HAROLD'S CROSS
Educate Together NS

Health and Safety Policy
June 2026

Harold's Cross Educate Together National School

Health and Safety Policy 2026

Introduction and Rationale

This policy was first formulated in 2025 and has been reviewed in light of experience, changes in legal requirements, operational changes and developments at Harold's Cross Educate Together National School.

The Board of Management of Harold's Cross Educate Together National School recognises the importance of the Safety, Health and Welfare at Work Act, 2005.

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

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

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

All records of accidents or ill-health will be monitored in order to ensure that any safety measures can be put in place, wherever possible, to minimize the recurrence of such accidents and ill-health. (Appendix 2)

Duties of Employees

It is the duty of every employee of Harold's Cross Educate Together National School while at work to:

- Be aware of the first aid procedures in the school and to know the location of the first aid boxes.
- Take reasonable care for their own safety, health and welfare and that of any person who may be affected by their acts or omissions at work.
- Ensure that the clothing and footwear worn at work are suitable from a safety viewpoint.
- Report any defects in teaching aids, equipment or machinery immediately to the safety representative (record in maintenance book with name and date).
- Report any accident or damage, however minor, to the principal or safety representative.
- Ensure that corridors, doorways, etc., are kept clear and free from obstruction.
- Ensure that they know the procedures in the event of a fire.
- Not to attempt to lift or move, on their own, articles or materials so heavy as to be likely to cause injury.
- Not to try to use, repair or maintain any equipment for which they have not received full instructions or training.
- Suggest ways of eliminating hazards and improving working methods in the school.
- have read and understood the school's Safety Statement and carry out their work in accordance with its requirements.
- Follow CPI training when dealing with escalating behaviour to maximise safety and minimize harm, and all incidents will be recorded on Aladdin when CPI is used.

Consultation and Information

It is the policy of the BOM of Harold's Cross Educate Together National School to:

- Consult with staff in the preparation and completion of the Health, Safety and Welfare Statement
- Issue a copy of the Safety Statement to all present and future staff and to all members of the Board of Management
- Convey any additional information or instructions regarding Health, Safety and Welfare at work, not contained in this document, to all staff as it becomes available
- Ensure that Health, Safety and Welfare at Work will form an integral part of future staff training and development plans.

Hazard Identification, Risk Assessment and Control Measures

The BOM of Harold's Cross Educate Together National School recognises that the activities within the school building and within the school grounds may present risks to health, safety and welfare.

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

Some hazards can be rectified, but others remain constant. Those that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated, and procedures listed beside them.

Hazards

Fire

It is the policy of the BOM of Harold's Cross Educate Together National School that:

- There will be an adequate supply of fire extinguishers, which will deal with any type of fire.
- All fire equipment will be identified and checked in line with legislation (Total Fire Protection).
- Testing of the fire alarm system (i.e. sounders) will take place quarterly and be recorded by the school fire management system.
- Fire drills will take place at least once a term.
- Instructions will be given on the use of fire extinguishers for specific materials/equipment.
- Fire alarms will be clearly marked.
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- An assembly point will be designated outside the building (green space opposite the main school entrance).
- All electrical equipment should be switched off or unplugged outside of school hours and when the school is closed for lengthy periods (this is managed by the school alarm system, where all non-essential power sources are shut down when the alarm is activated).
- The "Be Safe" lessons will be taught at each class level as part of the SPHE programme.

Machinery, Equipment and Electrical Appliances

It is the policy of the BOM of Harold's Cross Educate Together National School that all machinery, equipment and electrical appliances are used only by competent persons. All equipment will be subject to regular maintenance checks.

(a) **Chemicals**

It is the policy of the BOM of Harold's Cross Educate Together National School that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use. They will be kept in a locked area, and protection will be provided for use when handling them.

(b) **Drugs/Medication**

It is the policy of the BOM of Harold's Cross Educate Together National School that all medications, drugs, etc., will be kept in a medicine bag, on the top shelf above the coat racks, in all classrooms. Parents/Guardians will be encouraged to make children responsible for the administration of their own medication. Where children cannot do this, parents/guardians will be encouraged to administer the medication. In cases where this is not possible, teachers will only administer medication when specifically requested to do so by parents/guardians in writing. (See Administration of Medication Policy). A list of children who require medication and/or EPI- pens is shared with all staff via Google Drive and will be printed in each classroom in the teacher's press. A medical response plan will be created by staff in consultation with parents/guardians for a child when necessary (Appendix 4 – the template for this is also created as a shared template on Aladdin).

(c) **First Aid/CPR**

- It is the policy of the BOM of Harold's Cross Educate Together National School that:
- First Aid Training will be applied in the event of an illness/injury. In the event of a minor injury, staff will administer First Aid, document (Appendix 3) and notify parents/guardians. In the event of a major injury/illness, staff will administer First Aid/CPR, call 999/112 (use Eircode D6WXV50). Call for AED, document, and notify parents/guardians.
- The main First Aid Box is in the Junior Infant classroom beside the door leading to the yard.
- All classrooms and resource rooms have First Aid kits and disposable gloves for use.
- The staffroom has a First Aid kit specifically for staff members to use if needed.
- Disinfectants and sprays etc., will not be applied in case of allergies. All cuts/grazes will be washed with water.
- Hypoallergenic plasters are available for use.
- If needed, ice packs are stored in the freezer in the staffroom - these must be returned after use. (The most up-to-date First Aid training advice will be followed).
- If staff notice that supplies are low in any of the First Aid kits, they must inform the safety representative (Aoife O'Sullivan) so that they can be replenished.

- Parents & Guardians are responsible for ensuring that all medications kept in school (epi-pens, inhalers etc) are in-date. Should any medication stored in school need to be replaced, the disposal of out-of-date medication and the replenishment of in-date medication is the responsibility of parents/guardians.
- A list of staff who are trained in First Aid use will be located in the school office. First Aid training will be provided by the school to all staff members every two years.

Trips/Falls

It is the policy of the BOM of Harold's Cross Educate Together National School that:

- All classrooms and corridors will be adequately lit.
- Defects in flooring and lighting must be reported immediately.
- Floors will be cleaned and dried daily and kept in good condition. Floors will be washed outside of school hours to eliminate the danger of slipping.
- All spillages must be cleaned up immediately.
- Electrical cables must not be allowed to trail on the floor in such a way as to be hazardous to staff, pupils or visitors.
- Waste must be removed daily to a secure external collecting area.
- All light fittings and windows will be cleaned regularly and broken light bulbs replaced.
- All external paths will be maintained to ensure that they do not cause a trip hazard.
- All covers to drains and gullies will be positioned in such a way as not to cause a trip hazard.
- All corridors, doorways and pathways will be kept clear of obstruction.
- Chairs should be pushed in when children are leaving the classroom.
- Autism Classrooms have double-sided locks on doors to assist with flight risk behaviours.
- Pupils will not be allowed out during break time if the yard is flooded or when there is ice or heavy frost on the ground.
- Children must wear suitable footwear at all times- no heeled/platform/slip-on shoes (flip flops, sliders, slippers or Crocs) allowed, and runners must be worn for P.E.
- Jewellery is not allowed at school, with the exception of stud earrings and watches. Children will be asked to remove their watches before PE lessons.
- Coats must be hung on chairs/hooks provided, and school bags must be placed under the tables/back of chairs.
- Our Code of Positive Behaviour Policy will encourage the children to move around the building in a calm and quiet way.
- Hot School Lunches will be transported around the school in sealed, insulated boxes (All training for this will be provided by Service Provider).
- Hot liquids are **not** permitted outside the staffroom unless they are contained in an appropriately covered mug with a lid.

School Tours and Trips

- Staff will ensure first aid equipment is brought on all trips
- Staff will ensure any medications/EPI pens are brought on all trips. Parents & Guardians will ensure they remind children and staff of Epi-Pens prior to any school outing.
- At least one staff member will carry a mobile phone for emergencies
- In the case of a major injury, administer first aid/CPR, call 999/112, call for an AED, record the incident and phone parents/guardians..

Covid-19

The Board of Management recognises that COVID-19 poses a health and safety risk to the school community. The school will keep staff and families up-to-date with any HSE information and guidance in this regard, and will implement the most up-to-date COVID-19 isolation guidelines.

Access to Employees

It is the policy of the BOM of Harold's Cross Educate Together National School that if an employee feels at risk from or threatened by a particular person on school property, this must be drawn to the attention of the BOM. The BOM will ensure that in such circumstances, all appropriate measures will be taken to protect employees. (See: Bí Cineálta Policy and Dignity At Work Policy)

A Communication policy was developed in consultation with the school community in order to streamline communications between all members of the school community and to set out best practice guidelines for communication.

Stress in the Workplace

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

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

The BOM must recognise that the pressure of work can trigger illness, that stress and illness can be related and that it does not indicate weakness or incompetence. Safeguards and controls must be implemented at an organisational level. This can include social support, career development and training, managerial support, control of one's own work and positive staff communication. The school's communication policy encompasses the practices for employers and acknowledges employees' right to Disconnect.

Spectrum. Life provides the EAS (Employee Assistance Service) for all school staff. This is a self-referral service where employees have access to a **freephone confidential helpline**, available 24 hours a day, 365 days a year. The contact details are as follows:

- freephone: 1800 411 057
- SMS 'Hi' to 0871452056 and WhatsApp 'Hi' to 0873690010
- Register for Wellbeing app here: https://wellbeingtogether.spectrum.life/login

Sensitive Risk Groups

The Health and Safety Authority recognises pregnant staff members at work as a Sensitive Risk Group. The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees (from now on referred to as The Pregnancy Regulations) apply when an employee informs her employer that she is pregnant, has recently given birth or is breastfeeding and provides an appropriate medical certificate. As the earliest stages of pregnancy are the most critical ones for the developing child, it is in the employee's best interest to let her employer know she is pregnant as soon as possible.

Once the school becomes aware that an employee is pregnant, the school (i.e. the staff member with responsibility for health and safety, in consultation with the Principal) will assess the specific risks from the employment to that employee and take action to ensure that she is not exposed to anything which would damage either her health or that of her developing child. (See Risk Assessment Template – Appendix 1 (b)). A copy of the risk assessment for staff members will be kept in their staff file and will be brought to the attention of the Board of Management, if any accommodations etc. need to be made.

Assessing the risk means determining:

- To what hazards the pregnant woman is exposed
- How often does the exposure occur, and for how long

The main hazard types are:

- General hazards
- Hazards specific to pregnancy

What do General hazards include?

- Physical shocks - including direct blows to the abdomen
- Vibration - of the whole body, there are guidelines on vibration
- Handling a load - there are guidelines on handling of loads
- Noise – there are guidelines on noise
- Excessive heat or cold

- Movement and postures which are abrupt or severe or give rise to excessive fatigue
- Ionising radiation
- Non-ionising radiation
- Biological agents – including viruses, bacteria etc.
- Chemicals – including substances, which cause cancer, mercury, anti-cancer drugs and carbon monoxide.
- Stress and/or bullying

What are the hazards specific to pregnancy?

Unless the risk assessment indicates that there will be no injury to the employee or the developing child, pregnant employees must not work with:

- Rubella – unless adequately immunised
- Toxoplasma
- Lead and lead substances
- Certain physically demanding tasks – heavy lifting, for instance

Further information can be found here:
https://www.hsa.ie/eng/workplace_health/sensitive_risk_groups/pregnant_at_work_faq_responses/

Other Welfare and Health Issues

It is the policy of the BOM of Harold's Cross Educate Together National School that:

- Dampness and draughts will be minimised.
- Rubbish will not be allowed to accumulate.
- Proper ventilation will exist.
- Adequate toilet facilities will be provided and maintained in a good, clean, hygienic condition.
- A family room was created to facilitate breastfeeding breaks.
- Adequate washing facilities will be provided.
- Toilet paper, soap and hand towels will be provided in each toilet.
- School furniture will be maintained and repaired if necessary.
- Arrangements for eating will be provided in the form of a staffroom

HSE Screening and Vaccinations

As part of the HSE vision and hearing screening programme, children in primary school are offered vision and hearing screening examinations. These are offered by and provided by the HSE, not by the school. The school provides a space for the HSE to undertake the screening, and it is the responsibility of the screening practitioner to gain and check consent before undertaking the same.
As part of the HSE vaccine programme, children in Junior Infants are offered the 4 in 1 and MMR vaccines in school. These are offered by and provided by the HSE, not by the school. The school provides a space for the HSE to administer these vaccines, and it is the responsibility of the administering practitioner to gain and check consent before administration of the same.

Reporting and Treatment of accidents/injuries

It is the policy of the BOM of Harold's Cross Educate Together National School that:

- Serious accidents or injuries will be reported using the Accident/Incident Report Form (Appendix 2) and kept on file for the individual in question
- Minor accidents/injuries in the school building/school yard and the Administration of First Aid will be reported by relevant staff members using Appendix 3 and uploaded on Aladdin by the school secretary. Grazes/small cuts that do not require first aid (cleaning/plaster) will not be recorded/reported.
- **All head bumps** are reported to the secretary. A phone call home is made if there are any visible cuts or bumps to the head. A phone call home is also made if there are no visible cuts or bumps, but the child has any symptoms such as dizziness, pain or feeling sick. If the child is feeling well and shows no symptoms, parents will be informed via an Aladdin notice, and all details will be recorded on Aladdin (Appendix 3)

Dissemination of Policy

The attention of all newly appointed staff will be drawn to this policy upon their appointment to the school. This policy will be published on the school website and provided to the Parent-Teacher Association. A copy of this policy will be made available to the Department of Education and Skills and the Patron, if requested. Hard copies of this, and all school policies, are available at the school on request.

Ratification and Review

This policy was ratified by the Board of Management of Harold's Cross Educate Together N.S. on . It will be reviewed in Term 1, 2026.

Signed: (Principal)

Signed: (Chairpe

Date: 10th June 2026

Appendix 1 (a)

Harold's Cross Educate Together National School

Hazard Identification, Risk Assessment and Control Measures

Area in the school: _____

Hazards	Is the Hazard present? Y/N	What is the risk?	Risk Rating? H=High M=Medium L=Low	Controls	Is this control in place?	Action to be taken	Person Responsible	Signature and Date when action completed

Risk Assessment completed by: _____
Date: _____

Appendix 1 (b)

Harold's Cross Educate Together National School
Hazard Identification, Risk Assessment and Control Measures for Pregnant Staff Members

Name of Staff Member: **Date of Risk Assessment:**

Hazard	Is a hazard present?	What is the risk?	Risk Level? Low/Medium/High	Controls	Is this control in place?	Actions to be taken	Person Responsible	Sign and date when complete
Physical shocks - including direct blows to the abdomen								
Vibration - of the whole body, there are guidelines on vibration								
Handling a load - there are guidelines on handling of loads								
Noise – there are guidelines on noise								
Excessive heat or cold								
Movement and postures which are abrupt or severe or give rise to excessive fatigue								
Ionising radiation and Non-ionising radiation								
Biological agents – including								

viruses, bacteria etc.								
Chemicals – including substances, which cause cancer, mercury, anti-cancer drugs and carbon monoxide.								
Rubella – unless adequately immunised								
Toxoplasma								
Lead and lead substances								
Certain physically demanding tasks – heavy lifting, for instance								

Risk Assessment completed by: **Date:**

Appendix 2

Harold's Cross Educate Together National School
Accident/Incident Report Form

INJURED/ILL PARTY DETAILS

Name: _____
D.O.B: _____

Address: _____

STATUS

Student Staff Member Visitor Contractor

Other: _____

DETAILS

Date, Time and Place of Accident/Incident: _____

Date and Time reported to Management: _____

TYPE OF ACCIDENT:

Main agent which caused the accident:	**Please tick:**	**Provide details:**
Injured/damaged by a person		
Struck by/contact with		
Caught in/under		
Slip/trip/fall		
Sharps		
Road Traffic Accident		
Exposure to a substance		
Manual handling		
Property damage		

PART OF BODY PART OF BODY INJURED:

_____

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

_____

_____

CONSEQUENCES: Fatal Non-fatal

RESULT: Sick Leave Excused Light duty Medicine N/A

ANTICIPATED ABSENCE: 1-4 days 4-7 days 8-14 days 14+ days None

DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:
• the work/activity being carried out when the accident occurred
• the equipment in use (if any)
• location of accident: Detail how the accident occurred

Attach:
(A) Injured party's report
(B) Witness list (level of detail required will vary depending on the severity of the accident)
(C) Witness statements (level of detail required will vary depending on the severity of the accident)
(D) Sketch or photograph of the scene, equipment etc., where appropriate

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

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

Investigating staff member (Block Capitals):_____

Signature: _____
Date: _____

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

Appendix 3

Harold's Cross Educate Together National School

Record of Accident/Injury in the yard/classroom and First Aid Administration

Day:	**Date:**	**Please tick location:**		
		Classroom:	**Morning yard:**	**Afternoon yard:**
Child's Name and Class:		**Administering Staff Member:**		

Details of accident/injury:

Running/playing on yard and slipped/tripped or fell	
Running/playing on yard and collided with another pupil	
Struck by/injured by equipment	
Other	

Area on body injured:	**Tick**	**Describe e.g. (left/right, upper/lower, graze, cut, bump or bruise present):**
Head injury		
Leg/foot injury		
Hand/Arm injury		
Other		

Details of first aid administered:

None required	
Cleaned with water	
Put on a plaster/bandage	
Applied an icepack	
CPR administered	
AED used	
Emergency services contacted:	
Other (give details):	

Class Teacher informed: ☐

Phone call home made: ☐ **Aladdin sent:** ☐

Successful call/no answer at: _____

Voicemail left at: _____

Aladdin sent at: _____

Decisions made:

Child to be collected ☐

Parents to be contacted again if any change ☐

Teacher to update parents at home time ☐

Other _____

Uploaded to Aladdin by: _____ (staff member) on _____ (date)

Appendix 4

Harold's Cross Educate Together National School

Medical Response Plan

Student details:

Student Name:

Illness/diagnosis:

Class:

Family Contact:

Siblings in the school:

Medical background:

This pupil has a confirmed medical diagnosis of:

The following outlines XXXXXX characteristics:

School Response Plan:

DO

DON'T

First Aid/Medication Plan:

XXXX parents /guardians have completed the administration of medication request form

Medication to be administered as follows:

If the medication is out of date, do not administer until an ambulance is contacted - Follow their advice re: administration of expired medication.

When to call an ambulance - Dial 112 or 999

Recording and Reporting Plan: