Pobalscoil Náisiúnta
Iarthar na Cathrach & Theach Sagard
Lána Bhaile Uí Fhoirtcheirn,
Iarthar Na Cathrach,
Baile Átha Cliath 24

Príomhoide: Maidhc O' Broin
Leas-Phríomhoide: Orla Uí Dhochartaigh

Citywest & Saggart
Community National School
Fortunestown Lane,
Citywest
Dublin 24

Principal: Mike Byrne
Deputy Principal: Orla Doherty

Safety Statement

UPDATED JUNE 2026

This policy has been formulated by Citywest & Saggart CNS in accordance with the legal requirements of The Safety, Health & Welfare at Work Act, 2005 and The General Application Regulations, 2007

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This statement is intended to assist in reducing the possibility of accidents and ill health by bringing identified hazards (including a risk assessment) to the attention of management at Citywest & Saggart Community National School and to outline procedures to be followed when accidents or emergencies do occur. Every effort has been made to identify hazards present at the time of writing/ review and recommend remedies. It is not implied that all other hazards are under control at the time of writing and staff/management should remain vigilant in the understanding that hazards may present themselves at any time.

Overview of Important Points within this Safety Statement

Area	Important Points
Staff Welfare in the School	• Psychological services for staff are provided through the DES 'Inspire Wellbeing' and the DDLETB 'Psychological Support Services'. A Wellbeing Committee is set up each year.
Roles & Responsibilities	• Overall responsibility for Safety, Health & Welfare lies with the employer, DDLETB. • There is a statutory obligation on all staff to co-operate effectively in developing & promoting safety, health & welfare in the school. Every individual working, studying or visiting the building has a role and responsibilities to follow in implementing this statement.
Risk Assessments	• Risk assessments are carried out by staff members annually and sooner if needed around all areas of the building. Staff should ensure all control measures are followed and remain in place. • Staff should make themselves aware of the risks and management of these in shared areas.
Emergency Procedures	• Evacuation procedures are posted on the back of each room door. All staff and visitors to the school should familiarise themselves with these. • Staff should train their class at the beginning of each academic year and practise termly. • Annual training is provided to staff. • Drills are undertaken at least twice a year. • Red (come now) and Blue (can wait) cards are in place for emergency help. • Gas leaks should be reported to caretaker or management ASAP. • Any unusual burning or electrical odours (including a 'fish' smell) should be reported to the caretaker or management ASAP, as this could signify an electrical fault. • Any student requiring special assistance during an evacuation, e.g. hearing difficulty, sensory regulation, should have a Personal Emergency Evacuation Plan (PEEP) before starting in the school and reviewed regularly, especially before the start of a new school year. • Any student returning to school with an injury to a lower limb, should be reported to school management prior to their return, so appropriate safety measures can be put in place, including the possible need for a Personal Emergency Evacuation Plan (PEEP).
Fire Safety	• All staff should remain vigilant of any items or action that could cause a fire. • In the event of a fire, one should immediately sound the alarm by activating the closest manual call point and follow the emergency evacuation procedures. • The caretaker and hired contractors will ensure that fire prevention/fighting equipment and electrical equipment are inspected and tested regularly.
First Aid	• Staff and visitors should familiarise themselves with the location of the nearest first-aid kit, defibrillator and First Aid Responders by looking at the posters located around the school. • All injuries should be recorded in the yard incident book or Aladdin. • The principal should be notified of all serious injuries including head injuries. • A FAR should be consulted whenever an injury is not considered minor. The FAR should record all consultations in the FAR book, located at the FAR station. • A Green (FAR needed) card is located with the red/blue cards and should only be sent to the closest FAR and/or office in the event of a medical emergency requiring immediate attention. • Staff are kept aware of any child requiring emergency prescribed medication and training is provided. • Students complaining of feeling ill are monitored in the classroom and class teachers contact parents when necessary. • A class's parents(s)/guardian(s), whole staff and/or the whole school community is notified of any infectious diseases in the school depending on the severity or risk.
Accidents & Dangerous Occurrences	• The principal should be notified as soon as possible of all accidents and dangerous occurrences, whether a person has been injured or not. • The level of investigation following this will be confirmed by the principal following HSA guidelines. • Staff should consult the principal on the day to confirm required paperwork.
Monitoring	• The caretaker should be notified of all broken or damaged furniture or electrical equipment. • Any health & safety concerns posing an immediate or high risk should be notified to the principal or deputy immediately. • All items requiring attention will be logged in the maintenance record book • Any health and safety concerns from staff or the school community can be reported to the postholder and safety committee via the QR code posted in the staffroom, staff sign-in area, public lobby and external community noticeboards.

This overview does not replace the Safety Statement. All staff members must read the school's Safety Statement in full

Safety, Health and Welfare Policy

To each staff member, student, contractor, and visitor:

In accordance with the Safety, Health and Welfare at Work Act 2005[1], it is the policy of the Dublin and Dún Laoghaire Education and Training Board (DDLETB) in cooperation with the management of Citywest & Saggart Community 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 an employer must ensure are carried out to ensure the safety, health and welfare of all staff.

DDLETB, 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.

DDLETB 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.

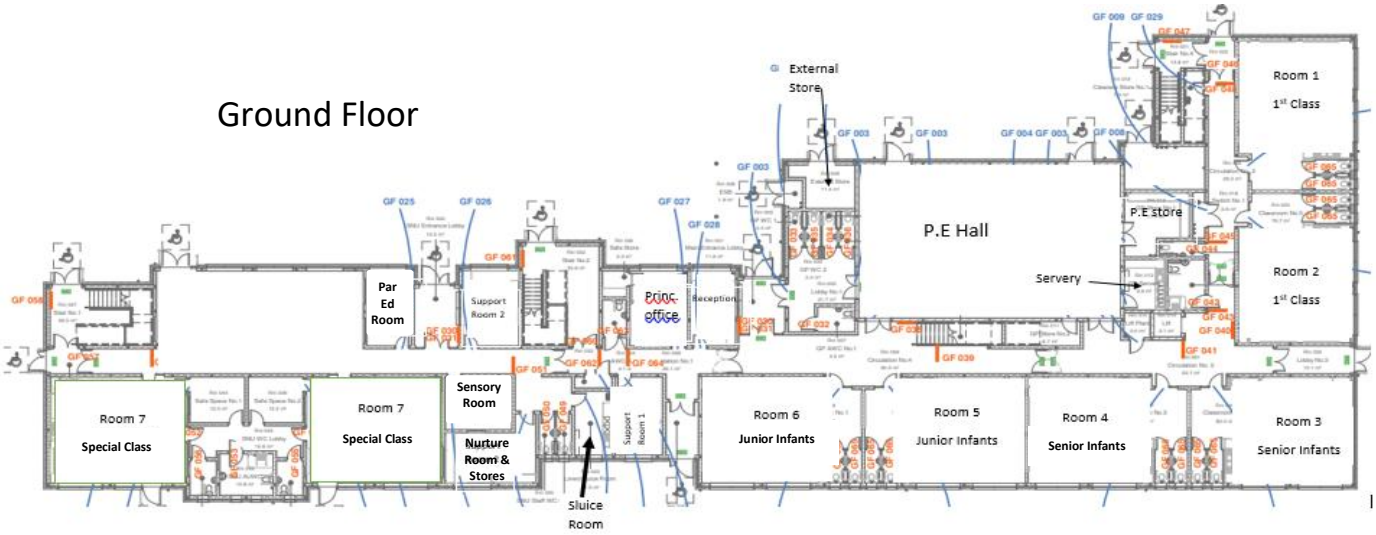
Signed: _____ Date: _____
Mike Byrne
Principal
Citywest and Saggart Community National School

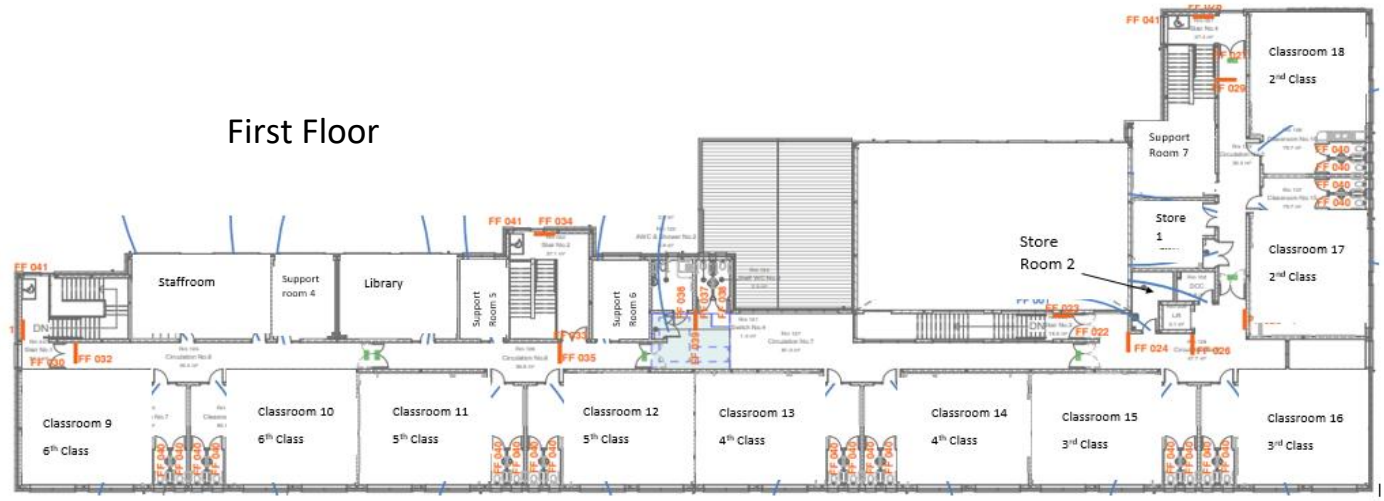
Signed: _____ Date: _____
Caitríona Murphy
Chief Executive Officer-
Dublin and Dún Laoghaire ETB

[1] http://www.hsa.ie/eng/Legislation/Acts/Safety_Health_and_Welfare_at_Work/SI_No_10_of_2005.pdf

Section 2: School Profile

This school occupies a purpose-built primary school completed in December 2019. Please see the floor plans below as an illustration of space allocation. There is also an extensive outdoor area including a junior yard, gross motor play area, Autism Class yard with play equipment, 2 basketball courts, grass pitch, sensory garden, outdoor classroom, planters, imaginary play area, storytelling area, walking path, other green areas and pond.





2.1. Floor Plans showing Spaces in School Building and Grounds

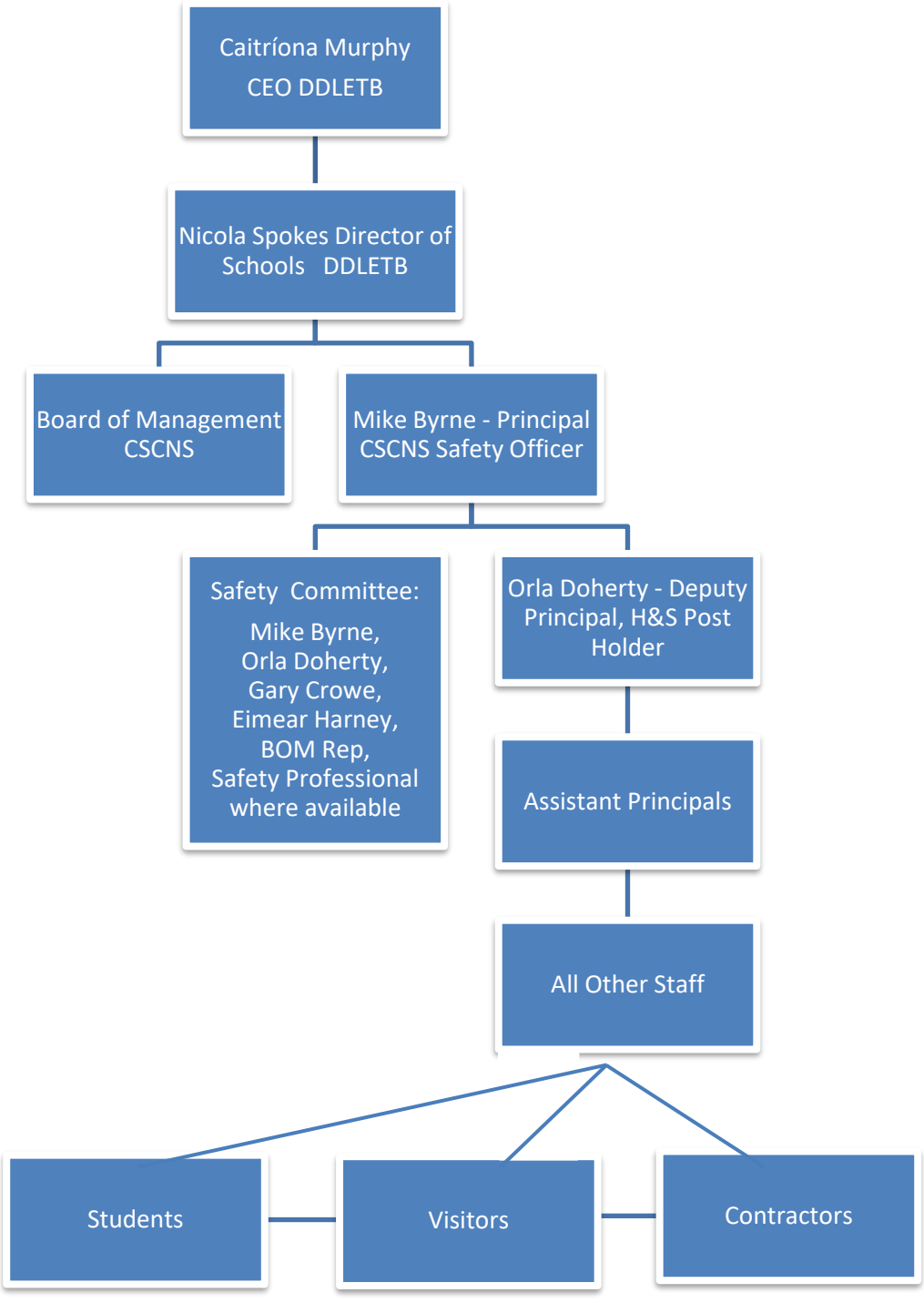
We cater for children from the age of 4 years to 12/13 years of age. There are approximately 410 students and approximately 44 staff members present each working day.

The school rents space to outside agencies and teachers for the provision of extra-curricular activities, etc. An updated list of regular renters can be accessed in the school office. A simple formal agreement is put in place, clearly setting out the responsibilities of both parties in terms of estate management, including vetting, insurance, evacuations. We understand, that as a property owner, the school owes a duty of care to those entering the premises.

The school maintains service contracts with several contractors for the upkeep of the school building and resources. An updated list of regular contractors can be accessed in the school office. A maintenance schedule is followed by the school and is available in the school office. All maintenance visits are recorded in a maintenance register.

Our school's provision is reviewed in light of students with special needs when applications are received. The school is a fully wheelchair accessible school. There is an evacuation chair available at the staircase closest to the main stairwell used by students requiring assistance.

2.2. Safety Management Hierarchy of Citywest & Saggart CNS (2026)



There is a statutory obligation on all staff to co-operate effectively in developing and promoting safety, health and welfare.

Section 3: Resources for Safety, Health and Welfare in the School

DDLETB, as the employer, and the Board of Management acting on its behalf, are committed to providing the time and resources required in implementing this Safety Statement. The resources below detail some of the current provisions available. Both *Section 5: Risk Assessments* and *Section 7: Instruction, Training and Supervision*, provide greater detail about further resources.

3.1. Human

- The school principal takes on the role of safety officer on behalf of the employer DDLETB.
- Health & safety has been allocated as a duty for the deputy principal to support the principal in the duties pertaining to Safety, Health and Welfare in the school.
- A safety committee ordinarily meets three times per year in Sept, January and June, or more frequently, if necessary, to discuss the health & safety concerns in the school, to check risk assessments are completed and agree actions to be taken to reduce or minimise risks. The committee includes the principal, nominated post-holders, caretaker and a board of management representative when available.
- It is made clear at the start of every academic year and at all staff meetings that every staff member has a role to play in the maintenance and improvement of our provision of a safe environment for our staff, students and visitors. Safety, health & welfare remains a constant item on staff meeting agendas, ISM agendas and BOM agendas.
- Staff provide effective supervision on the school campus and on school related trips.
- There are trained First Aid Responders (FARs) on staff. Named First Aid Responders are displayed on FAR signs around the school and updated as necessary.
- The school encourages the creation of a Staff Wellbeing Committee each academic year. Activities and supports are agreed in response to the needs of the staff. A wellbeing noticeboard is located in the staffroom.
- As employees of DDLETB, all staff have free access to psychological supports from the Psychological Support Service on Tallaght Main Road. They can be contacted at (01) 4598446. Details are displayed on a poster located in the staffroom and staff toilets.
- The Department of Education also provides free counselling for all teachers, SNAs, secretaries and caretakers through Inspire Wellbeing. They can be contacted on the free phone helpline at 1800 411 057 and this service is available 24 hours a day, 365 days a year. Details are displayed on a poster located in the staffroom and staff toilets.
- A student council is set up to provide a voice for students around many areas including health, safety and wellbeing.
- DDLETBs psychological services and the National Education Psychological Services (NEPS) can be contacted for support and advice when students have health and welfare concerns.
- The national child protection procedures are implemented in the school.
- A Parent Guardian Teacher Association (PGTA) is also run in the school, and parents are given the opportunity to voice their concerns and provide input into policies.

- A caretaker and cleaner(s) are employed by the DDLETB to ensure, that according to Regulation 18: General Welfare Requirements[2], the school is maintained in a clean and hygienic condition and that any rubbish, dirt, refuse and waste is not allowed to accumulate and is removed on a regular basis.

- Management at Citywest & Saggart CNS ensure that staff welfare facilities are kept clean and tidy and that any damage is repaired as quickly as possible.

3.2. Financial

DDLETB, as the employer, and the Board of Management acting on its behalf, recognise that adequate funding must be made available to implement effectively the safety procedures and policies laid down in this Safety Statement. All requests for funding are considered in light of their associated risk.

3.3. Equipment

The school occupies a building which meets all current regulations regarding Fire, Safety and Access, as of December 2019. The school is fully wheelchair accessible, with fourteen separate exit doors and four staircases. Handrails are provided at student and adult level.

The school has the following health & safety equipment in the school:

- Defibrillator
- First aid kits
- Signage around the school to inform the community of fire exits, fire-fighting equipment, first-aid supplies, FARs, defibrillator and hazards. All safety signs contain common pictograms, and text is only used when necessary
- Fire extinguishers located throughout the school
- Fire alarm system with manual call points and smoke detectors
- Gas isolation valve
- Gas detection system located in the boiler room
- Fencing outlining the entire perimeter of the school
- Carbon dioxide monitors
- Emergency lighting
- Intruder alarm
- CCTV surveillance
- Monitored panic buttons in two locations (principal office, support room 1) and a portable alarm available from the principal when activities pose a risk. When pressed the fire sirens will ring and the monitoring company will contact the Gardaí to attend.
- Ladders
- Personal Protective Equipment (PPE):
    - disposable gloves, aprons & masks for administering first aid and caring for toileting accidents
    - disposable gloves for use with cleaning supplies and spillages.
    - further PPE will be provided when needs are identified.
- Lists of emergency telephone numbers are posted near each phone. (Appendix 1)
- Evacuation chair

[2] http://www.hsa.ie/eng/Publications_and_Forms/Publications/General_Application_Regulations/gen_apps_workplace.pdf

3.4. Training

DDLETB, as the employer, and the Board of Management acting on its behalf, undertake to ensure that adequate numbers of suitably trained staff are available for all work activities carried out. The board of management will provide for the provision of health and safety information and training to all relevant staff.
Please see Section 7 for training provided in the school. Up to date lists of trained personnel are kept in the designated Safety, Health and Welfare folder in the school office.

3.5. Relevant Policies

The school implements various policies and procedures to ensure its ability to provide a safe environment for all. Relevant policies pertaining to the implementation of this Safety Statement include:

- Supervision Procedures
- Bullying and Harassment Policy - DDLETB
- Complaints Procedure - DDLETB
- Pregnant Employee Policy - DDLETB
- Critical Incident Policy
- Code of Positive Behaviour
- Safeguarding Statement and associated Risk Assessments
- Anti-Bullying Policy
- Teachers' Professional Code of Conduct – The Teaching Council
- Substance Use Policy
- Administration of Medication Policy
- Intimate Care Policy
- Dignity at Work Policy
- Acceptable Use Policy
- Positive Behaviour Policy

Staff are made aware of the availability of these policies and can access them through the staff digital platform for further guidance and support.

Section 4: Roles and Responsibilities for Safety, Health and Welfare

Safety begins at senior management level with each level being accountable for the level below. The following responsibilities attach to the management structure of Citywest & Saggart CNS, however the overall responsibility for the establishment and maintenance of an effective policy for safety, health and welfare at work rests ultimately with the employer, DDLETB.

4.1. Dublin & Dún Laoghaire Education & Training Board

DDLETB will:

- Comply with its legal obligations as employer under the 2005 Act

4.2. DDLETB and/or the Board of Management

DDLETB, as the employer, and the Board of Management acting on its behalf, will in relation to health, safety & welfare:

- provide a safe place of work and safe systems of work
- ensure that the school has written risk-assessments and an up-to-date safety statement
- review the safety statement at least annually and when changes occur that might affect safety, health and welfare
- review the school's performance
- allocate adequate resources
- appoint competent persons as necessary to advise and assist the board of management on safety, health and welfare matters in the school
- receive regular reports

4.3. The principal

The principal will:

- comply with the requirements of the 2005 Act
- manage safety, health and welfare in the school on a day-to day basis
- communicate regularly with all members of the school community on safety, health and welfare matters
- ensure all accidents and incidents are investigated and all relevant statutory reports completed
- manage the development and regular practice of emergency procedures
- organise relevant training
- ensure that risk assessments and corrective actions are carried out
- ensure that regular reviews of the school's performance in relation to safety, health and welfare are carried out
- report to the DDLETB on the occurrence of events relating to health and safety

4.4. The Health & Safety Post-Holder

The health & safety post-holder will:

- fulfil those duties to which he/she has been assigned and agreed to by the principal

4.5. Safety Committee

The safety committee will:

- review risk assessments & ensure the implementation of required actions
- review school policy and procedures in relation to health, safety & welfare within the school
- organise walk-through inspections
- review accidents and incidents in the school and decide actions to help eliminate or minimise further danger
- promote and monitor health & safety in the school on a daily basis

4.6. BOM Safety Committee Representative

The BOM safety committee representative will:

- report to the board of management on the school's performance in relation to safety, health & welfare

4.7. All Staff Members

All staff members including teaching staff, SNAs and non-teaching staff will:

- comply with all statutory obligations on employees as required by 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
- conduct risk assessments of their immediate work environment
- formally check classroom/immediate work environment to ensure it is safe and free from fault or defect
- check that equipment is safe before use
- ensure that risk assessments are conducted for new hazards
- select and appoint a safety representative(s) if they wish
- co-operate with the school safety committee
- record and ***report*** accidents, near misses, and dangerous occurrences to the principal and health & safety post holder
- provide appropriate supervision for the students in the school, not just the students in their own class
- take reasonable care of their own health and safety and that of other staff members, students or visitors who may be affected by their acts or omissions
- record and report defects of which he/she becomes aware of in work equipment, place of work, or system of work, which might endanger health and safety
- ensure that good housekeeping standards are maintained and that fire exit routes and corridors are kept clear and that fire points are not obstructed
- not be under the influence of an intoxicant while at work (including illegal drugs and alcohol)
- should ensure that any medication taken does not adversely affect their ability to work safely and should seek medical advice where appropriate.
- not attend work contrary to medical advice
- not carry out specific functions contrary to medical advice. It is the responsibility of each person to advise the principal of any physical or mental condition that may affect that person's own safety and health at work or the safety and health of others at work
- sign in on arrival to and departure from the building to assist evacuation protocol requirements
- ensure all external doors and gates are closed tightly (locked where applicable) after exit or entrance to the building and grounds
- ensure codes used for security doors remain a secret to staff only, by covering the keypad on input of code and not divulging the code to any student or non-staff member
- report the loss of keys to the principal as soon as possible
- not abuse any facility provided and that they are required to clean up after themselves and leave the facilities as they found them.
- ensure the classrooms and equipment they use are kept clean, tidy and in a safe condition by contributing to their cleaning and upkeep.
- inform principal and safety post-holder as soon as possible of any student/staff member returning to school with a broken limb or a limb with restricted movement, so safety measures and evacuation plans can be put in place.
- Staff should not undertake manual handling tasks for which they have not received appropriate instruction or training.

4.8. Other School Users

All other school users, including students, parents, volunteers and visitors will:

- comply with school regulations and instructions relating to safety, health and welfare
- take care of their own health and safety by not indulging in "horseplay", wilful unsafe acts or playing practical jokes
- take note of, and obey all safety signage

In addition, parents, volunteers and visitors will:

- report to reception on arrival and departure and sign in and out using the visitor book
- will wear a CSCNS visitor badge for the duration of their stay
- wait to be met by appropriate staff members before entering the building
- parents/guardians will inform the school as soon as possible if their child has a contagious illness or is planning to return to school with a broken limb or a limb which is restricted in movement.

4.9. Contractors

Contractors will:

- 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
- make available relevant parts of both their safety, health and welfare statement, and risk assessed method statements (RAMS) in relation to work being carried out

In relation to contractors, the school will:

- make available the relevant parts of this safety statement to any contractors working in the school on behalf of the school
- provide to contractors the school's regulations and instructions relating to safety, health and welfare
- co-operate and coordinate school activities to prevent risks to safety, health and welfare where the workplace is being shared with a contractor
- appoint competent designers and contractors
- appoint competent project supervisors for the design process (PSDP)
- appoint competent project supervisors for the construction stage (PSCS) where:
    - there is more than one contractor involved in the work
    - the work is scheduled to last more than 30 days (or 500 person days), or
    - there is a particular risk involved
- notify the Health and Safety Authority if the work is scheduled to last more than 30 days (or 500 person days) using the AF1 Form

Section 5: Risk Assessments

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."

- A hazard is anything that has the potential to cause harm to people, property or the environment.
- Risk is the likelihood that someone will be harmed by the hazard together with the severity of the harm suffered. Risk also depends on the number of people exposed to the hazard.

Citywest & Saggart CNS use the following 3-step process when carrying out risk assessments:

1. Identify the hazard
2. Assess the risk in proportion to the hazard. See appendix 2 for scoring system
3. Identify & implement the appropriate control measures to eliminate the hazard or reduce the risk

All risk assessments are reviewed and revised annually and sooner if new equipment, systems, personnel or other significant changes occur. The safety committee monitors the implementation of required actions.

The risk assessment templates provided by the Health & Safety Authority (HSA) are used in our school. The most appropriate person for carrying out a risk assessment is the person who uses the area most frequently. Therefore, the task of completing the risk assessments has been delegated to the appropriate persons in each circumstance. Where an appropriate person cannot be identified, the safety committee undertake the completion. It is noted that there is no need to consider every minor hazard or risk that we accept as part of our lives.

A CSCNS specific Classroom Safety Checklist (Appendix 3) has been developed which compiles all the risks identified in the risk assessments that are relevant to the staff, their classrooms and teaching. These forms are completed bi-annually in August and January. They are then returned to the safety committee for examination. Items for action are identified and assigned to staff.

Risk assessments are filed by the post-holder at the start of each year in the designated Safety, Health & Welfare Folder located in the school office.

Risk Assessments	Person(s) in charge of carrying out the risk assessment	Frequency of Review
Classroom Slips, Trips and Falls	Safety Committee	Start of each school year
Drinks	Safety Committee	Start of each school year
Portable Electrical Appliances	Safety Committee	Start of each school year
Knives and Cutters	Safety Committee	Start of each school year
General Considerations	Safety Committee	Start of each school year
General School Playground Slips, Trips and Falls	Safety Committee	Start of each school year
Playground Incident of Sudden Sickness/Injury	Safety Committee	Start of each school year
Playground Aggressive or Violent Behaviour	Safety Committee	Start of each school year
Students Considerations	Safety Committee	Start of each school year
First Aid	First Aid Post-holder	Start of each school year
Administration of Medicines	First Aid Post-holder	Start of each school year
Fire – Classroom	Health & Safety Post-holder	Start of each school year
Fire – Events	Health & Safety Post-holder	Start of each school year
Car park	Caretaker	Start of each school year
General Access/Egress	Caretaker	Start of each school year
Visitor Log	Health & Safety Post-holder	Start of each school year

Drop off and pick up	Health & Safety Post-holder	Start of each school year
Computers	ICT Co-ordinator	Start of each school year
Staff Room	Health & Safety Post-holder	Start of each school year
Bullying	Principal	Start of each school year
Stress	Principal	Start of each school year
Aggressive Behaviour towards staff member	Principal	Start of each school year
Home Visits by Home School Liaison teacher/or other	Principal	When applicable
Pregnant / post-natal / breast feeding employee	Principal	When applicable
Lone worker	Principal	Start of each school year and when applicable
Noise	Caretaker	Start of each school year
Manual Handling*	Caretaker	Start of each school year
Platforms, Lifts	Caretaker	Start of each school year
Radon	Caretaker	Start of each school year
Mould	Caretaker	Start of each school year
Legionella	Caretaker	Start of each school year
Exercise Equipment	Caretaker	Start of each school year
Goal Posts	Caretaker	Start of each school year
Special Events	Principal allocates to organising staff	When applicable
School Excursions (CSCNS template to be used)	Principal allocates to organising staff	When applicable
Cleaning – General Considerations	Caretaker	Start of each school year
Hazardous Substances	Caretaker	Start of each school year
Work at Height – Ladders	Caretaker	Start of each school year
Toilets and Showers	Caretaker	Start of each school year
Maintenance – General Considerations	Caretaker	Start of each school year
Construction Contractors	Caretaker	Start of each school year
Boiler House and Fuel Tanks	Caretaker	Start of each school year
Grass Cutting/Ride on Mower	Caretaker	Start of each school year
Pressure Washer	Caretaker	Start of each school year
Strimmer	Caretaker	Start of each school year
Work at Height – Ladders	Caretaker	Start of each school year
Canteen – General Considerations	Safety Committee	Start of each school year
Working with Chemical Products	Caretaker	Start of each school year
Violence, Aggression and Challenging Behaviour	Principal	Start of each school year And when necessary
Psychosocial Hazards and Workplace Stress	Principal	Start of each school year
Lockdown and Security Threats	Safety Committee	Start of each school year
Cyber Security and Data Protection	ICT Co-ordinator	Start of each school year
Infectious Diseases and Public Health Risks	Safety Committee	Start of each school year
School Support Dog	Safety Committee	Start of each school year
Water Feature and Pond Safety	Safety Committee	Start of each school year

Section 6: Emergency Procedures and Welfare Supports

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 school implements an up-to-date critical incident policy which can be found on the staff digital platform, school website or in the school office. The following steps are followed in the case of a critical incident:

STEP 1: All critical incidents should in the first instance be reported immediately to the principal.

STEP 2: The principal may contact the Director of Schools immediately, depending on the nature of the incident, who will in turn work with the school to provide a range of supports, which are appropriate and adequate, to fully support the school and the nature of the critical incident.

STEP 3: In the event of a major incident occurring on the premises that cannot be controlled by the school, we will relinquish control to the appropriate emergency services. The response to a major critical incident may require a multi-disciplinary approach in which the staff of this school, the Gardaí, the Health and Safety Authority, Fire Services and local authority may all play a part. Employees are expected to comply with the advice given by the emergency services.

STEP 4: The principal will organize for the families/parents/guardians of persons injured or affected by the critical incident to be contacted.

STEP 5: The school will keep written records detailing the circumstances surrounding the incident, and if necessary, report the incident as soon as possible to DDLETB insurances section and HSA for follow up.

The Critical Incident Policy should be read in conjunction with the information above.

6.1. Emergency Procedures

6.1.1 Fire & Emergency Evacuation Procedures

The emergency evacuation procedures are detailed in appendix 4. Evacuation drills take place at least twice in a school year. Evacuation drills may simulate a situation where one escape route is not available. Staff are given advance notice of the first evacuation drill. Other drills held throughout the year are known only to designated members of the health and safety committee to evaluate the true effectiveness and knowledge of procedures in place. Staff are reminded at each staff meeting to familiarize themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

The evacuation procedures are adjusted in the event of an evacuation outside of teaching hours:

After normal school hours when after-school clubs are in operation **&** **Before or after school when no students are present**	• Afterschool clubs will assemble at their allocated room number in the assembly area. • Afterschool provider will bring their roll with them and inform the most senior staff member present if they are missing a person • All staff present will vacate the building and gather at assembly point 20. • Staff exiting through the main entrance will collect the staff and visitor sign-in books. • If the principal, deputy principal or a post holder is not present, the caretaker will take on the principal role and check the location of the possible fire. • If no-one trained in the management of an evacuation and the locating of a fire is present, the alarm should be allowed to continue, and the monitoring company will contact external services. Any staff member present should contact the principal, deputy or caretaker.

During a school event outside school hours, e.g. open night	• A separate staff sign-in sheet will be used for staff. • A staff member will be allocated the job of opening the vehicular access gate to the assembly points and will bring the staff sign-in sheet with them. • Another 2 staff members will be asked to sweep the building if safe to do so • If only the hall is in use, all entry doors into the main building will remain closed to all except staff. • The senior staff host will inform the audience of their nearest exit doors and the evacuation procedure at the beginning of the event. • The public will gather at the assembly points in the yard. Staff will gather at assembly point 7 for roll call.
On opening of school building before a roll call of students has been completed	• On hearing the fire alarm, all staff and students present will make their way to their designated assembly points. • SNAs should accompany their designated evacuation child to their assembly point. • Support teachers follow assigned Fire Assistant duties. • Surplus support teachers, if available, should sweep the building as they vacate. Then on leaving the building, direct arriving children to assembly points. • The fire assistant will distribute spare call sheets for classes (located in fire wardens' clipboard) • Class teachers will complete a roll call with the children present and adjust for new arrivals. **On confirmation of a false alarm:** • Follow normal procedures for re-entry to the building. **On confirmation of a real fire:** • Follow normal procedures for confirmed fire.
Minimum staff members present, no students.	• If the principal, deputy principal, assistant principal post holder or caretaker is present, they (in that order) will take on the principal role and check the location of the possible fire if confident to do so. • If no-one trained in the management of an evacuation and the locating of a fire is present, the alarm should be allowed to continue, and the monitoring company will contact external services. Any staff member present should contact the principal, deputy or caretaker.

Students are given discrete lessons in evacuation procedures at the start of every academic year. New students starting mid-year are informed of procedures as part of their induction. Visitors and contractors will be informed of evacuation procedures as appropriate. See section 8.

The assembly points are designated locations at the rear end of the senior yard, and each group is asked to line up in single file:

Assembly Points 1-18:	respective numbered classrooms
Assembly Point 19:	the PE hall when in use by external groups, afterschool clubs or visitor gatherings after school hours
Assembly Point 20(outside courts):	visitors, contractors, etc. who have signed in at the school office. External groups or visitor gatherings during school hours.
External Campus Assembly Area:	used in certain evacuation protocols for whole school: Parklands green area accessed through walkway behind basketball courts Cúil Dúin green area accessed through front gates

Emergency evacuation routes and procedures are posted on the back of the door of each room in the building. Individuals with responsibilities are provided with specific instructions to post next to their most common workspace.

In a situation where staff and students are unable to re-enter the building, or the children must be sent home, the principal will contact the parents via text message and through the Aladdin Connect App.

6.1.2 Personal Emergency Evacuation Plans (PEEPs)

A separate Personal Emergency Evacuation Plan (PEEP) is created for any individual with additional needs that requires additional support during an evacuation, before that person can attend the school. All notifications of students or staff wishing to return to school with a temporary movement impairment, including fractures, sprains, casts, walking boots, crutches or reduced mobility, should be reported to school management. A copy of each PEEP is attached to the relevant class evacuation notice, the fire register book and the safety statement.

6.1.3 Non-immediate Evacuation Procedures

The school recognises that circumstances may arise where it is safer to secure occupants within the building rather than evacuate. A lockdown may be initiated in response to an external threat, dangerous intruder, serious incident in the locality or any other situation where evacuation may increase risk.

Soft Lockdown	A soft lockdown may be implemented where there is no immediate danger to those inside the building, but external movement should cease. During a soft lockdown: • External doors are secured. • Visitors are not admitted. • Teaching and learning continue where appropriate. • Staff monitor communications and await further instruction.
Hard Lockdown	A hard lockdown may be implemented where there is an immediate threat to safety. During a hard lockdown: • Staff secure classrooms and internal doors where possible. • Students and staff move away from doors and windows. • Individuals remain quiet and out of sight. • No person leaves the room unless directed to do so by An Garda Síochána or school management. • Staff await further instructions through the agreed communication system. • If told to evacuate, Bring class evacuation list and mobile phone

Bomb warning	Principal should be notified straight away • Gardaí are called and direction taken from them If code word is announced: • Ask students to leave their belongings • Do a visual search of your room for any suspicious items • Follow standard evacuation routine • When accounted for at the assembly point you will be directed to walk your class to the external campus assembly area.

Emergency Communication System

In situations requiring restricted movement or enhanced security, a pre-agreed communication system known only to staff will be used. Procedures associated with these situations are communicated to staff and reviewed regularly.

6.1.4 Review of Evacuation Procedures

After each evacuation a review is carried out by the safety committee present to evaluate the effectiveness of the procedures. Any remedial action deemed necessary is communicated to staff via email after each evacuation. Organised evacuation drills are timed, and the aim is to evacuate the premises in under 3mins. The evacuation time is emailed to the insurance department in DDLETB by the postholder.

6.1.5 Evacuation of a Single Class

In the event of a single class emergency, a red and blue card system is in place. Children are trained at the start of the school year to bring the red card to the principal, secretary or nearest other member of staff if an event has or is occurring that poses a threat to the safety or welfare of the staff/students in the individual class. Evacuating children are brought to an available area within the school (library, PE hall, Ethos Area). Two staff members should remain in

the room and follow the agreed risk assessment. If no risk assessment is in place for an unseen event, staff should follow the guidance of the principal and/or designated member of the SEN team. A low arousal approach should be followed in the event of a dysregulated child. The school support dog, Jolyn, is available for such instances.

6.1.6 Gas Leak

The main hazards associated with gas are:

- Fire and possible explosion when accumulations of unburnt gas are ignited.
- Carbon monoxide poisoning from gas, which is not burned properly. Carbon monoxide is odourless and tasteless and therefore hard to detect. It can be given off by installations, which are faulty or inadequately maintained. It is highly poisonous and breathing it can quickly lead to death.

The actions to be taken in the event of a suspected gas leak are included in appendix 6. These are displayed in the school office, staffroom, sluice room and plant room. Actions may include the evacuation of the building as detailed in appendix 4.

6.1.7 Emergency Closures

In the event of, for instance, severe weather, loss of utilities, public health emergency, major incident, external safety threat or critical incident, the principal will consult as soon as possible with the chairperson of the board of management to decide whether it is in the best interests of all parties to close the school. If it is decided that it would be unsafe to keep the school open, an exceptional closure will be deemed to have been granted by the board of management. Exceptional closures will be kept to an absolute minimum. Parents and guardians will be informed at the earliest opportunity of any such closure using a range of communication techniques (Aladdin Connect/text, email, posting on school communication platforms and website, note at school gate, etc.). If students are present when an immediate closure is required, the principal will appoint staff to remain on the premises until all children have been collected. An Emergency Closure Procedure and Checklist is followed to ensure safety measures are adhered to. (Appendix 7)

6.2. Fire Safety

DDLETB, as the employer, and the Board of Management acting on its behalf, recognises the serious potential damage and harm that fire can cause and acknowledges its duty of care as the occupier of the school building under the Fire Services Acts 1981 & 2003 to:

- provide and maintain appropriate firefighting and detection equipment
- provide and practice a safe means of evacuation for all occupants of the premises.

Management will do this by ensuring:

- emergency exits, fire doors, emergency lighting, assembly points and equipment such as fire extinguishers are always kept clear of obstruction and easily accessible.
- staff are aware of their obligations to report defects immediately for maintenance.
- sufficient firefighting and detection equipment is supplied and maintained throughout the premises in accordance with fire regulations. Records will be kept of the servicing in the school's Fire and General Register and retained in line with DDLETB's Records Retention Guide.
- that staff are aware that they should only ever use and remove firefighting extinguishers from their original brackets in emergencies. The use of fire extinguishers for means other than firefighting is prohibited, e.g. using the canister as a doorstopper.
- that students and employees are aware of the dangers of tampering with firefighting and detection equipment, and a zero-tolerance approach is enforced to prevent the misuse of such items which could potentially result in endangering the lives of staff and students.
- competent electricians maintain and service electrics. Fuel tanks and boiler rooms are serviced by professionals. Electrical panels, boiler rooms and fuel tank areas are kept clear of combustible and highly flammable items.

A fire safety maintenance checklist is incorporated into the duties of the caretaker, health & safety post holder and principal.

6.2.1 Fire Assistants

Citywest & Saggart CNS recognises the necessity to have an appropriate number of staff in place to adequately assist with the safe evacuation of all occupants from the premises. Several teachers are appointed duties each year to help assist. An updated list of fire assistants for the school can be found on the noticeboard at the staff sign-in area. This list is updated according to absences and staff are notified.

Duties of fire assistants include:

- Assisting management in the development and implementation of the evacuation procedures and include consideration for any individuals requiring additional support during evacuation.
- Day to day fire safety awareness around the building, ensuring any noticeable fire hazards, obstructions to fire doors, firefighting or detection equipment and general defects are reported to management for immediate attention.
- Attend meetings when necessary

In an emergency fire assistants will:

- Follow their assigned fire and emergency evacuation procedures for the building.
- If a fire is small enough and it is safe to do so, they may attempt to extinguish a fire if they feel confident to do so.
- Alert occupants that an evacuation is taking place and sweep their designated areas ensuring that all persons are safely guided out of the building to their assembly point.

- When finished sweeping an area, will close all doors behind them on exit, noting the areas that they have checked.
- Ensure that the evacuees remain at their designated assembly point (if safe to do so), without causing obstructions.
- If the assembly area poses a risk, the fire assistants will raise this, and any other concerns with the principal.
- Assist management in conducting a roll call and will alert the chief fire assistant to any missing persons thought to be still inside or missing.
- As a nominated fire assistant, if a real fire has been confirmed, the caretaker will ensure the roadway and immediate entrance to the building is kept clear of people and obstructions for the safe and unrestricted entrance of emergency vehicles.
- The principal, as chief fire assistant, will brief the emergency services with details of areas swept, chemicals contained within the building, and the possibility of any missing persons.

6.2.2 Fire Precautions

As part of the school's annual health and safety training, and that of all new staff, employees will familiarise themselves with the following:

- General layout of premises.
- The location and operation of firefighting/fire detection equipment such as fire extinguishers, fire blanket and manual call points.
- The location and operation of emergency exits.
- The correct action to be taken on hearing the fire alarm sound.

Employees should observe in addition to the above, the following rules to reduce the likelihood and possible consequences of fire:

- Ensure that emergency exits and emergency equipment and lighting are never blocked or obstructed and are always fit for use.
- Ensure that all fire/emergency doors are never fixed in an open position unless they are automatic.
- Ensure that any faults in electrical equipment, gas, appliances or any emergency equipment is reported immediately to management.
- Observe no smoking/naked lights policy in the building and campus.
- No work should be completed involving any fire hazard without permission of management and assessment of the risks prior to work commencing.
- All electrical items should be operated in accordance with manufacturers recommendations
- Any smouldering material should be appropriately extinguished prior to disposal.

6.2.3 Fire and Emergency Evacuation Procedures

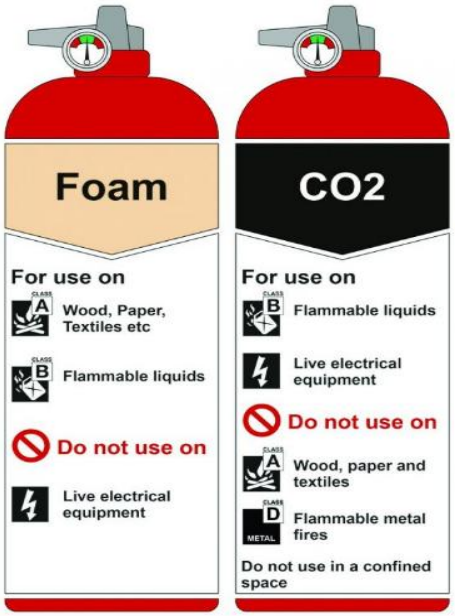
Information regarding fire evacuation procedures can be found in *6.1. Fire & Emergency Evacuation Procedures.* Fire drills will be documented in the Fire and Emergency General Register and retained as per DDLETB's record retention schedule.

The school fire alarm system is monitored by a designated company listed at the fire panel in the entrance foyer. If the fire alarm rings, the company will:

- Ring the school to assess the situation
- If there is no answer or it is out of hours, the key holder company will be contacted and asked to attend the site. They will be asked to confirm if they want fire services to attend with them. If they do not confirm, the other key holders will be contacted: caretaker, principal, deputy principal.
- If no key holder can be contacted, the fire services will be called to the site unless there is an instruction in place from the client not to send them.

6.2.4 Fire Extinguishers

- It is important to be aware of the suitability of fire extinguishers to a specific fire type. For example, the incorrect use of water or foam fire extinguishers on electrical fires, could result in electrocution.
- Employees should only attempt to use a fire extinguisher where they have received appropriate instruction and where it is safe to do so. Personal safety should always take precedence over firefighting. Training will be provided by management according to the schedule in *Section 7* of this statement.
- The suitability and selection of fire and emergency equipment for the building is made in consultation with a competent fire consultant/advisor/company. The details of the service provider are displayed on the canister along with the service history. Canisters must not be removed from their designated bracket. Canister information is displayed above their location.
- Fire blankets are also available in all kitchen areas and the sluice room
- Please see image to the right as a reminder of the uses of the extinguishers available in Citywest & Saggart CNS.



6.2.5 Summary of Inspections and Testing for Fire Prevention Equipment

The following checks are incorporated into the duties of the caretaker and the maintenance schedule for the school.

Equipment Type	Inspection Frequency by Caretaker	Contractor Inspections
Smoke detectors & fire alarm system	Weekly	Quarterly inspections & certifications by contractor
Control panel of fire alarm system	Daily	Servicing carried out according to contractor's recommendations
Fire extinguishers	Monthly to ensure they have not been accidentally discharged, seal is intact, correctly mounted, easily accessible, not overdue for inspection	Annual maintenance check and test discharged
Emergency lighting for exit routes	Weekly inspection 3 months: fully test for 1/2hr	Annually: complete test where all batteries are completely discharged
Automatically closing fire doors (on alarm)	3 months when alarm test is carried out	

Records are kept of all inspections, tests, defects and actions taken. Certification is received from the contractor for all inspections carried out by them.

6.2.6 Summary of Inspections and Testing of Electrical Equipment

The following checks are incorporated into the duties of the caretaker and the maintenance schedule for the school.

Equipment/environment	User Checks	Formal Visual Inspection	Combined Inspection & Testing
Battery-operated: <40volts	no	no	no
Extra low voltage: <50volts AC Telephone	no	no	no
Desktop computers VDU screens	no	Yes, 2-4 years	No if double insulated. Otherwise up to 5yrs
Photocopiers, fax machines Rarely moved	no	Yes, 2-4 years	No if double insulated, otherwise up to 5yrs
Double insulated (class II) equipment Not hand-held. Moved occasionally e.g. fans, table lamps	no	Yes, 2-4yrs	No
Double insulated (class II) equipment Hand-held, e.g. some floor cleaners, some kitchen equipment	yes	Yes, 6mths-1yr	No
Earthed equipment (class I): electric kettles, some floor cleaners, some kitchen equipment and irons	yes	Yes, 6mths-1yr	Yes, 1-2yrs
Cables (leads & plugs connected to the above) and mains voltage extension leads and battery-charging equipment	yes	Yes, 6mths-4yrs depending on the type of equipment it is connected to	Yes, 1-5yrs depending on the type of equipment it is connected to

Records are kept of all inspections, tests, defects and actions taken.

6.3. First Aid and Illnesses

Chapter 2 of Part 7 of the General Application Regulations 2007 sets out the first-aid requirements for workplaces

6.3.1. First Aid Resources

Location of first aid kits, FAR kits, defibrillator and names of qualified personnel are displayed at strategic areas in the school using the poster in Appendix 11.

Description	Contents	Location	Procedure to ensure compliant
Defibrillator	Defibrillator 2 X children's & 2 X adults' pads Scissors Blade Small towel PPE: masks, gloves, aprons	Entrance Foyer	• Checked daily by caretaker on arrival • If absent – principal
Portable minor injury first aid kit	Plasters Disinfectant wipes Head injury warning wristbands Protective gloves PPE: masks, gloves, aprons	All mainstream classrooms Junior yard Senior yard	• Class teachers refill personal kits as needed • First-aid post holder refills class boxes at the start of each year. • Yard bags checked monthly by first aid post-holder • Refilled at start of new school year by first aid post-holder
Ice-packs	Disposable icepacks	Red box in cupboard in school office	• Refilled by first aid post holder monthly
Portable first aid responder backpack	Full first aid kit as recommended by HSA* PPE: masks, gloves, aprons	Office	• Bags sealed and refilled by first-aid post holder once seal is broken and injury reported • Front pocket with surplus minor injury supplies checked monthly by first-aid post holder
Wall mounted first aid responder kit	Full first aid kit as recommended by HSA* PPE: masks, gloves, aprons	Staff room	• Sealed and refilled by first aid post holder once injury seal is broken and injury reported • Front pocket with surplus minor injury supplies checked monthly by first-aid post holder
First aid responder (FAR) Station	Full first aid kit as recommended by HSA * Seating area Basin Disposable drinking cups PPE: masks, gloves, aprons Injury letters, head bang letter FAR book	Junior yard entrance	• Checked monthly by first-aid post holder

*See Appendix 10

All surplus supplies are kept in the ground floor cupboard opposite the green stairway entrance. These supplies are used to refill other first aid kits. When necessary, the school secretary is notified by the First Aid post holder of the type and number of supplies to order in advance of supplies depleting.

A risk assessment is completed prior to any school trip and the availability of first aid equipment as well as trained FARs is assessed. Staff will decide on the need to bring trained staff and FAR kits with them based on this. At a minimum, a basic first aid kit is brought on all trips and sports outings.

Updated lists of FARs are displayed around the school. The trained FARs meet at an agreed frequency to practise first aid procedures. These dates are agreed at the beginning of the school year by the first aid post holder.

6.3.2. Emergency Prescribed Medication

The school must be informed if a child or staff member attending the school requires access to prescribed emergency medication due to a specified illness, e.g. asthma, epilepsy, allergies, etc. Please see the Administration of Medication Policy for further information.

6.3.3. Procedures for injuries and accidents

Minor – Medium Injury	In class / Out of class / Excursions	Inform	Reports	Investigations Required
Minor injury **e.g. cut, grazed knee**	Assessed by first staff member on scene. Wound cleaned & plaster applied if necessary		Yard incident book On Aladdin if it happens during class time or on an excursion	
Medium Injury	If a staff member is in any doubt about an injury, a FAR should be sent for	Principal Phone parents before the end of the school day	First staff member on scene and FAR fills in any further paperwork determined by Principal and/or Health & Safety post holder. FAR completes FAR book.	Management will investigate the incident to determine probable cause & possible steps to minimise the risk
Head Injuries				
No visible injury or other symptoms. Child easily comforted. Minor cause determined	Apply a red warning wristband and monitor	Parents informed via induction booklet about wristband		
Mark, bruise, mild swelling **No other symptoms**	Apply an ice pack for 15min intervals and red warning wristband. Monitor child	Principal Phone parents ASAP	Yard incident book On Aladdin if it happens during class time or on an excursion	Management will investigate the incident to determine probable cause & possible steps to minimise the risk
Serious bleeding and/or large protruding bump to head	Call a FAR Apply an ice pack Call ambulance		First staff member on scene and FAR fills in HSA Tool 5 Incident Report Form by the end of the day. Further paperwork will be determined by Principal and/or Health & Safety post holder. FAR completes FAR book.	
Symptoms of confusion, memory loss, vomiting, imbalance, mood changes, headache	Call a FAR Apply an ice pack Call ambulance			
Serious Injury				
E.g. child unable to move, suspected fracture/break	Do not move child Call a FAR and principal Cover child to keep warm Move other students away	Principal Phone parents ASAP	First staff member on scene and FAR fills in HSA Tool 5 Incident Report Form by the end of the day. Further paperwork will be determined by Principal and/or Health & Safety post holder. FAR completes FAR book.	Management will investigate the incident to determine probable cause & possible steps to minimise the risk. If required An Garda Síochána and HSA will be contacted by school management.
Unconscious	Begin CPR Send for FAR, defib & principal Cover child to keep warm Move other students away			
Need for emergency medication	Follow child's personal emergency procedures Send for FAR and principal		Record form for administration of medication. See Administration of Medication Policy	

Parents to be advised of all injuries that have required first aid treatment, no matter how minor, at the end of the day in person, by phone, email or text.

If a child is injured during the school day and is visibly marked on the face or head, one parent should be phoned as soon as possible after the injury occurs

6.3.4. Procedures for Managing Ill Students

Initially, a student complaining of illness should be monitored within the classroom unless their symptoms are severe.

If a student is feeling too ill in class to participate, the teacher should phone a parent/guardian from the closest available phone (staffroom, library, support room 5, reception). If a teacher is unable to leave their class supervised by another teacher, the ill student should be escorted to reception by another student. The secretary will contact the parent or guardian and symptoms will be described.

Depending on the severity of the illness the child will remain in class to be monitored further or to wait for a parent/guardian to collect them.

If a student is too ill to move, school management and a FAR should be notified immediately.

In cases where contact cannot be made with a parent/guardian/emergency contact, school management will assess the situation. If the student is feeling extremely unwell then s/he will be assessed by the First Aid Responder and further action agreed upon with school management.

Medication is **not** to be administered to students by staff unless:

- the child has designated emergency medication stored by the school
- medication has been prescribed by the parent under the terms of the Administration of Medication Policy

6.3.5. Infectious Diseases and Public Health

The school aims to minimise the spread of infectious diseases and to maintain a healthy environment for staff and students. Outbreaks of infectious diseases will be managed in accordance with national guidance.
Control measures include:

- Promotion of good hand hygiene.
- Encouragement of respiratory etiquette.
- Appropriate cleaning procedures.
- Exclusion periods where required.
- Communication with parents and guardians where necessary: An information email with links to HSE guidance will be emailed to parents of the class for guidance. Please see appendix 12 for a full list of diseases. Template merge emails for such diseases are stored on Aladdin for quick retrieval. Class teachers will send these when notified. They will also notify staff via the staff WhatsApp group to ensure support teachers and pregnant staff are informed.
- Following current advice issued by the HSE, HPSC and Department of Education.
- Maintaining adequate stocks of cleaning and personal protective equipment.

School staff that are appropriately immunised pose a significantly smaller risk to the children in their care and, are in turn, protected against the dangers that certain vaccine preventable infectious diseases pose to themselves and, if pregnant, to their unborn children. All staff should be aware of their personal immunisation status for – diphtheria, tetanus, pertussis (whooping cough), polio, meningococcal C (if under 23 years of age), measles, mumps and rubella. If they are not immunised, they should remain extra vigilant in their awareness of such cases in the school and the possibility of themselves having any such infection and the isolation required. Immunised staff should remain vigilant to the possibility also.

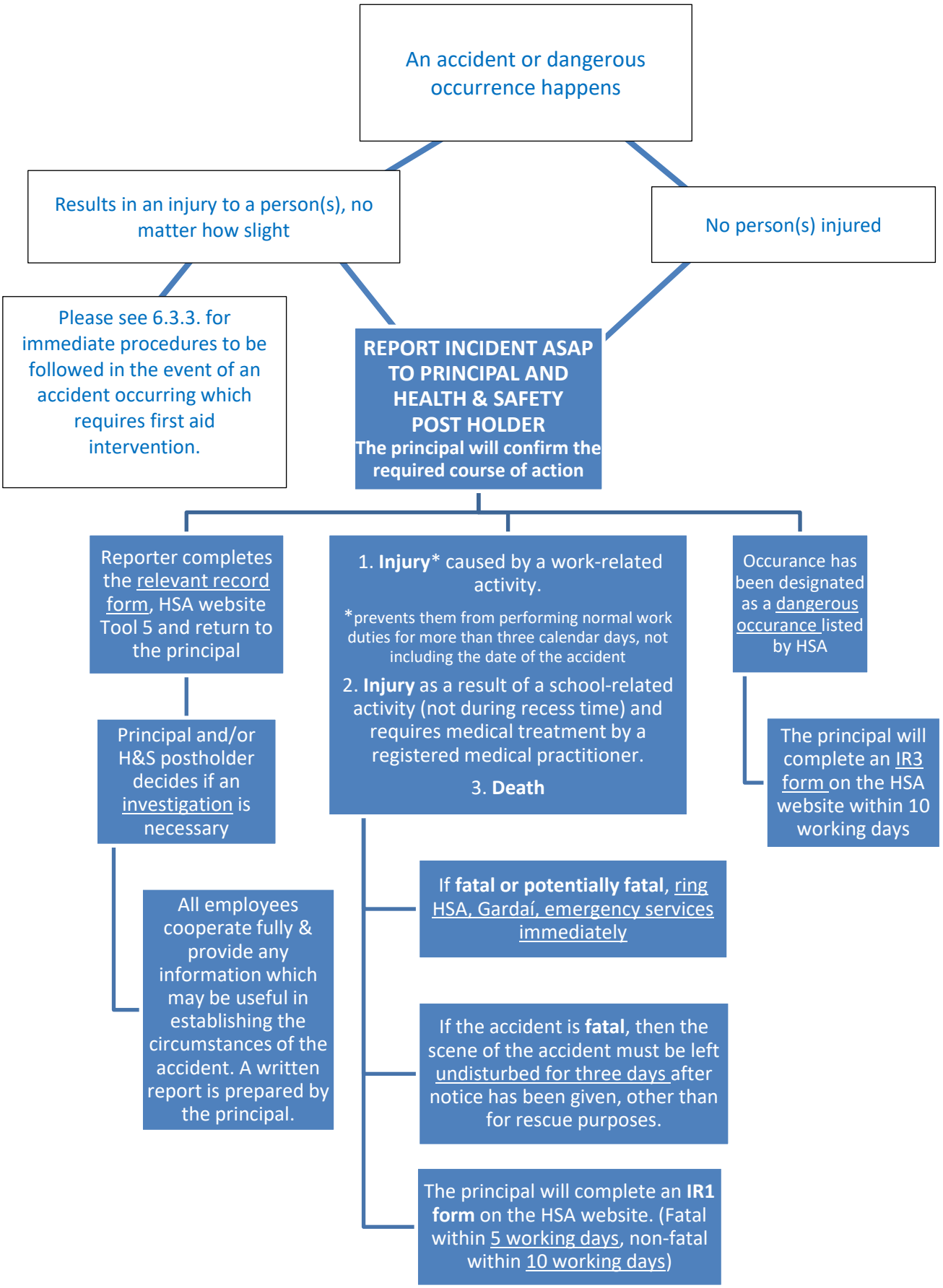
Staff should familiarise themselves with appendix 13 and see the HSE 'Management of infectious Disease in Schools' document for more information.

Pregnant staff should especially familiarise themselves with appendix 13 and the risks posed to them from certain infections.

6.4. Accidents and Dangerous Occurrences

Near misses and dangerous occurrences should be reported and recorded even where no injury has occurred. Recording such incidents enables hazards to be identified and appropriate control measures to be implemented to reduce the likelihood of future incidents.

6.4.1. The following actions are followed in the event of an accident or dangerous occurrence:



Dangerous Occurrence:
The Safety, Health and Welfare at Work Act 2005 contains the following definition:
A 'dangerous occurrence' means an occurrence arising from work activities in a place of work that causes or results in:

a) the collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment,
b) the collapse or partial collapse of any building or structure under construction or in use as a place of work,
c) the uncontrolled or accidental release, the escape or the ignition of any substance,
d) a fire involving any substance, or
e) any unintentional ignition or explosion of explosives, as may be prescribed.

The above dangerous occurrences must be reported to the HSA using form IR3, regardless of whether a person(s) has been injured.

Full details are listed in Appendix 1[3] of the *Guidance on the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016*.

Near Misses
A near miss is an event which had the potential to cause injury, ill health or damage but where no actual harm occurred.
Examples include:

- Trips or slips without injury;
- Falling equipment;
- Defective furniture;
- Student absconding;
- Acts of aggression;
- Fire alarm faults;
- Unsafe contractor practices.

Near misses should be reported to school management as soon as possible so that preventative measures can be implemented.

6.4.2. Incident Investigation Procedure

When an investigation is required, the principal will lead this in the first instance. An emergency Safety Committee meeting may be held to support such an investigation. All investigations carried out outside of a safety committee meeting will be reviewed at the next meeting. Relevant staff members involved in an incident will participate in investigations and post-incident reviews to identify contributory factors and preventive actions. Witness interviews will be held as soon after an event as possible and staff will be relieved from duty to attend.

Incident Investigation Procedure:

1. Immediate response.
2. Notification to Principal.
3. Secure area if necessary.
4. Gather statements.
5. Determine causes.
6. Identify corrective actions.
7. Record actions.
8. Review at Safety Committee.
9. Report to BOM where required.

6.4.3. Reporting of Accidents to DDLETB and School Insurance Company

All records of accidents resulting in injury/trauma/stress leave will be copied and sent to DDLETB. An incident record form from IBP insurance company will also be completed and forwarded to DDLETB. Accidents involving students may be reported to Allianz Pupil Personal Accident insurance.

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3 http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/Accident_and_Dangerous_Occurrences_Reporting.pdf

6.4.4. Reporting of Accidents to Board of Management

Health & Safety is a constant agenda item for Board of Management meetings. All accidents or dangerous occurrences since the last meeting will be reported to the Board at this time.

The school must keep records of all accidents which occur for a period of 10 years.

6.5. Psychological Health and Wellbeing

The school recognises that psychological health forms an essential component of workplace safety and wellbeing. Potential psychosocial hazards include work-related stress, exposure to challenging behaviour, traumatic incidents, excessive workload, aggression from members of the public, compassion fatigue, bullying, harassment and burnout.

6.5.1. Control measures in place include:

- Access to Employee Assistance and counselling services through Inspire Wellbeing and DDLETB Psychological Support Services.
- A Staff Wellbeing Committee.
- Opportunities for consultation and communication with management including 1:1 meetings.
- Staff support and debriefing following serious incidents.
- Access to Critical Incident supports and NEPS services.
- Promotion of a culture of respect and professional support.
- Monitoring of workload and organisational practices where concerns are identified.

6.6. Violence, Aggression and Challenging Behaviour

The school acknowledges that staff may occasionally be exposed to behaviours which present risks to safety and wellbeing. Such behaviours may include:

- Physical aggression;
- Throwing objects;
- Biting, scratching or spitting;
- Absconding;
- Damage to property;
- Threatening behaviour.

Where risks are identified, the school will follow Department of Education guidance regarding Behaviours of Concern and Responding to Crisis Situations. Measures implemented may include:

- Individual risk assessments;
- Support plans and proactive strategies;
- Additional supervision where required;
- Environmental adaptations;
- Low arousal and de-escalation approaches;
- Staff training and support;
- Consultation with parents and external agencies, where appropriate;
- Post-incident review and debriefing.

Any restrictive practice used to prevent immediate harm must be reasonable, proportionate, used only as a last resort and in accordance with Department of Education guidance**. Where a restrictive practice has been used, the staff member(s) involved will complete the relevant restrictive practice record and incident report.**
Parents/guardians will be informed as soon as practicable, and a post-incident review will be undertaken by school management. Existing support plans and risk assessments will be reviewed and amended where necessary with a view to reducing the likelihood of recurrence. Where appropriate, advice from external professionals will be sought.

6.6 Movement Impairments

The school is committed to ensuring that students and staff members with temporary or permanent movement impairments are supported to participate fully in school life, while ensuring that appropriate measures are in place to protect their safety and the safety of others.
Where a student or staff member attends school with a broken limb, sprain, cast, orthopaedic boot, mobility aid or any condition that restricts movement, a risk assessment will be completed and appropriate control measures implemented. Consideration will also be given to emergency evacuation arrangements and the need for a Personal Emergency Evacuation Plan (PEEP).

6.6.1 Measures in Place for Students

Parents/guardians should inform the school as soon as possible if their child is due to return to school with a temporary or permanent movement impairment. This will allow sufficient time for the school to assess any risks and implement appropriate supports.
Prior to the student's return, parents/guardians will be asked to complete a Return to School Following Injury or Movement Impairment Form. School management, in consultation with relevant staff, will consider the information provided and determine any necessary control measures.
Such measures may include:

- Development or review of a Personal Emergency Evacuation Plan (PEEP);
- Temporary modifications to yard arrangements or access routes;
- Additional supervision where appropriate;
- Adjustments to seating arrangements or classroom location;
- Restrictions on participation in certain physical activities;
- Use of lifts, ramps or other accessibility supports;
- Liaison with parents/guardians and relevant professionals where required.

Class teachers and other relevant staff will be informed of any measures necessary to support the student safely during the school day.

6.6.2 Measures in Place for Staff

The attendance of a staff member with a temporary or ongoing injury, movement impairment or medical condition affecting mobility will be considered on an individual basis.
School management, in consultation with the staff member and, where appropriate, DDLETB Human Resources and Occupational Health Services (Medmark), will complete a risk assessment to determine any reasonable measures necessary to support the staff member and ensure the safety and welfare of all occupants of the building.
Consideration may be given to:

- The individual's mobility and access requirements;
- Emergency evacuation arrangements and the need for a PEEP;
- Access to classrooms and other areas of the building;
- Yard supervision or other duties requiring extensive movement;
- Manual handling requirements;
- Temporary modifications to work practices or duties;
- Recommendations from medical practitioners or Occupational Health Services.

Where necessary, the staff member may be referred to DDLETB Human Resources and Occupational Health Services (Medmark) for further advice and support.

6.6.3 Lifting of Students

Staff should not routinely lift pupils.
Any pupil requiring physical assistance or transfers will have:

- an individual risk assessment;
- guidance from relevant therapists where available;
- appropriate equipment;
- trained staff;
- regularly reviewed procedures.

Section 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.

The staff of Citywest & Saggart CNS are directly supported by the DDLETB in the provision of Health, Safety & Welfare related training. Staff will be informed when relevant courses become available and attendance will be encouraged and accommodated when considered a priority. School management is committed to providing funding to ensure the required training of staff members.

7.1. Records

Any safety training, information and briefing sessions provided will be recorded by the health & safety post-holder using appendix 14.

7.2. Training

In accordance with recommendations from the *Guidelines on Managing Safety, Health and Welfare in Primary Schools*[4], the school shall provide training as appropriate as detailed in the table on the following page.

School management will review the training needs of staff in March annually and provide recommendations for further training as part of the principal's annual report to the board of management. Any training needs identified throughout the year as a matter of urgency will be notified to the board of management and provision will be sought.

4 http://www.hsa.ie/eng/Education/Managing_Safety_and_Health_in_Schools/Primary_Schools_Guidelines/Guidelines_on_Managing_Safety_Health_and_Welfare_in_Primary_Schools.pdf

Training Type	Legislation/ Standard	Details	Training Provider	To be Received by:	Refresher training required	Persons trained	Refresher Due Date
Introduction to Managing Safety and Health in Schools		HSA online course based on completing a safety statement, risk assessment, roles & responsibilities and accident reporting 30minutes	HSA Online	Health & Safety Post-holder Principal BOM representative Caretaker	When newly appointed to school or post	Orla Doherty Gary Crowe Mike Byrne	When need arises
Slips, Trips & Falls		HSA online course focusing on risk assessment & prevention 30minutes	HSA Online	Cleaner Caretaker H&S post holder	When newly appointed to school or post	Orla Doherty Gary Crowe Ciara Lacey	When need arises
Safety, Health and Welfare Training for Staff	Safety, Health and Welfare at Work Act 2005.	Overview of the safety, health and welfare management system: safety statement & risk assessments	H&S Post holder	All staff	Annually When changes occur	All staff	Aug/Sept each year
Induction Training	Safety, Health and Welfare at Work Act 2005.	Detailed training on safety, health and welfare matters, including safety procedures e.g. emergency evacuation procedures, completion of risk assessments	H&S Post holder	All staff on commencement of work in the school.	n/a	All new staff	When need arises
Health & Safety Inspections		Overview of all H&S related inspections required to be completed in the school: frequency, record keeping and detail needed	H&S Post holder Principal	Caretaker	When newly appointed to school	Gary Crowe	When need arises
Manual Handling	Safety, Health and Welfare at Work, (General Application) Regulations 2007.	Should be specific to tasks a staff member is involved in. Aims to ensure staff member understands the reasons for doing the job with least risk, can recognise the risks, & decide the best way to go about performing a manual handling task. The training should include instruction & practical training. Appendix 15	External	Staff who may potentially be involved in manual handling of loads -priority to be given to those who spend a significant amount of time involved in this task. Priority: Caretaker	Every three years or when there is any major change in the work a member of staff is involved in or in the equipment used.	Gary Crowe	2026
First Aid Responder	Safety, Health and Welfare at Work (General Application) Regulations 2007.	Specific First Aid Responder Training, certified by a reputable company.	External	School has 400-699 staff & students present at any one time: minimum of 2 people required to be trained	Re-certification required every 2 years	9 staff	April 2026

General First Aid Training		General training in the administration of first aid in schools.	External	All interested staff	Every two years	None	ASAP
Safety Representative	Safety, Health and Welfare at Work Act 2005.	Overview of the role of a safety representative and current safety, health and welfare legislation and management.	External	Nominated safety representative	Annually	None	When requested
Fire Prevention Training	BSI 9999:2008.	Fire safety, prevention, evacuation and location of extinguishers/blankets Appendix 8	External or Post holder	All staff	Annually On appointment	External: Staff from 2018-19. All staff Sept 2025, Sept 2026	Aug/Sept every year When need arises
Fire Extinguisher Training	BSI 9999:2008.	Identification of different types, their uses and how to use fire extinguishers	External (Contractor for extinguishers)	Nominated staff	Every three years	Mike Byrne Orla Doherty Claire Broderick Alice Bowring Aoife Healy Gary Crowe Teresa Donohoe	Aug 2026
Fire Assistant In-House Training	BSI 9999:2008.	Detailed knowledge of fire safety & evacuation strategy, evacuation of disabled individuals and/or others, control panel, instructions in their specific duties. Appendix 4 & 9	Post holder	Principal Caretaker Deputy Principal AP post holders Specific SEN staff	At least once, preferably twice a year	All nominated fire assistants	Aug/Sept every year When need arises
Specific Evacuation Equipment		Training in the use of specific evacuation equipment where necessary	External provider of equipment	Class & partner teacher, Split class teacher, SNA, Relevant Support teacher, Fire assistants	Annually Change of staff Evac Chair: 3yrs	Tanya Murphy Jannette Dempsey Gary Crowe Debbie Maguire Claire Broderick Cillian O'Reilly Angela O'Brien	When need arises Evac Chair: Aug 2026
Administration of Emergency Prescribed Medication		Training in administration of prescribed medication specific to individuals: Epi-pen, Epilepsy, diabetes	Post-holder External provider	Relevant SNAs & teachers Voluntary participation by all staff	Once a year	See admin of med record sheets	Epi-pen/ inhaler: annually. Other: as need arises

Violence Prevention and De-escalation Training	training and guidance in relation to: • Understanding regulation and dysregulation; • Preventative approaches; • Low arousal strategies; • De-escalation techniques; • Safe responses during emergencies; • Incident recording and review.	Principal Nominated staff member	All staff	New staff Reviewed regularly

7.3. Disciplinary Action

Where advice and persuasion fail to achieve compliance with health and safety rules, it is the policy of Dublin and Dún Laoghaire ETB to take disciplinary action on the matter.

We, at Citywest & Saggart CNS, believe that gross negligence of the safety regulations constitutes gross misconduct. Following investigation and invoking and following the disciplinary procedure this could lead to dismissal. Any investigation and disciplinary action will follow the principles of natural justice, and policy and procedure will be adhered to.

- Minor breaches may be dealt with through training and/or an informal warning.
- Persistent breaches of regulations will mean that formal procedures will be invoked, which could, following the procedure and due process, result in a level of warning from verbal to written, depending on the seriousness of the breach(es). No such warning will be decided without investigation, a disciplinary hearing and an opportunity for the staff member to present any mitigating circumstances.
- Any documentation regarding a warning will be entered into the employee's personnel file.
- If the required improvement is achieved, the staff member will be informed, and this will be entered into their personnel file.
- Any appeals against the decision at any stage of the above procedure should be raised through the disciplinary procedure.
- Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of the school to pursue such non-compliance through the disciplinary procedure. Depending on the gravity and/or frequency of the offence, employees may leave themselves open to suspension and/or dismissal.

The principal must be notified of breaches of rules, which could lead to disciplinary action being taken.

Dublin and Dún Laoghaire ETB and Citywest & Saggart CNS may also implement other initiatives to enhance safety performance, from time to time. Such initiatives will be communicated to staff.

Section 8: Communication and Consultation

The following methods will be used to ensure the thorough communication of the procedures and information contained in this policy.

Item	How	Frequency	Organiser	Audience
Assembly point signs, evacuation signs	Items checked annually in August and monitored throughout year Replaced when necessary	Annually Weekly	Caretaker	
Overview of safety statement for staff	Back to school induction meeting Summary page in staff induction booklet (p2 of safety statement) Staff sign Safety Statement Declaration (App15)	Annually before school reopens	H&S post holder	All staff
Provision of Safety Statement	By email to all staff Hard copies available in office On school website On school drive QR code posted in Foyer & outdoor notice boards	Annually in August on appointment After a review	H&S post holder	All staff Whole School Community
New/revised risk assessments & required actions	Staff meeting Safety committee meeting Meeting with after-school providers	Aug & Feb When new staff takes over a room. Monitored at each safety committee meeting	H&S post holder After-schools post-holder	All internal & external staff
Updates/reminders or concerns regarding health and safety procedures, risks, etc.	Staff meeting agenda Staff room noticeboard Community noticeboard Emails	When necessary & at each staff meeting	H&S post holder	All staff
Notification of trained first aid responders & location of first aid kits	Posters with relevant details located at strategic points around the school Appendix 11	Start of each academic year Updated when changed	First Aid post holder	Whole school community
Emergency evacuation procedures	Induction meeting Staff meetings	Beginning of school year Termly	H&S post Holder	All staff
	All classes receive discrete lessons and practise in the evacuation of the building, to cover own classroom, library, PE hall, yard, corridor, when on messages.	Start of each school year Students starting mid-year	Class teacher	All students
	Partner teacher will inform subs. Guidance included in sub pack.	Arrival of sub teacher	Partner teacher	All staff
	Notice beside visitor book will detail assembly point for visitors Secretary will remind visitor	Arrival of a visitor	Secretary	Visitors
	First speaker at public events will notify audience of evacuation procedures	School events	Senior staff host	Visitors

Notification of names of H&S post holder and committee members	Poster in staffroom, appendix 16	Updated at start of each school year or when need arises	H&S post holder	All staff

8.1 Reporting Safety Concerns

All members of the school community are encouraged to raise concerns relating to safety, health and welfare. Concerns may be communicated:

- Directly to the principal;
- To the Health and Safety Post Holder;
- Through the Safety Committee;
- Through the Board of Management;
- Through established reporting systems within the school, including email and QR scan.

Concerns will be considered promptly and appropriate action taken where necessary.

Section 9: Monitoring, Review and Update

9.1. Record Keeping

At Citywest & Saggart CNS, it is our aim to maintain detailed records to monitor the health & safety of staff, students and visitors to monitor the success of this statement. The following records relating to health and safety are maintained:

- Risk assessments
- Safety committee risk assessment sheets, appendix 17
- Accident/incident reports
- Safety committee meeting minutes
- Records of walk-through inspections, electrical inspections, fire equipment inspections
- Records of prescribed medications administered
- Fire safety records
- Training records

9.2 Emerging Risks

The school recognises that risks and hazards may change over time. In addition to traditional hazards, the school continually monitors emerging risks including:

- Violence and aggression;
- Psychosocial hazards and workplace stress;
- Public health emergencies;
- Cyber security risks;
- Lone working;
- Security threats;
- Severe weather events;
- Changing student needs;
- New technologies and equipment.

Newly identified hazards will be assessed promptly by the safety committee and school management using the school risk assessment system and appropriate controls implemented.

9.3. Monitoring Performance

- The school management and safety committee will undertake periodic review meetings to check if the risk assessments have been carried out and if measures have been taken to address issues arising from the assessments. Informal meetings will occur as needed. Formal meetings will be timetabled as follows:
    - September meeting: review risk assessments, walk through
    - February meeting: review risk assessments, walk through
    - June Review meeting: review year. Review statement. Prepare End of Year Report to BoM.
- The safety committee will review reported accidents, near misses and hazards.
- Safety Committee Minutes: Minutes of meetings will be retained electronically and reviewed at subsequent meetings.
- The caretaker undertakes the inspection of electrical equipment and specific furniture at intervals throughout the year.
- Our contracted fire alarm and extinguisher provider inspects relevant equipment at regular intervals.
- Each evacuation drill is reviewed afterwards by the H&S post-holder and the safety committee and improvements implemented.
- Evacuation timings are emailed to DDLETB insurance department.
- The safety committee conducts walk-through inspections to identify fire hazards or other health and safety hazards.

- Health & safety is placed as an agenda item on each staff, ISM and BOM meeting agenda.
- Any health and safety concerns from staff or the school community can be reported to the post holder and safety committee via the QR code posted in the staffroom, staff sign-in area, public lobby and external community noticeboards.

Procedure	Frequency	How	Organiser	Audience
Review of Safety Statement	Annually in May	Safety committee meetings	H&S post holder	Safety committee Whole school community
Monitoring of Staff Training	Annually in March	Principal & H&S post holder meeting	Principal/ H&S post-holder	All staff
Declaration of understanding of safety statement & personal responsibilities	Annually in August	Signed form (appendix 18)	H&S post holder	All staff
Appointment of a health & safety post holder	On resignation, change of duties or leave of absence of current appointee	ISM meeting	Principal	ISM member
Notification of new health & safety risks	Ongoing	Medium/low risk: caretakers noticeboard High risk: notify principal or deputy & caretaker immediately QR code	H&S post holder	Whole school community
Consultation with staff around health & safety concerns	Ongoing	Staff meetings ISM meetings BoM meetings	H&S post holder BoM Safety Rep	All staff

9.4. Corrective and Preventive Action Procedure

Where deficiencies are identified through inspections, fire drills, accidents, complaints or safety committee meetings, corrective actions will be assigned to a named person with a target completion date. Actions will be monitored and reviewed by the Health and Safety Postholder and Safety Committee.

9.5. Review

The Health and Safety Postholder shall review relevant HSA, Department of Education, DDLETB and IPB guidance annually and whenever significant legislative changes occur. Any amendments required will be brought to the Safety Committee and Board of Management.

Auditing and reviewing the Safety Management System by the Board of Management are the final steps in the management cycle. The safety committee's annual report to the board of management will present an overview of the progress made by the school over a 12-month period in the areas of health, safety and welfare. A report will be generated at the end of the academic year and may include the following information:

- Number of accidents and/or incidents
- Number of first aid incidents requiring treatment by a registered medical practitioner
- Number of workdays lost as a result of incidents
- Full details of any safety training carried out during the year

An annual health and safety audit will be carried out by the board of management. They may designate this responsibility to the safety committee. This is a comprehensive review and report on all aspects of health and safety

management in the school. Tool 1b from the HSA guidelines for primary schools will be used. This is available from the HSA website.

9.6. Record Retention and Control

The following records shall be maintained securely:

- Safety Statement
- Risk assessments
- Safety committee minutes
- Training records
- Fire drill records
- Accident reports
- Dangerous occurrence reports
- Safety committee minutes
- Maintenance records
- Service certificates
- Inspection certificates
- Annual Board reports

Records will be retained in accordance with DDLETB and GDPR requirements and stored electronically and/or in the Health and Safety folder in the office.

9.7. Implementation Date

This policy will begin implementation immediately. A health & safety calendar has been included in appendix 19 for use annually to assist in the management of health & safety within the school. An additional action plan has been created based on items requiring action or improvement based on the review of this statement (Appendix 20). The health & safety post-holder and safety committee will monitor a timely implementation of all outstanding items.

9.8. Timetable for Safety Statement Review

The safety statement will be reviewed annually in May or sooner if the need arises. Findings and actions shall be documented and incorporated into the Improvement Plan. All members of the school community will be informed of the full contents of the revised safety statement. The next review for this policy will take place before the beginning of the school year 2027/2028.

Policy Title: *Safety Statement* ***Version:*** *June 2026*

Ratified by the Board of Management on _18th June 2026__(date)

Signed: _____ _____

Conor Mc Guckin — Mike Byrne

Chairperson BOM — Principal

Ratified by the employer DDLETB on _____(date)

Signed: _____

Caitriona Murphy

CEO DDLETB

Section 10: References

Books and Guides:

- *Guidelines on Managing Safety, Health and Welfare in Primary Schools, HSA (2013)*
- *Guidelines on Preparing your Safety Statement, HSA (2006)*
- *A short guide to The Safety, Health and Welfare at Work Act 2005, HSA (2006)*
- *Guidelines for compiling a Safety Statement, INTO (2011)*
- *Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work (2021)*
- *Management of Infectious Diseases in Schools and Childcare Settings, HPSC/HSE (2014)*
- *IPB Insurances Step by Step Risk Management Guides, IPB (2015)*
- *Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007: Part 4 – Work at Height, HSA (2007)*
- *Circular 0062/2022 – First Aid Grant Scheme*
- *Guidance on the Manual Handling Training System, HSA (2010)*
- *Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007: Part 2 – First Aid, HSA (2007)*
- *Intoxicants at Work Information Sheet, HSA (2011)*
- *Managing Chronic Health Conditions at School Resource Pack, Asthma Society of Ireland, Diabetes Federation of Ireland, Brainwave the Irish Epilepsy Association and Anaphylaxis Ireland (2011)*
- *Guidance on the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations, HSA (2016)*
- *Using Ladders Safely, HSA (2014)*
- *Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023)*
- *Understanding Behaviours of Concern and Responding to Crisis Situations – Guidance for Schools (2024)*

Websites:

- *www.education.ie*
- *www.ipb.ie*
- *www.into.ie*
- *www.ippn.ie*
- *www.gasnetworksireland.ie*
- *www.hse.ie*
- *www.hearts.ie*
- *www.fsai.ie*
- *www.hsa.ie*
- *www.ecti.ie*
- *www.irishstatutebook.ie*
- *www.safeelectric.ie*
- *www.healthpromotion.ie*
- *www.echa.europa.eu*
- *www.safetydoc.ie*
- *https://webapps.hsa.ie/Account/Login*

Acts:

- *The Safety, Health and Work Act 2005*
- *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions.*
- *Maternity Protection Act, 1994 and 2004*
- *The Fire Services Act, 1981*

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Saved as separate document

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