

# St. Dympna's National School

## Tydavnet



## Health and Safety Policy Statement 2025-2026

### Introduction and Rationale

The Chairperson and Principal of Saint. Dympna's NS recognises the importance of the Safety, Health and Welfare at Work Act, 2005.

This document sets out the Safety Policy of St. Dympna's NS and specifies the means to achieve the policy. Our objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils, and to meet our duties to all members of the school community, with whom we come in contact.

This policy requires the co-operation of all employees of the school. We expect that the school management and teaching staff will carry out their duties in the full knowledge that safety considerations are necessary to prevent injury and ill-health and to promote this as part of their ongoing duties.

This policy will be reviewed in light of experience, changes in legal requirements and operational changes and developments at St. Dympna's National School.

Hazard identifications, risk assessment and control measures will be undertaken. (Appendix 1).

All records of accidents or ill-health will be monitored in order to ensure that any safety measures can be put in place, wherever possible, to minimize the recurrence of such accidents and ill-health. Records of accidents and incidents for children will be recorded on Aladdin.

### Duties of Employees

It is the duty of every employee of St. Dymphna's NS while at work to:

- (a) be aware of the first aid procedures in the school and to know the location of the first aid boxes/supplies.
- (b) take reasonable care for their own safety, health and welfare and that of any person who may be affected by their acts or omissions at work.
- (c) ensure that the clothing and footwear worn at work are suitable from a safety viewpoint.
- (d) report any defects in teaching aids, equipment or machinery immediately to the caretaker (record in maintenance book with name and date).
- (e) report any accident or damage, however minor, to the principal or safety representative.
- (f) ensure that corridors, doorways etc, are kept clear and free from obstruction. (g) ensure that they know the procedures in the event of a fire.
- (h) not to attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury.
- (i) not to try to use, repair or maintain any equipment for which they have not received full instructions or training.
- (j) suggest ways of eliminating hazards and improving working methods in the school.
- (k) have read and understood the school's Safety Policy and carry out their work in accordance with its requirements.

*Class Teachers will record all accidents/incidents on yard via the Aladdin connect app and what follow up occurred. For accidents/incidents which are more serious a report form will be completed (see appendix 2) by school management/health and safety officer.*

### Consultation and Information

It is the policy of the Chairperson and Principal of St. Dymphna's NS to:

- (a) consult with staff in the preparation and completion of the Health, Safety and Welfare Policy
- (b) issue a copy of the Safety Statement to all present and future staff and to all members of the Board of Management
- (c) convey any additional information or instructions regarding Health, Safety and Welfare at work, not contained in this document, to all staff as it becomes available

(d) ensure that Health, Safety and Welfare at Work will form an integral part of future staff training and development plans.

### Hazard Identification, and Control Measures

The Chairperson and Principal of St. Dymphna's NS recognises that the activities within the school building and within the school grounds may present risks to health, safety and welfare.

It will be our policy that within a school year, a hazard identification and risk assessment will be carried out by management and staff and the results communicated to the safety representative (Appendix 1). Following this hazard identification and risk assessment, necessary repairs will be carried out and procedures put in place to prevent risks to health and safety. To further facilitate communication and consultation, health and safety issues will be included on the agenda of each staff meeting, senior management meeting and Board of Management meeting throughout the school year. All possible control measures will be taken to reduce the risks to pupils, staff, parents and visitors.

Some hazards can be rectified but others remain constant. Those that can be rectified or minimised will be dealt with as a matter of urgency.

Date of Risk assessment carried out on school site: 14<sup>TH</sup> February 2025

### Hazards

#### (a) Fire

- It is the policy of the Chairperson and Principal of St. Dymphna's NS that:
  - There will be an adequate supply of fire extinguishers.
  - All fire equipment will be identified and checked annually.
  - Fire drills will take place at least once a term.
  - The school building will be checked by our Fire Alarm and Security provider to ensure everything is up to standard. Any necessary changes will be made as needed.
  - Fire alarms will be clearly marked.

- All electrical equipment will be switched off or unplugged outside of school hours and when the school is closed for lengthy periods.
- The “Be Safe” lessons will be taught at each class level as part of the SPHE programme.

**(b) Machinery, Equipment and Electrical Appliances**

It is the policy of the Chairperson and Principal of St. Dymphna’s NS that all machinery, equipment and electrical appliances are used only by competent persons. All equipment will be subject to regular maintenance checks.

In order to future proof against future school closures, the Board of Management have approved the installation of a switch to facilitate the use of a generator during times when the school is without power. The Board of Management and staff of St. Dymphna’s NS will adhere to the following guidance from Allianz in relation to the installation and use of a generator within the school grounds:

- Ensure the installation is completed professionally and is certified.
- Ensure the generator is professionally monitored and maintained.
- Ensure the generator is located in a position that maintains the safety of students, staff and parents.
- Ensure all staff members who engage with the generator follow the instructions given by the installer and trained to fuel it correctly and safely.
- Ensure that any repair work regarding the generator is done by a qualified and certified electrician.

**(c) Chemicals**

It is the policy of the Chairperson and Principal of St. Dymphna’s NS that all chemicals, detergents etc. be stored securely and only used by people approved to us them. They will be kept in a locked area and protection provided for use when handling them.

**(d) Drugs/Medication**

It is the policy of the Chairperson and Principal of St. Dymphna’s NS that all medications, drugs etc. will be kept in a secure cabinet and kept in a safe place. Parents will be encouraged to make children responsible for the administration of their own medication. Where children cannot do this, parents will be encouraged to administer the medication. In cases where this is not possible, teachers will only administer medication when specifically requested to do so by parents in writing. (See Substance Use/Administration of Medication Policy)

### (e) First Aid

It is the policy of the Chairperson and Principal of St. Dymphna's NS that:

- There is 1 First Aid box available in the school.
- First Aid box will be located on the table in front of the staffroom window in the lobby
- There is a travel first aid bag for the yard containing plasters, tissue, sterile water and disposable gloves for teachers on yard.
- The travel first aid bag will remain with each teacher on yard duty. Should a class teacher be already dealing with a previous incident on yard, the school secretary will also assist in applying first aid.
- Our store cupboard has disposable gloves as well as a range of PPE such as disposable aprons, masks which can be used as needed.
- There is a second first aid kit for school trips.
- Disinfectants and sprays etc. will not be applied in case of allergies.
- Hypo- allergenic plasters are available for use.
- Ice packs are stored in the freezer in the staffroom- these must be returned after use.
- If staff notice that supplies are low in any of the first aid kits they must inform the school secretary or member of management.

### (f) Trips and Falls

It is the policy of the Chairperson and Principal of St. Dymphna's NS that:

- All classrooms, corridors and stairways will be adequately lit.
- Defects in flooring, handrails and lighting must be reported immediately.
- Floors will be cleaned and dried daily and kept in good condition.
- Floors will be washed outside of school hours to eliminate the danger of slipping.
- All spillages must be cleaned up immediately.

- Waste must be removed daily to a secure external collecting area.
- All light fittings, windows and skylights will be cleaned regularly and broken light bulbs replaced.
- All external paths will be maintained to ensure that they do not cause a trip hazard.
- All covers to drains and gullies will be positioned in such a way as not to cause a trip hazard.
- All corridors, doorways and pathways will be kept clear of obstruction.
- Chairs should be pushed in when children are leaving the classroom.
- Pupils will not be allowed out during break time if the yard is flooded or when there is obvious ice or heavy frost on the ground.
- Children must wear suitable footwear at all times- runners must be worn for P.E. Jewellery is not allowed at school, with the exception of stud earrings and watches.
- Coats must be hung on coat hooks provided.
- Should a child fall/trip on yard, the class teacher on yard will apply first aid or the secretary in the office. Incidents will be recorded on Aladdin by the

class teacher of the child in question.

- Our Code of Behaviour will encourage the children to move around the building in a calm and quiet way. (See Code of Behaviour)

#### (g) Access to Employees

It is the policy of the Chairperson and Principal of St. Dymphna's NS that if an employee feels at risk from or threatened by a particular person on school property this must be drawn to the attention of the Chairperson and Principal. The Chairperson and Principal will ensure that in such circumstances all appropriate measures will be taken to protect employees. (See: Anti-Bullying Policy)

#### (h) Stress in the Workplace

Occupational stress is an increasing concern for school management and staff in the education sector. It can arise when the demands of the job and the working environment on a person exceeds their capacity to meet them. Other factors which can cause stress include:

- staff's relationships with pupils
- staff's relationships with colleagues
- staff's relationships with parents
- management issues etc.

incompetence or laziness. Safeguards and controls must be implemented at organisational level. This can include social support, career development and training, managerial support, control of one's own work and positive staff communication. (See checklist below)

#### **(i) Workplace Bullying:**

It is the policy of the Chairperson and Principal of St. Dymphna's NS that if an employee reports an incident of bullying that it be brought to the attention of the Chairperson/Principal. Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. Such behaviour may also come in the form of cyber bullying via social media/messaging apps. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered bullying. (See checklist below)

#### **(i) Workplace Aggressive Behaviour:**

It is the policy of the Chairperson and Principal of St. Dymphna's NS that if an employee reports an incident of aggressive behaviour that it be brought to the attention of the Chairperson/Principal. Work-related violence and aggression can be defined as any incident where staff are abused, threatened or assaulted in circumstances related to their work, involving an explicit or implicit challenge to their safety, wellbeing or health. An aggressive or violent act can be physical or non-physical. Physical examples can be spitting, use of force against a person; for example, pushing, hitting, punching a person or attacking a person with a weapon or object. Non-physical can be verbal abuse, anonymous written/typed correspondence which contains personal attacks, threats or threatening gestures towards the person. (See checklist below)

#### **Other Welfare and Health Issues:**

It is the policy of the Chairperson and Principal of St. Dymphna's NS that:

- Dairpness and draughts will be minimised.
- Rubbish will not be allowed to accumulate.

- Adequate toilet facilities will be provided and maintained in a good, clean, hygienic condition.
- Adequate washing facilities will be provided.
- Toilet paper, soap and hand towels will be provided in each toilet.
- School furniture will be maintained and repaired if necessary.
- Arrangements for eating will be provided for staff.

**General School - No. 20 Bullying (List additional hazards, risks and controls particular to your school using the blank template no.55)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls	Person responsible	Signature and date when action completed
Workplace bullying		Effects on physical health, (e.g. raised blood pressure) Effects on mental health, (e.g. stress, anxiety, depression) Isolation Low morale	H H H H H	The school is committed to ensuring that the place of work is free from bullying and that all employees have the right to be treated with dignity and respect at work There is a written policy on the prevention of workplace bullying and all employees are aware of the policy and have access to this information All new employees, permanent or temporary receive a copy of the policy Consultation with employees or their representatives, including the safety officer, safety representative and the safety committee, as appropriate, has taken place as regards the risk of bullying at work and preventive measures Employees are aware of their responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying				



General School - No. 21 Stress (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk? Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls * Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Stress		Increased absences Increased conflicts Increased anger levels for those effected Isolation Low morale Effects on physical health, (e.g. raised blood pressure, tension headaches) Effects on mental health, (e.g. anxiety, depression, insomnia)	<p>The HSA Work Positive tool<sup>1</sup> or similar is used to assist with risk assessment requirements where workplace stress is concerned</p> <p>The school has a policy on dignity in the workplace which is communicated to all employees and displayed in the employees room</p> <p>Employee's serious health and safety concerns about their work environment are addressed</p> <p>Demands in the employee body are achievable and within the role of the job holder</p> <p>Systems are in place to enable and encourage employees to report unacceptable behaviour, i.e. in accordance with the Dignity Policy</p> <p>There is employee input into decision-making and career progression</p> <p>Board of Management actions are consistent and fair</p> <p>The school provides employees with timely information to enable them to understand the reasons for proposed changes</p> <p>If necessary, employees are given training to support any changes in their jobs</p> <p>The school monitors employee's sickness absence and identifies reasons for absence</p> <p>Employees can/should be able to approach the Principal or Deputy Principal to access appropriate support</p>				

<sup>1</sup> Work Positive is an audit tool comprising a user-friendly pack which can be used to identify sources of stress in organisations. Work Positive is one of a number of tools available to help in this process. Additional information is available at [http://www.hsa.ie/eng/Workplace\\_Health/Workplace\\_Stress](http://www.hsa.ie/eng/Workplace_Health/Workplace_Stress)

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## General School - No.22 Aggressive, Threatening, Behaviour towards a staff member (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Aggressive threatening behaviour towards a staff member		Physical injury, stress, psychological trauma	M	Alert nearest staff member Immediately inform principal/deputy principal Follow established school procedures			All staff members	

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## Dissemination of Policy

The attention of all newly appointed staff will be drawn to this policy upon their appointment to the school.

This policy will be published on the school website and provided to parents, when established. A copy of this policy will be made available to the Department of Education and Skills and the Patron, if requested. Hard copies of this, and all school policies, are available at the school on request.

Signed: Caroline McNally (School Chairperson) Signed: Daniel Murphy (School Principal)

Signed: Deise Finegan (Health and Safety Officer – Deputy Principal)

Date: April 2006

Date of next review: April 2026

## Safety Statement:

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management 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.

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The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- a. 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;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- d. 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;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. 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 such as Covid-19.

Signed: \_\_\_\_\_ (School Chairperson) Signed: \_\_\_\_\_ (School

Principal)

Appendix 1

# St. Dymphna's National School

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## Saint Dymphna's National School

### Hazard Identification, Risk Assessment and Control Measures

Potential Hazards	Is the Hazard Present?	What is the risk?	Risk Rating? H=High M=Medium L=Low	Controls	Control in place?	Action taken:	Person Responsible	Signature and Date when action completed

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## Saint Dymphna's National School Accident Report Form.

(Reports for students may also be completed via the Aladdin connect App using the below template)

### **INJURED/ILL PARTY DETAILS:**

Name:

Address:

**STATUS:** (Student Staff Member Visitor Contractor etc)

Status:

### **DETAILS**

Date, Time and Place of Accident/Incident:

**TYPE OF ACCIDENT: MAIN AGENT WHICH CAUSED ACCIDENT:**

(Fill below as appropriate, make N/A if doesn't apply)

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Injured/damaged by a person:

Struck by/contact with :

Caught in/under :

Slip/trip/fall :

Road Traffic Accident :

Exposure to substance :

Manual handling:

Property damage:

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**PART OF BODY  
INJURED:**

**TYPE OF INJURY (fatality, bruise, concussion, internal injury, abrasion, graze, fracture, sprain, torn ligaments, burns, scalds, injury not ascertained, trauma, occupational disease, other) :**

**CONSEQUENCES: (Fatal or Non-fatal type below)**

**RESULT: (Sick Leave, Excused Light duty, Medicine , N/A (Describe below):**

**ANTICIPATED ABSENCE: (1-4 days 4-7 days 8-14 days 14+ days None, uncertain)**

**DETAILED DESCRIPTION OF ACCIDENT/INCIDENT**

Give a full description of:

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- the work/activity being carried out when the accident occurred
- the equipment in use (if any)
- location of accident Detail how the accident occurred

Attach:

(A) Injured party's report

(B) Witness list (level of detail required will vary depending on the severity of the accident) (C) Witness statements (level of detail required will vary depending on the severity of the accident)

(D) Sketch or photograph of the scene, equipment etc. where appropriate

Has the accident been reported to the Health and Safety Authority? Yes No N/A

Have you informed your insurance company? Yes No N/A

**Investigating staff member (BLOCK CAPITALS):**

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**Signature:**

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**Date:**

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**Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IR1) or online at [www.hsa.ie](http://www.hsa.ie) Further information can be found in Part 1 of the Guidelines in the FAQ's on Accident Investigating and Reporting. Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto [www.dataprotection.ie](http://www.dataprotection.ie)**