



Safety Statement 2025 – 2026

St. Colman's N.S., Mullingar

Safety Statement

(in accordance with the Safety, Health and Welfare at Work Act 2005)

1. General Policy Statement

The Board of Management (BoM) of St. Colman's N.S. recognises its duty under the **Safety, Health and Welfare at Work Act 2005** to ensure, so far as is reasonably practicable, the safety, health and welfare of employees, pupils, contractors and all visitors to the school.

We are committed to providing:

- A safe and healthy workplace for employees
- Safe access and egress routes
- Safe systems of work and the provision of protective equipment where required
- Information, training and instruction to staff as appropriate
- Emergency plans and fire safety procedures
- An environment that promotes wellbeing and safety for pupils and the wider school community

This Safety Statement is based on **risk assessments of hazards in the school** and will be reviewed annually, or sooner if necessary.

2. Responsibilities

Board of Management

- Has overall responsibility for health and safety in the school
- Provides resources to ensure compliance with legislation
- Reviews this Safety Statement annually

Principal & Safety Officer

- Implement the Safety Statement
- Ensure staff, pupils and visitors are aware of safety procedures
- Maintain records (accidents, training, drills)

- Liaise with contractors and inspectors

Staff

- Take reasonable care for their own safety and that of others
- Cooperate with the Safety Statement
- Report hazards, accidents and near-misses promptly
- Supervise pupils in line with school procedures

Pupils

- Follow instructions from staff
- Behave safely and responsibly
- Report hazards or accidents to a teacher

Visitors / Contractors

- Must comply with school safety rules
 - Report to the school office on arrival
 - Work under the supervision of the principal/designated staff member
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3. Risk Assessments

Risk assessments are carried out annually and whenever new hazards arise.
Examples of hazards assessed:

- Classrooms and corridors (slips, trips, electrical, manual handling)
- Playground and yard (supervision, falls, equipment)
- Fire safety (exits, alarms, extinguishers, drills)
- Chemicals (cleaning products)
- Lone working
- Challenging behaviour
- School tours and trips

4. Emergency Procedures

- **Fire Safety:**
 - Fire drills held at least once per term
 - Assembly point: upper and lower yards
 - Principal and deputy principal ensure the building is cleared
 - Fire extinguishers are serviced annually
- **Critical Incident / Evacuation Plan:**
 - In place and reviewed annually
 - Responsibilities assigned for contacting emergency services, first aid, and supervision

5. First Aid and Accidents

- First Aid kits are located at: main office
 - Staff trained in First Aid: Ger Beehan, Amy Hamill, Aisling Walters, Julie O'Mara, Aisling Dowling, Sinéad Duffy, Lorraine Moloney, Emer Morris, Jenny Connaughton, Niamh O'Hara, Garrett McCormack, Linda Callaghan, Louise Connaire, Helen Kelly, Catriona Milmoie, Patricia Murphy, Sinéad O'Loughlin, June Shanley, Deirdre Duncan, Bernie O'Brien & Bernie McCann
 - All accidents are recorded in the **Accident Report Book**
 - Parents/guardians are informed promptly of incidents involving pupils
 - Serious accidents are reported to the HSA where required
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6. Training

- All new staff are briefed on this Safety Statement
 - Manual handling and other relevant training will be provided as necessary
 - Refresher training arranged as appropriate
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7. Communication

- This Safety Statement is available to all staff, parents, visitors and inspectors
 - A copy is displayed on the staff noticeboard
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8. Review

- Reviewed annually each **September** by the Principal, Safety Representative, and staff.

- Approved by the Board of Management on: 21/10/2025

- Signed: Mary Hughes (Chairperson, BoM)