



## **New Ross Educate Together National School**

**Barrett's Park, New Ross, Co. Wexford**

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**[www.newrossetns.ie](http://www.newrossetns.ie)**

**Roll no 20458m**

# **Health & Safety Policy**

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**School Details:**

Name: New Ross Educate Together National School  
Address: Barrett's Park, New Ross, Co. Wexford.  
Telephone: 051445398  
Email: [office@newrossetns.ie](mailto:office@newrossetns.ie)  
Roll Number: 20458m  
Principal: Therese White

The school day starts at 8.30 and finishes at 1.10 for infant classes and 2.10 for all other classes.

## Safety Statement

*The Board of Management* of New Ross Educate Together National School is committed to ensuring the Health and Safety and Welfare of the employees, pupils and all others involved in the running of the school. The Board recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work Act, 2005. The policy requires the cooperation of all the employees of the school. It is our intention to undertake regular reviews of the statement in the light of experience, changes in legal requirements and the changing nature of the school.

The Board of management will undertake to carry out a safety audit annually and report findings to the staff and Board of management. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management. All records of accidents or ill health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill health.

Signed: \_\_\_\_\_



Date \_\_\_\_\_

29/04/2026

Chairperson Board of Management  
New Ross Educate Together National School

**Policy Statement on Safety, Health and Welfare at Work of The Board of Management of New Ross Educate Together National School.**

The Board of Management wishes to ensure in so far as is reasonably practicable:

- Preventing improper conduct or behaviour (for example, violence, bullying or horseplay at school).
- The design provision and maintenance of (i) safe workplaces (ii) safe means of access to and from the workplace.
- Ensuring safety and prevention of risk from the use of any substances or articles, from noise, vibration, ionising or other radiations or any other physical agent at the place of work.
- Provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- Providing adequate welfare facilities.
- Provision of adequate instruction, training and supervision and any other necessary information. The provision of instruction to staff on dealing with pupils with challenging behaviour and arrangements will be made to ensure protection of Staff from violent and disturbed children when necessary.
- Preparing risk assessments and safety statements to take account of the general principles of prevention in the Act when implementing necessary safety health and welfare measures.
- Provision and maintenance of suitable personal protective equipment where risks cannot be eliminated, or where such equipment is prescribed the preparation and, where necessary, the revision of adequate plans and procedures to be followed and measures to be taken in the case of an emergency or the presence of serious or imminent danger.
- To report accidents and dangerous occurrences to the Authority as may be required in regulations under the Act.
- To obtain, where necessary, the service of competent persons to assist in ensuring the Safety, Health and Welfare of his or her employees.

***THE BOARD OF MANAGEMENT RECOGNISES THAT ITS STATUTORY OBLIGATIONS UNDER LEGISLATION EXTEND TO EMPLOYEES, STUDENTS, AND ANY PERSON LEGITIMATELY CONDUCTING SCHOOL BUSINESS AND THE PUBLIC.***

*In the case of groups particularly sensitive employees and those employees covered by specific Safety*

*and Health legislation, such as persons with disabilities, pregnant workers or young persons, additional care will be given to ensure they are protected against the specific dangers that affect them. The Safety Officer should be consulted if any of the employees, children or parents have queries regarding any of the Safety Provisions mentioned in this statement.*

### Consultation and Information

It is the policy of the *Board of Management of New Ross Educate Together N.S.*

- To consult with Staff in the preparation and completion of the Health and Safety Statement
- To issue a copy of the Safety Statement to all present and future staff, all members of the Board of Management (and any subsequent revised copies)
- That any additional information or instructions regarding Health, Safety and Welfare at work, not contained in the document will be conveyed to all Staff as it becomes available.
- Health, Safety and Welfare will form an integral part of any future staff training and development plans.

### Fire Safety

It is the policy of the *Board of Management of New Ross Educate Together National School* to ensure that:

- There is an adequate supply of fire extinguishers, which will deal with any type of fire, and that Staff are aware of their location.
- All fire equipment is regularly checked and maintained.
- Fire drills take place at least once per term and all personnel are made fully aware of the emergency procedures. (Appendix 2)
- Instruction is given in the use of fire extinguishers for specific materials/equipment.
- Location of fire extinguishers is clearly marked and positioned high enough for the adult to read.
- All electrical equipment is unplugged or turned off outside office hours and when offices are vacated for lengthy periods.
- An assembly area is designated in the yard.
- Exit signs are clearly marked and easily accessible in the case of emergency. These exits will be

kept completely clear.

- There will be a named person (deputy principal) responsible for fire drills and evacuation procedures.
- The school and its equipment are checked by a Fire Officer and all recommendations made by him/her are to be implemented.
- Fire Evacuation Procedure is displayed prominently in all classrooms and throughout the school and this procedure is communicated to all those using the school building.
- Rubbish, particularly flammable material, is not allowed to accumulate and is regularly and properly disposed of.
- Fire Alarm System will be checked and maintained regularly.
- Storage areas will be maintained in a tidy and safe condition.

### Constant Hazards

It is the policy of the Board of Management of New Ross Educate Together NS that machinery, kitchen equipment and electrical appliances are used only by competent persons.

- Staff should report any defects immediately.
- Electrical boxes on the outside of the building will have hazard-warning labels
- Care should be taken with all electrical cables, phone lines, and extension cables. Where possible these should be taped or fastened to prevent accidents.

### Chemicals

It is the policy of the *Board of Management of New Ross Educate Together National School* that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions for their use and kept in a securely locked room. Children will never have access to this room. All spills should be cleaned up immediately.

### Drugs/Medication

It is the policy of the *Board of Management of New Ross Educate Together National School* that all medications, drugs etc. be kept in a secure drawer.

## First Aid

It is the policy of the Board of Management of New Ross Educate Together National School that an employee or employees be trained to apply First Aid.

- A First Aid box will be available at all times and will be kept within easy access to all Staff Members. The first aid box is in the school office.
- Staff members are trained in first aid regularly.
- In the event of an accident a full account of what happened, symptoms noted and treatment administered should be completed in the Incident Book, which is kept in the staff room. One copy of the incident report form will be kept in school and another will be sent home with the child.
- Head Injuries will be reported to the parent/child minder/grandparents at home time.
- The Principal takes responsibility for first aid.
- If an employee sustains an injury during the course of his/her work he/she must stop work immediately and seek treatment from a first aider.
- Should the injury require further medical attention, the appointed person will make arrangements and where necessary medical help will be called.
- Procedures for Serious Accidents are outlined in Appendix 3.

## Highly Polished or Wet Floors

It is the policy of the *Board of Management of New Ross Educate Together NS* that floors not be polished to a dangerous level or made slippery. The washing of floors is conducted after school hours to eliminate the possibility of slipping.

## Code of Behaviour

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee or to any pupil.

## Bullying

The New Ross Educate Together BÍ Cinéalta is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. The procedures for dealing with Adult

Bullying are in accordance with the INTO publication 'Working Together: Procedures and Policies for Positive Staff Relations (2000)' and our 'Dignity at Work Statement'..

## Other Hazards

### Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. The maximum ratio of staff members to children is 15 to 1. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. They will be properly equipped with qualified staff.

### Visitors to the School

- All persons coming into school premises must identify themselves clearly to the Secretary/Principal.
- Any contractor should make direct contact with the Principal before initiating any work on the school premises.
- All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher.
- All parents who wish to remove their child/children from the school for dental appointments etc. complete an early leaving form on Aladdin. This is in line with Child Protection Guidelines from DES.

### Wet Days

- On wet days, children will be supervised indoors by their class teacher in their classroom. The SETs and principal will try to relieve the class teachers so that they can get some of their break time.

### Emergency Closures

- On occasions where school is in progress and it becomes necessary to close the school for safety reasons, parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation.
- In line with Departmental guidelines the school must close in the event of Met Éireann issuing a status red weather warning.

### Health and Safety in The Classroom

- School bags will be stored under tables in classrooms.
- Coats will be hung on coat hooks in classroom
- Floors in both classrooms and toilet areas to be kept dry
- Care will be taken with electrical cables
- Staff only, will handle electrical equipment
- Toilet paper and soap are supplied in the toilets and children are encouraged in best practice in toileting and personal hygiene
- Medication will be stored in the office

- Children will be familiarised with Fire Evacuation Procedure.
- Medication will be administered to children only whose Parents/Carers have completed relevant documentation
- Materials will be stored in such a way as not to create hazards
- Care will be taken when treating injuries.

#### Health and Safety in the School Building and in the Prefabs

- Children will have no access to the Staff Room, PE shed or Utility Room unless accompanied by a member of Staff.
- Staff and pupils will walk on corridors and inside the school building.
- Children will not be allowed into storage areas.
- Corridors will be kept as clear as possible and bins should not obstruct doorways
- Storage areas will be maintained in a tidy and safe manner

#### Health and Safety in The School Grounds

##### *In the Morning*

- School staff members park their vehicles in the school car park or in the Geraldine O'Halloran GAA pitch.
- The car park in Geraldine O'Halloran's Kennedy Park will be opened by the caretaker.
- Adults bringing the children to school are to park their cars in the car park at the Geraldine O'Halloran's O'Kennedy Park.
- Children can enter the school grounds at 08:20.
- The principal will be at the gate and a supervising teacher will be in the school yard.
- A timetable for supervision will be drawn up by the deputy principal and circulated to all staff.
- The children place their bags in their lines and can play at the front and left hand side of the school. As the gate is open they cannot play at the right side of the school.
- The supervising teacher lines the children up at 08:30 and the class teachers collect their class

and walk them to their classroom.

### *During Break and Lunch Times*

- Break Times are the Following:
  - Junior First Break: 09:50-10:10
  - Senior First Break: 10:15-10:35
  - Junior Second Break: 11:50-12:10
  - Senior Second Break: 12:15-12:35
- A timetable for supervision will be drawn up by the deputy principal and circulated to all staff.
- Children will always be lined up and walked to and from the school yard by their teacher.
- No dogs (except guide dogs) will be allowed on the school grounds.
- The play area should be clearly defined. Staff and pupils should be made fully aware of all hazards
- The pupils should be informed of out of bounds area inside and outside the building
- The main entrance should be secured during the school day

### *At Collection Time*

- Home Times:
  - Junior and Senior Infants: 13:10
  - First – Sixth Class: 14:10
- The Car Park at the Geraldine O'Halloran's O'Kennedy Park will be open for car users.
  - Children are to be lined up and walked out of the building by their class teacher to the front of the building.
  - The principal, two SETs and SNA will be at the front of the school during home time.
  - Children have to say goodbye to their teacher once they see whoever is collecting them. They have to tell their teacher who they see that is collecting them.

### **Other Hazards**

It is the policy of the Board of Management of New Ross Educate Together National School that:

- The school is properly maintained
- Dampness is minimised

- Draughts are minimised
- The roof is properly maintained
- School furniture is safe
- Carpets/linoleum are fitted properly
- School bags are stored under tables or under sink area
- Coats are hung on coat hooks
- All electrical fittings are properly fitted and safe
- Adequate lighting exists in all internal areas and there are external lights over the exits
- Proper ventilation exists
- Doors leading to toilet areas and all exit doors are properly sprung and are not allowed to swing freely
- The floors in hallways, passageways and toilets are kept dry
- Mats are not positioned in a hazardous way
- Rubbish is not allowed to accumulate
- All individual classrooms are safe and healthy places
- The children are not allowed in the yard when it is flooded or when there is ice on the ground or when the surface is slippery as a result of frost
- Children must wear shoes at all times
- Toilet paper and are soap provided in each toilet-

#### **Other Items for Inclusion**

#### **Accident/Incident Reports**

All potential serious accidents, whether involving employees, pupils or members of the public must be reported immediately for the Principal. An accident report book will be retained for the recording

of all such accidents.

**Critical incident Policy has been formulated and ratified by the Board of Management. Should accidents to children in school be reported to the Health and Safety Authority**

The following types of accidents to school pupils must be reported to the Health and Safety Authority, by the school either online at [www.hsa.ie](http://www.hsa.ie) or on the Incident Report Form (IR1).

- A death or injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work but is related to either a work activity or their place of work. This applies to pupils in certain circumstances.
- If the pupil is injured as a result of work-related activity and requires medical treatment by a registered practitioner, this is reportable to the Health & Safety Authority.
- Example 1: If a pupil is seriously injured when using materials during class, and requires treatment by a registered medical practitioner, this is reportable. However, if a pupil trips in the school yard this is not reportable.
- Example 2: If a student trips during PE class and requires treatment by a registered medical practitioner, this is reportable. Where students are taken on school trips, they are considered to be a normal part of the work activities. Therefore, if a pupil is injured during the school trip and requires medical treatment this too is reportable. The school must keep records of all accidents which occur for a period of 10 years.

**Role and Responsibilities:**

**Duties of Safety Representative**

**The Deputy Principal** is the Health and Safety Representative at New Ross Educate Together.

- They shall have the right to such information from their employer as is necessary to ensure, so far as is reasonably practicable, the safety and health of employees at New Ross Educate Together.
- Organising fire drills on a regular basis and updating the fire evacuation procedures as necessary
- Bringing to the attention of the Principal and the Board of Management any items of health, safety and welfare that need attention
- Make representations to their employer on any aspects of safety, health and welfare at the place of work.
- Investigate accidents and dangerous occurrences provided that they shall not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions.
- Make oral or written representations to inspectors on matters of safety, health and

welfare at work.

- Receive advice and information from inspectors on matters of safety, health and welfare at work.
- Conduct an assessment to identify all hazards on the appropriate form and assess the risks associated with these hazards.
- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.

### **Employee Responsibility**

The person responsible for the implementation of the safety management programme at the school is the Deputy Principal.

The principal is also nominated as First Aider but since all staff are equally qualified they will deal with their own pupils.

Each teacher is responsible for the regular checking on all aspects of health and safety on a regular basis in all areas in his or her control and for reporting any problems, difficulties or deficiencies.

Each employee is responsible for reporting any injury they sustain while carrying out their work.

### **Teacher Responsibility for Health and Safety**

- To be familiar with Safe Working procedures, and all relevant safety data.
- To regularly check on all aspects of health and safety in the operations under his/her control, including equipment etc.
- To consider the age group of the participants in relation to the risk of the activity involved.
- Not to give adult responsibility to young persons.
- Ensure orderly behaviour at all times.
- Ensure that pupils have adequate instruction and training in the operation of equipment.
- Store or prevent the operation of any equipment or dangerous substances not to be used by pupils.
- To report without delay to the responsible person any accident or dangerous occurrence which might have led to an accident or injury.

### **Maintenance Workers and Cleaners Responsibility for Health and Safety**

- Maintain the school and ground in a safe condition. Floors must be clean and not slippery. Toilets must be clean with regular inspection of supplies of toiletries and

towels.

- Students should not have access to any dangerous cleaning materials.
- Where possible maintenance using chemicals, polish, cleaning material, paints etc. should take place when students are not in school.
- Maintain cleaning equipment in a safe condition.
- The school should be free of litter, rubble and loose obstacles.
- Any areas or matter that present a new hazard should be brought to the notice of the Principal

### Non-Employee

The Principal, teachers and staff will be especially vigilant to ensure the health, safety and welfare of students, visitors, contractors and others visiting the school. Special cognizance will be taken of factors such as youth, inexperience, personal deficiencies.

Provisions of the Safety Statement will be brought to the attention of outside contractors coming into the school.

### Success Criteria

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector's Reports and our safety record as our benchmark for success or otherwise of the policy.

### Responsibility for Review

The BOM will be responsible for reviewing the policy.

### Concluding Statement:

This Safety Statement has been prepared based on conditions in the Temporary Accommodation of the school from April 2026 for a period of 3 years.

This policy was reviewed and updated by the Board of Management on 29/04/2026

Signed:   
(Chairperson of Board of Management)

Signed: Rachel Hyng  
(Principal)

Date: 29/04/2026

Date: 29/04/2026

## Appendix 1 – Fire Evacuation Procedures

1. Each class teacher completes a practice run with their class during September.
2. The Assembly Point is at the green fence at the bottom of the grass.
3. Each class will have a sign for where they are to line up.
4. Class Teacher escorts their class out the exit that is marked on their emergency escape route.
5. The Class Teacher brings the roll with them. This is in a poly pocket at the door of each classroom.
6. Once the class is lined up in front of their sign, the class teacher calls the roll.
7. The deputy principal will ask the class teachers if everyone is accounted for.
8. If safe to do so the principal checks that the buildings are clear and safe to return to.

### Procedures for Each Classroom

1. Kitchenette - Exit the classroom and go to their evacuation point. If children are in the bathroom they exit the building through the door they came in and join their class.
2. Classroom 1 - Exit the classroom through the door they use for home time and join the evacuation point via the car park. If a child is in the bathroom they exit with their class.
3. Classroom 2 - Exit the classroom through the front door. If a child is in a bathroom they exit through the back door. **This needs to be taught to the children.**
4. Prefab 1 -4 : Exit the classroom and teachers check that no child is in the bathroom.
5. Principal: Bangs on the door of the junior bathrooms and tells the children where to exit.

### Procedures for Special Education Teachers

1. SETs exit with the children and bring the children to their class line.
2. If SETs are team teaching they exit the building with that class.

### Procedure for Other Staff Members

1. Exit the building at the nearest exit.

Appendix 2: Recording of Fire Drills

Fire Drill	Date	Time it Took	Amendments Needed
Term 1 2026/2027			
Term 2 2026/2027			
Term 3 2026/2027			
Term 1 2027/2028			
Term 2 2027/2028			
Term 3 2027/2028			
Term 1 2028/2029			
Term 2 2028/2029			
Term 3 2028/2029			

### Appendix 3: Procedure in the Event of an Accident/Serious Illness

When a staff member witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher the following procedure will be followed:

- A staff member will ascertain the seriousness of injury or illness.
- In a case where serious injury or illness is suspected, the staff member and principal will take a decision as to whether or not the injured/ill person can be moved. Where it is felt a breakage or other such serious injury has occurred, the injured/ill person will be made comfortable and kept warm until the emergency services can be contacted.
- Contact details for the children's parents/guardians and emergency contacts will be collected upon the child's enrolment.
- Details of staff members next of kin will be collected every September.
  
- If the injured/ill person is a child:
  - The parents or guardians will be contacted immediately in all instances.
  - If they cannot be contacted then emergency contacts listed on their student profile will be contacted.
  - If it is felt the pupil needs medical attention, then
  - Where a pupil is carried in a member of staff's vehicle, it is policy to carry an additional staff member preferably the Special Needs Assistant or the Principal.
  
- If the injured/ill person is an staff member
  - The next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health & safety of the injured/ill person.
- A written report will be kept of all serious accidents.