



## Health and Safety Policy/Statement Moyglass National School

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### Introductory Statement

This statement was formulated by the staff of Moyglass N.S. during Croke Park hours from January to March 2025. All staff were involved.

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### Rationale

It is a legal requirement under the Safety, Health & Welfare at Work Act 2005 for every employer, in conjunction with employees to prepare a Health & Safety policy. This policy represents Moyglass National School Board of Management's commitment to safety & health, and specifies the manner, the organisation & the resources necessary for maintaining & reviewing safety & health standards.

The Board of Management will make this policy available to all employees, outside service providers & inspectors of the H.S.A. Moyglass N.S. B.O.M. is cogniscent of its "duty of care" in this school and this is an integral part of our policy.

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### Relationship to Characteristic Spirit of the School

This policy will help to create a safe and healthy working environment for all members of the school community.

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### Aims

The Board of Management of Moyglass N.S. wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Plant and Machinery may be operated safely in so far as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.

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- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary. (see Critical Incident Policy)
- This statement will be reviewed by the Board of Management on an annual basis, or as necessity arises.
- Employees shall be consulted on matters of health and safety.
- The Deputy Principal will act as staff safety officer.

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

The Board of Management may delegate some of the responsibilities to the principal, safety officer or another person.

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### **Responsibilities of the Board of Management**

In discharging its responsibilities, the Board of Management will:

- Make itself familiar with the requirements of the appropriate legislation and codes of practise.
- Create and monitor a management structure for health and safety.
- Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the school and that this is implemented.
- Periodically assess the effectiveness of the policy and ensure through review that any necessary changes are made.
- Identify and evaluate risks relating to policy accidents and incidents.

In particular, the BOM undertakes to provide as far as is reasonable:

- A safe place for all users of the premises to work including safe means of entry and exit.
- School, equipment and systems of work that is safe.
- Safe arrangements for the handling, storage and transportation of substances.
- Safe and healthy working conditions that take account of appropriate statutory requirements, code of practise and guidance.



- Supervision, training and instruction so that all staff and students can perform their related activities in a healthy and safe manner.
- Provide safety and protective equipment & clothing with instruction and supervision where appropriate.

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### **Responsibilities of Employees**

All staff are expected to familiarise themselves with the Health & Safety aspects of their work and to avoid conduct that would put themselves or anybody else at risk.

In particular members of staff will:

- Be familiar with the Health & Safety Policy and all safety requirements laid down by the BOM.
- Ensure that staff, students, visitors & contractors are applying Health & Safety regulations, rules and routines effectively.
- See that all school machinery and equipment are in good, safe working order and adequately guarded and not make or allow improper of such school machinery and equipment.
- Use correct equipment and tools for the task to be undertaken and any protective equipment of safety devices which may be supplied.
- Report any defects on the premises, school, equipment and facilities to the appropriate person i.e. Principal, Safety Officer via the Health & Safety logbook which the Safety Officer will keep in his room. It will also be brought to monthly staff meetings.
- Take an active interest in promoting health and safety and suggest ways of reducing risk.
- All teachers through the SPHE curriculum must ensure that children are regularly made aware of Health & Safety practises around the school premises.

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### **Responsibilities of Principal**

The Principal has the responsibility of the day to day development and implementation of safe working practices and conditions for all staff, students and visitors.

The Principal will take reasonably practicable steps to ensure that the Health and Safety Policy is implemented.

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## Responsibilities and Entitlements of Safety Representatives (Section 25 Safety, Health and Welfare at Work Act, 2005)

Stephen Earley (Principal) is the staff Safety Officer of Moyglass N.S. and will be responsible for the day to day implementation of the Health & Safety Policy & conduct reviews where appropriate in consultation with the Staff and Board of Management.

The safety representative is entitled to:

- Represent the employees at the place of work in consultation with the employer in relation to health and safety.
  - Inspect the place of work on a regular basis or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person.
  - Receive appropriate training.
  - Investigate accidents and dangerous occurrences.
  - Investigate complaints made by employees.
  - Make representations to the employer on matters relating to safety, health and welfare.
  - Carry Out an annual school audit using the prompt sheet in Appendix 2.
  - Have a designated Health and Safety logbook which will be brought to monthly staff meetings.
- Any health and safety issues will be noted at these times.

## Carrying out a Risk Assessment

Each year the Board of Management should ensure that a risk assessment is carried out by the safety officers, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them.

Hazards may include physical, health, biological, chemical and human hazards.

The following format from the HSA will assist in recording the process:

Hazards	Low/Medium/High Risk	Risk to Persons	Action Taken	Person Responsible	Date Reviewed
Wet Corridors	Low	Fall	Cleaners to mop up when necessary	Cleaners	
PE Equipment	Low	Fall	PE equipment to be placed in correct place. Children not allowed access to PE store	All staff	

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Hazards	Low/Medium/High Risk	Risk to Persons	Action Taken	Person Responsible	Date Reviewed
			unsupervised. PE store to be tidied regularly.		
Computers and Electrical Leads	Medium	Bodily harm	Teachers to ensure leads are safe	All staff	
Icy surfaces on a cold day	Low	Fall	Ice melt to be spread on frosty mornings	Principal	
Sharp branches of hedging around yard	Low	Scratches	Such branches to be cut by caretaker	Caretaker	
Fire Extinguishers	Low	Bodily harm	Ensure they are fastened to wall	School Community	
Untidy bags	Low	Fall	Ensure they are kept off passageways	Class teachers	

Hazards	Low/Medium/High Risk	Risk to Persons	Action Taken	Person Responsible	Date Reviewed
Rubbish disposal	Low	Ill health	Removed on a daily basis	Cleaners	
Toilets	Low	Ill health	Cleaned on a daily basis	Cleaners	
Headlice infestations	High	Infestation	Letters/emails/texts to parents to inform them	Principal, Secretary	
Childhood illnesses	Low	Ill health	Letters/emails/texts to parents to inform them	Principal, Secretary, Parents	

## CHEMICAL HAZARDS



**To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document):**

(a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties.

Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.

(b) In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.

(c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.

(d) All machinery and electrical equipment are fitted with adequate safeguards.

(e) Precautionary notices, in respect of safety matters are displayed at relevant points.

(f) Ladders must be used with another person's assistance.

(g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.

(h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.

(i) Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.

(j) Check that all PE and other mats are in good condition.

(k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings.

(l) Check that wooden beams, benches etc. are free from splinters and generally sound

(m) Check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained

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- (n) Teachers check that manholes are safe
  - (o) Check that all play areas, are kept clean and free from glass before use
  - (p) Check that outside lighting works and is sufficient | Board of Management
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### Procedures to Deal with Emergencies:

#### Emergency contact procedures:

- The secretary will be responsible for updating contact details on an annual basis. These details are kept on an IT system called **Aladdin**. Paper details are kept in a box file on the secretary's desk. These are available to everybody. These details include contact details for parents, guardians and emergency contact numbers.
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#### Fire Safety

In terms of fire safety, the following measures will be taken:

- **Fire Drill** | Responsibility of Principal (at least one per term). All staff and pupils are made fully aware of the evacuation procedures.
- **Supply and Servicing of Fire Extinguishers** | Visible clearly marked signs e.g. exit, assembly point | Principal
- **All equipment is checked annually and records kept**
- **Exit routes to be kept clear** | Principal and staff,
- **A school plan to be displayed with assembly signs clearly marked**
- **Class List available to take in the event of a fire**
- **Number of children absent in each class** | Class Teachers

#### Unplugging of electrical equipment:

- Principal, Class Teachers—classrooms
- Secretary—Office
- Principal—Office
- Staffroom—Principal
- Common areas—Principal, Safety Officer and staff





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## Serious Accident Procedure & Accident Report Form

- All serious accidents must be reported in writing using the accident report form (see Appendix 1).
- A serious accident is one in which parents are contacted with regard to injuries sustained by a child.
- The completed forms are kept in a book called **Accidents and Incidents** which is stored in the filing cabinet in the Principal's office.
- The Principal must be informed of accidents where deemed appropriate by the supervising adult/s.
- If the supervising adult/class teacher deems it appropriate to contact a child's parents/guardians, either verbally or in writing, the Principal must be informed.
- Any accident in the school which results in a staff member or pupil being injured and unable to perform his/her normal duties for more than 3 consecutive days will be reported to the Health and Safety Authority.
- Such accidents will be reported by completing the online Accident Reporting from the HAS website [www.hsa.ie](http://www.hsa.ie). Accidents will be reported promptly—fatal or potentially fatal accidents will be reported immediately, by telephone in the first instance, while non fatal accidents will be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.
- Dangerous occurrences will also be reported to the HSA using form **IR3** which can be downloaded from the Publications and Forms section of the Health and Safety Authority.

## Critical Incident Policy

The school has a policy in place to deal with critical incidents.

This deals with procedures to be adopted in the event of a critical incident occurring either on the school premises or away from the school site.

These procedures are outlined in the **Critical Incident Policy** available in the Principal's Office.

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## Exceptional Closures

In the case of exceptional closing:





- Aladdin is used to disseminate information.

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## Health Issues

### Enrolment Form

When a child has been accepted into the school, the parents/guardians are asked to complete an enrolment form.

On this form is a section to allow parents to identify any allergies/illnesses of the child.

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### Managing Specific Health Issues

When the school becomes aware of a child with a specific health issue:

- Parents are asked to supply the school with any necessary medicines.
- They are also asked to provide training for the staff to make them aware of the implications of the illness.
- The Principal compiles a **protocol** to be used for this child.
- A **photo** is taken of the child.

There is a **press in the staff room** dedicated to medical information.

Here the specific children's photos are displayed and a brief description of any necessary information/protocols along with any necessary medicines e.g. anapen, inhalers etc.

A copy of this is:

- Kept in a file in the Principal's office



## Sickness or Injury

- Children who become sick during the day are monitored by the class teacher.
  - If the class teacher deems it appropriate for the child to go home, either he/she or the school secretary contacts the parents/guardian.
  - On collection, children are **signed out** by the person who collects him/her.
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## Illnesses and Contagious Infections

When the school becomes aware that a child in the school has a contagious illness:

- A **standard letter** is issued to all parents in the class of the said child informing them of same.
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## Head Lice

When the school becomes aware of an outbreak of head lice:

- A **letter/email** is issued to parents of that class.
  - Parents are asked to treat their children's hair as a preventative measure.
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## School Hygiene

- The school is cleaned by contract cleaners on a daily basis.
  - Toilets are cleaned and a **plentiful supply of toilet paper** is available from the secretary's office.
  - **Liquid soap and sanitising gel** is provided by the school.
  - Hand Towels are also provided by the school and are changed and washed on a weekly basis.
  - **Sanitary bins** are provided and changed regularly by an outside service.
  - The cleaners are responsible for taking the rubbish to the bins.
  - Cleaners/the caretaker put the bins outside the gate on Monday nights for collection.
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## First Aid & Defibrillator Training

- A number of staff members have a qualification in **first aid and defibrillator**, including the secretary.
- The SNA **checks the battery** in the defibrillator every three months.
- She keeps a **basic first aid box** in her office and treats minor injuries as already explained.
- She is responsible for **replenishing** the box as the need arises.
- **Ice packs** are kept in the staffroom fridge.

It is the responsibility of the **Board of Management** in Moyglass to **fund and organise training** for interested staff members every **two years**.

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## Healthy Eating Policy

The school has a **healthy eating policy** which can be viewed on the website.

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## Safety and Welfare Issues – Pupils

### Assembly and Dismissal of Pupils

- Pupils are allowed on the premises from 9.10 a.m.
- They are supervised until 9.20
- The bell then rings and the children line up on the yard according to class and they enter the school

### Dismissal:

- Teachers accompany the **Junior and Senior Infants** children to the back yard at 2.00 p.m.
- Teachers wait with the children until they are collected.
- At 3.00 school ends.
- Children while supervised walk to the appropriate exit. Their class teacher stays with their class grouping until they are all collected.

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## Collection of Pupils and Leaving the Premises During the Day



- All parents/guardians must obey all signs on entering the school grounds.
- Parents are reminded at the start of every school year of the procedures of collecting children and parking.
- **Written consent** is required from parents of children who walk home.

In particular, parents are advised to:

- Inform the school if anyone other than themselves is collecting a child or if the arrangement is different to what normally happens.
- Drive slowly on entering school grounds.
- Not park in the set down areas nor in the staff car park.

Parents are **regularly reminded** on the need for safety in this regard in school newsletters.

## Supervision of Pupils

- Pupils are supervised at all times.
- Two teachers and all SNAs supervise the children during **break and lunch**.

If a teacher needs to leave his/her room during the day:

- It is his/her responsibility to ensure the **adjoining staff member is watching the class**.

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The following policies should be read in conjunction with pupil safety and welfare issues:

- **Code Of Behaviour**
- **Anti-Bullying Policy**
- **Child Protection Policy**

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## Garda Clearance – Staff

- All **new and substitute staff** must provide **Garda vetting**, which is kept on file.
- Substitutes must also provide a **statutory declaration** and sign a **form of undertaking**.
- These are kept on file in the **Secretary's office**.



## Workplace Environment

The Board of Management will ensure that a **healthy working environment** is provided:

- **Ventilation** will be adequate.
- Suitable **chairs and desks** will be provided.
- The **temperature** will be comfortable, normally above **17.5°C**.
- Adequate **lighting** will be provided.
- **Smoking is not permitted** in our workplace.

Facilities include:

- Toilets
- Sanitary bins
- A **staffroom**, separate from work area, where breaks are taken
- Supply of **water, towels, and soap**

All staff must cooperate to **maintain a high standard of hygiene**.

### Staff Reminders:

1. A person under medical supervision or on prescribed medication (and certified for work) must **notify the school** of any known side effects or temporary disabilities that may hinder performance or pose a risk to themselves or others.
2. A person on **certified illness leave** cannot be at work.
3. Staff **must not** attend the premises or perform duties under the influence of **illicit drugs or alcohol**.
  - Breach of this rule will lead to **disciplinary action**.

## Working Alone in the Building

- Staff are encouraged to **avoid being alone** on the school premises.
- If necessary:
  - Lock the outside door.
  - Keep a **mobile phone** with you.

The **last person to leave** the building must:



- Ensure all **lights are off**
- Ensure all **windows are closed**
- Lock the door
- **Set the alarm** before leaving

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## Security

- The aim is to **prevent unauthorised access** through non-designated entry points.
- The **main yard gate** must remain closed at all times.
- The **front and side gates** should be closed by staff if left open.

### Visitors:

- Must **use the front door**
- Are required to **sign a visitors' book**

### CCTV:

- The school is **monitored by CCTV**.
- The **Principal** oversees access and maintenance of this system.

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## Equipment and Materials

### Electrical Appliances

#### Policy:

All machinery, kitchen equipment and electrical appliances are only to be used by **competent and authorised persons**.

These are subject to **regular maintenance checks**.

Before using any appliance, ensure that:

1. All **safety guards** are in working order
2. **Power cables/leads** are intact and free from cuts
3. Appliances are **switched off** when not in use

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4. **Manufacturer's guidelines** are followed
5. **Official HSA guidelines** are followed

**Note:** It is the **responsibility of individual teachers** to ensure **all electrical equipment is turned off** at the end of the day.

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## Chemicals

- All cleaning chemicals must be in **clearly identifiable containers**
  - Containers must display **instructions and precautions**
  - Stored in a **locked area**
  - Protection must be provided when handling chemicals
  - Children have **no access** to these areas
- 

## Success Criteria

This policy will be deemed successful if:

- **Accidents are avoided**
  - All procedures outlined above are **followed consistently**
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## Implementation Date

These procedures will be implemented from: \_\_\_\_\_

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## Timetable for Review

- Risk assessment will be carried out **annually**
- A review will occur:
  - When changes are made to work practices
  - When personnel changes
  - When practices become invalid

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- When directed by a **HSA inspector**

**Next scheduled review: 2026**

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## Ratification and Communication

This policy was **ratified by the Board of Management** in April 2025.

Copies will be:

- Given to **each staff member**
- **Published on the school website**
- **Displayed at reception**

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**Signed on behalf of the Board of Management:**

- **Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*A signed copy is kept on file in the Principal's office.*



## Appendix 1 Report on Accidents in School Environment

Name: \_\_\_\_\_  
\_\_\_\_\_

Class:

Date of Accident: \_\_\_\_\_  
\_\_\_\_\_

Time of Accident:

Location of Accident: \_\_\_\_\_

Staff on Supervision at Time of Accident:

\_\_\_\_\_  
\_\_\_\_\_

Information Regarding Circumstances of Accident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness 1: \_\_\_\_\_  
\_\_\_\_\_

Witness 2:

Any Further Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

