

Health and Safety Policy

**Kilbonane National School
Aherla
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POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF KILBONANE NATIONAL SCHOOL

1.1 The members of the Board of Management of Kilbonane NS (2023-2027) are:

Chairperson:	Denis Healy
Secretary:	Keith Cotter
Treasurer:	Siobhán Slevin
Recording Secretary:	Eva O'Driscoll
Other Board Members:	Canon Bernard Donovan (RIP)
	Adrian Cullinane
	Anne Bruen
	Mary Kelly

1.2 The Board of Management will ensure that, in so far as practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the *Safety, Health and Welfare at Work Act 2005* are applied.

1.3 Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- the design, provision and maintenance of all places in a condition that is safe and without risks to health.
- the design, provision and maintenance of safe means of access to and from places of work.
- the design, provision and maintenance of plant and machinery.
- the provision of systems at work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- the provision of instruction to staff in dealing with challenging behaviour of pupils in accordance with the Code of Behaviour of the school.
- the provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.
- the provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
- the preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire drill, injuries etc.
 - Fire drill will be carried out once per school term. When the children hear the fire bell they proceed quickly their assembly points in the yard.
 - In the event of serious injury every effort will be made to contact a parent. If a parent cannot be contacted a local doctor will be called.
- the safety and prevention of risk to health at work in connection with the use of any article or substance.
- the provision and maintenance of facilities and arrangements for the welfare of employees at work

- obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.
- the continuing updating of the *Health and Safety Policy*
- the provision of arrangements for consultation with employees on matters of health and safety.

1.4 The Board of Management recognises that its statutory obligations under legislation extends to employees, students and any person legitimately conducting school business and the public.

1.5 The Board of Management of Kilbonane National School will ensure, as far as practicable, that the provisions of the Safety, Health and Welfare at Work, 2005 are adhered to.

1.6 A Safety Committee may be established, if it is deemed necessary by the Board, to monitor the implementation of the Safety and Health Policies of Kilbonane NS and the requirement under the Safety, Health and Welfare at Work, 2005.

Duties of Employees

1. It is the duty of every employee at work:
 - (a) to take reasonable care for his/her own safety, health and welfare and that of any person that may be affected by his/her acts or omissions while at work
 - (b) to co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions,
 - (c) to use in such manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work,
 - (d) to report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he she becomes aware.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.
3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed, in the safest manner possible.

As a matter of general policy a safety audit/inspection will be carried out at the request of the Board of Management or the Staff. This safety audit/inspection will take place, at least, once a year.

The following is a list of the checks to be carried out as part of the safety audit. Check that...

1. Steps are not in a dangerous condition i.e. steps not broken, surface not slippery
2. Floor surfaces are even
3. Mats are in serviceable condition and are positioned in such a way as not to be a hazard
4. Litter has not been allowed to accumulate
5. Doors are unobstructed
6. All door hinges are in sound condition and working properly
7. All door catches are working properly
8. There are no broken door panels
9. Doors are not allowed to swing free without restraint
10. Windows open easily
11. Windows are cleaned regularly
12. Windows do not have broken fastenings or cords
13. Windows can be opened for ventilation
14. Heating is adequate and regularly serviced
15. Fire doors unobstructed and unlocked
16. Instruction and fire drills have taken place to familiarise staff and pupils with procedure
17. Flammable substances are stored correctly
18. Electrical plugs and sockets are in good condition
19. Adequate number of power outlets are provided (i.e. no overloading of existing sockets)
20. Adequately stocked First Aid boxes readily available.

Check Nos. 1,3,4,5,9, 11, 15, 17, 19 & 20 from the above list should be carried out on a more frequent basis.

Statement on General Policy

The Board of Management of Kilbonane National School recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work, 2005.

This Safety Statement sets out the Safety Policy of the Board of Management of Kilbonane N. S. and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit (see Appendix A) annually. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

The annual Health and Safety Audit was carried out by Ms O'Driscoll on 22 September 2026. The school was found to be fully compliant.

This policy was reviewed and ratified at a Board of Management meeting on 22 September 2026.