatened by a particular person on school property this must be drawn to the attention of the BOM. The Board will undertake to ensure that all appropriate steps are taken to protect the employee. Such steps may include meetings by appointment with/without witnesses and in extreme circumstances an injunction/barring order and any necessary legal steps.

**Duties of Employees:**

Employees and voluntary workers are required to cooperate and assist fully in all accident investigations. It is the duty of each employee to take responsibility for his/her own safety while at work. The law requires that all accidents involving an absence of more than three working days must be reported to the Health and Safety Authority on their approved forms. The responsibility for notifying the Health and Safety Authority rests with the Chairperson of the Board of Management

**Measuring performance:**

The Board of Management will measure, monitor and evaluate its safety, health and welfare management system to make sure it is robust. This can be done in simple ways. For example, performance can be measured against agreed standards such as:

• legislative requirements;

• the school safety, health and welfare policy and the written risk assessments contained in the safety statement;

• safety, health and welfare objectives, as part of the school plan.

**This policy will be reviewed on an *annual basis* at a Board of Management Meeting in each school year to account for all maintenance programs carried out, amend the current policy and to plan for the year ahead with regard to maintenance and safety.** Monitoring can be achieved in a number of ways, such as periodic reviews at staff meetings and board of management meetings to ensure the safety management system is in operation and the safety, health and welfare statement incorporating risk assessments are in place; formal inspections and checks of all school areas at pre-defined timeframes to establish items arising; inspections and equipment checks on items such as fire detection installations and extraction systems; periodic reviews of accidents, near misses, and dangerous occurrences to establish if corrective action needs to be taken.

The Board of Management will also check that the safety statement is being implemented and will note any issues arising. Active self-monitoring ensures that any changes in operating conditions, equipment or legislation are taken into account.

**Guidelines on Managing Safety, Health and Welfare in Primary Schools was followed in preparing this Safety Statement.**

This policy was discussed and approved by the Board

Signed: Edward Lindsay Acting Chairperson Date: **06/02/25**

Chairperson of the Board of Management of Cavan No. 1 National School