



**Scoil Mhuire gan Smál**

Phone: (01) 454 1641

Tyrconnell Rd, Inchicore

Dublin 8, D0Y9T4

## **Health and Safety Statement**

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This Safety Statement is prepared in accordance with the Safety, Health and Welfare at Work Act 2005. It sets out the safety policy for Scoil Mhuire Gan Smál and the means to achieve said policy. It should be read in conjunction with the school's Risk Assessment documentation, which is maintained as a separate and detailed record of identified hazards and control measures. The school's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the designated Safety Representatives and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

Should you have any questions in relation to health and safety or this safety statement, please contact us using the details below:

Email: [office@smgs.ie](mailto:office@smgs.ie)

Phone: (01) 4541641

Alternatively, if you are unsatisfied with the school's response to your concern, you can contact the Health and Safety Authority.

Phone: (0818) 289389

Email: [contactus@hsa.ie](mailto:contactus@hsa.ie)

Online Form: [https://www.hsa.ie/eng/publications\\_and\\_forms/online\\_complaint\\_form/](https://www.hsa.ie/eng/publications_and_forms/online_complaint_form/)

### **Aims**

The Board of Management of Scoil Mhuire Gan Smál wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- The highest standards of safety will prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act 2005 are applied
- There shall be safe access to and from places of work.
- Plant and Machinery may be opened safely in so far as is possible.



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- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- The safety and prevention of risk to health at work in connection with use of any article or substance
- Plans for emergencies shall be complied with and revised as necessary.
- This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- Employees shall be consulted on matters of health and safety.
- Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of **Scoil Mhuire Gan Smál** undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to. It recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

### Duties of Employees

While at work, it is the duty of every employee to:

- Comply with the relevant statutory provisions, as appropriate, and to take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person
- Co-operate with his/her Board of Management and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- Report to the Principal/Board of Management without unreasonable delay, any incidents, hazards, or defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
- Ensure that work practices are performed in the safest manner possible when using available facilities and equipment provided.
- Not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or persons arising out of work activities.'



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### **Duties of Safety Representative(s)**

Employees may select and appoint from amongst their number at their place of work a representative to represent them at the place of work in consultation with their Board of Management on matters related to safety, health and welfare at the place of work.

A safety representative may

- Inspect the whole or any part of the place of work after giving reasonable notice to the Board of Management or immediately, in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person,
- Investigate accidents and dangerous occurrences provided that he or she does 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,
- Investigate complaints relating to the safety, health and welfare at work made by any employee whom he or she represents,
- Accompany an inspector who is carrying out an inspection of the place of work, other than an inspection for the purpose of investigating an accident or dangerous occurrence unless at the discretion of the inspector concerned,
- Make representations to the Board of Management on any matter relating to safety, health and welfare at the place of work,
- Make oral or written representations to inspectors on matters relating to safety, health and welfare at the place of work, including the investigation of accidents or dangerous occurrences,
- Receive advice and information from inspectors on matters relating to safety, health and welfare at the place of work, or with any other safety representatives who may be appointed in the undertaking concerned, whether or not those safety representatives work in the same place of work, in different places of work under the control of the Board of Management or at different times at the place of work.
- Be informed by their employer, where an inspector attends at a place of work for the purpose of carrying out an inspection, that the inspection is taking place

In consultation with the safety representative(s), the Board of Management shall:

- Agree the frequency or schedule of inspections which may be carried out, having regard to the nature and the extent of the hazards in the place of work,
- Consider any representations made by the safety representative in relation to the matters specified in this section or on any matter relating to the safety, health and welfare at work of employees and, so far as is reasonably practicable, take any action that are considered necessary or appropriate with regard to those representations.
- Give to the representative such time off from his or her work as is reasonable having regard to all the circumstances, without loss of remuneration, to enable the safety officer:
  1. To acquire, on an ongoing basis, the knowledge and training necessary to discharge his or her functions as a safety representative,
  2. To discharge those functions.



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### **Duties of Visitors and Members of the Public**

Every employer shall manage and conduct his or her undertaking in such a way as to ensure, so far as is reasonably practicable, that individuals at the place of work (not being his or her employees) are not exposed to risks to their safety, health or welfare. It is the duty of visitors and members of the public on the premises to:

- Identify themselves prior to gaining access to the school
- Report to the school office once inside the building
- Follow instructions and school safety procedures
- Comply with this Safety Statement

In the case of contract work, contractors must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions. While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

### **Consultation and Information**

Students, employees and parents are consulted in preparation and completion of health and safety inspections and reviews. All health and safety procedures are communicated clearly and copies provided to all new and present staff members as well as being publicly available both in hard copy and on the school website.

### **Hazard Management**

Hazards are identified through ongoing observation along with formal and informal inspections. Each hazard is assessed in terms of risk and addressed through appropriate control measures. Those which can be rectified will be dealt with as a matter of urgency and those that cannot will have interim control measures put in place. All hazards shall be eliminated in so far as resources and circumstances allow. Identified hazards and their associated control measures are listed below:

#### ***Hazard 1: Fire***

- Fire drills to be conducted at least once per term.
- Fire exits and evacuation routes are clearly marked and kept unobstructed
- Fire extinguishers and alarms are provided and placed at key locations throughout the school
- Firefighting equipment to be regularly checked and serviced
- Designated evacuation routes and assembly points are in place and communicated to all employees



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### ***Hazard 2: Accidents and Incidents***

- All accidents and incidents to be reported immediately
- Records of accidents and incidents are maintained using relevant documentation including but not limited to yard books, major/minor accident report forms, running records
- First Aid boxes are available, stocked and maintained
- Designated staff member is first-aid certified
- All employees to receive first aid training where possible
- Emergency procedures and contact numbers are readily available
- Accidents and incidents are reviewed to identify risks and patterns in order to prevent recurrence

### ***Hazard 3: Tools, Appliances and Equipment***

- Equipment is used only by trained, competent and authorised personnel
- Regular inspections and maintenance are carried out
- Faulty equipment is removed from use and replaced where needed
- Safety guards are checked to be in working order
- Electrical leads are unplugged when not in use for lengthy periods
- Manufacturer guidelines are adhered to

### ***Hazard 4: Chemicals and Hazardous Substances***

- All chemicals are stored securely and labelled clearly, bearing instructions and precautions
- Safety Data Sheets are readily available
- Appropriate protective measures and equipment are used when handling chemicals and substances

### ***Hazard 5: Hygiene and Infection Control***

- The school promotes high standards of hygiene
- Adequate sanitation and handwashing facilities are provided
- Cleaning procedures are in place
- Washing/polishing of all tables and floors is to be conducted after school hours

### ***Hazard 6: Health***

- Life-saving medications (EpiPens, inhalers etc.) are stored and clearly marked in an easily accessible location
- Smoking and vaping are prohibited on school grounds and premises.
- Use of or being under the influence of alcohol or illicit substances is prohibited on the grounds and premises.



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### **Hazard 7: Vehicles and Traffic Management**

- Vehicle access is restricted on the school grounds during the hours of 08:00 to 16:00.
- Clear vehicular procedures are in place and signposted on both the school and church grounds
- Those parking outside the school grounds are advised to accompany children to and from the school premises.
- The use of electric bikes and electric scooters by students, parents/guardians or members of the public is strictly prohibited on school property.
- Parents/Guardians have been advised that in line with public legislation (Road Traffic Regulations 2024), it is illegal for any person under the age of 16 to operate an electric scooter.
- No electric vehicles will be permitted to be stored on the school premises.

### **Monitoring and Revisions**

This statement shall be revised annually at a minimum by the Safety Representative and the Board Of Management of Scoil Mhuire Gan Smál in accordance with patron observations, experiences and the requirements of the Health and Safety Act and the Health and Safety Authority.

### **Signed and ratified on behalf of the Board of Management:**

Chairperson:

Date: 28/05/2026

Principal:

Date: 28/05/2026

BOM Safety Rep.: *Emma Deering Kidd*

Date: 28/05/2026

Staff Safety Rep.: *Eoin Moynihan*

Date: 28/05/2026

### **Members of the Board of Management:**

*Chairperson:*

Mary O'Brien

*Board Members:*

David Gough

Mette Abel



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Fr. Martin Moran  
Eoin Moynihan  
Emma Deering Kidd  
Collette Darcy  
Colin Nugent

Date of next review: May 2028