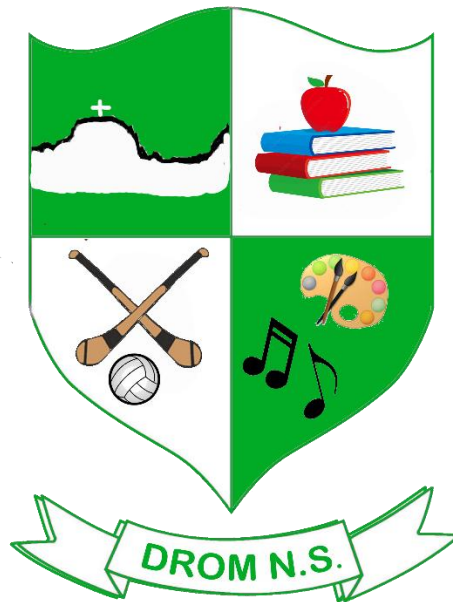


DROM NATIONAL SCHOOL



# Safety Statement & Risk Assessment 2026–2027

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## 1. INTRODUCTION

This Safety Statement has been prepared by the Board of Management of Drom National School in accordance with the Safety, Health and Welfare at Work Act 2005.

The purpose of this document is to:

- identify hazards within the school environment,
- assess the risks arising from those hazards,
- outline the control measures in place,
- and provide a practical framework for managing health and safety within the school.

This Safety Statement applies to all employees, pupils, visitors, contractors and others who may be affected by school activities.

The Board of Management recognises that it is not possible to eliminate all risks. The aim of this policy is to ensure that risks are reduced and managed so far as is reasonably practicable.

This statement should be read in conjunction with the following school policies and procedures where applicable:

- Child Safeguarding Statement
- Child Protection Procedures for Primary and Post-Primary Schools
- Code of Behaviour
- Anti-Bullying Policy: Bí Cineálta
- Supervision Policy
- Critical Incident Management Policy
- Administration of Medication Policy
- Accident and Illness Policy
- Intimate Care and Toileting Policy
- Special Educational Needs Policy
- Acceptable Use Policy / ICT Policy
- Data Protection Policy
- School Excursion Policy
- Attendance Policy
- Substance Use Policy
- Dignity at Work / Staff Bullying and Harassment Policy
- Emergency Closure Policy
- Infection Prevention and Communicable Disease Guidance
- Lone Working Guidance
- Manual Handling Guidance
- Physical Education Policy
- School Visitor Policy

These policies collectively support the school's management of safety, welfare, safeguarding and wellbeing.

## 2. STATEMENT OF SAFETY POLICY

The Board of Management of Drom National School is committed to providing, so far as is reasonably practicable:

- a safe place of work and learning,
- safe access and egress,
- safe systems of work,
- safe equipment and facilities,
- appropriate supervision of pupils,
- suitable information and instruction for staff,
- and appropriate procedures for emergencies.

The Board acknowledges its duties under the Safety, Health and Welfare at Work Act 2005 and will take reasonable steps to ensure compliance with relevant legislation.

The success of this policy depends on cooperation between staff, pupils, parents, contractors and visitors.

This Safety Statement will be reviewed annually or whenever significant changes occur in the school environment, staffing, building, activities or legislation.

Signed: *Fr. Martin Murphy*  
Chairperson, Board of Management

Date: 27<sup>th</sup> May 2026

Signed: *Amadean Moore-Walsh*  
Principal

Date: 27<sup>th</sup> May 2026

### **3. RESPONSIBILITIES**

#### **3.1 Board of Management**

The Board of Management has overall responsibility for health and safety within the school.

The Board will:

- maintain and review the Safety Statement,
- provide reasonable resources for health and safety,
- consider health and safety matters raised by staff,
- ensure significant hazards are addressed,
- and ensure emergency procedures are in place.

#### **3.2 Principal**

The Principal is responsible for the day-to-day implementation of this Safety Statement.

The Principal will:

- promote safe practices within the school,
- ensure hazards are reported and addressed where practicable,
- maintain accident records,
- organise fire drills,
- ensure emergency exits remain accessible,
- communicate safety procedures to staff,
- and coordinate periodic safety reviews.

#### **3.3 Staff**

All staff are expected to:

- take reasonable care for their own safety and that of others,
- follow school procedures,
- report hazards or defects promptly,
- avoid unsafe practices,
- cooperate with the Board of Management,
- and supervise pupils appropriately.

Staff should not:

- stand on chairs or tables,
- undertake unsafe work at height,
- use damaged electrical equipment,
- or carry out work beyond their competence.

#### **3.4 Visitors and Contractors**

Visitors and contractors are expected to:

- act safely while on school premises,
- comply with school safety procedures,
- ensure work areas are secured,
- and avoid creating hazards for pupils or staff.

The school will maintain insurance details for regular contractors where appropriate.

#### **4. SAFETY CONSULTATION AND REVIEW**

Health and safety will be considered as required during staff meetings and Board of Management meetings.

Staff are encouraged to raise safety concerns promptly.

A general safety review of the school buildings and grounds will be carried out annually, with additional informal inspections carried out during the school year as necessary.

The school may nominate a staff member to act as Safety Representative in accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005.

#### **5. EMERGENCY PROCEDURES**

##### **5.1 Emergency Evacuation**

In the event of a fire or other emergency:

- the alarm will be raised,
- all persons must evacuate the building immediately,
- staff will supervise pupils to the designated assembly point,
- and roll call will be conducted.

No person may re-enter the building until authorised to do so.

Emergency exits and escape routes must remain clear at all times.

##### **5.2 Fire Drills**

Fire drills will normally be carried out once each term.

Records of drills will be maintained.

##### **5.3 Emergency Contacts**

Emergency contact numbers will be maintained in the school office.

#### **6. FIRE SAFETY**

The school will:

- maintain fire extinguishers and alarm systems,
- ensure annual servicing of fire equipment,
- maintain emergency lighting where provided,
- keep escape routes clear,
- and provide basic fire safety instruction to staff.

Only persons who feel competent and safe to do so should attempt to use a fire extinguisher.

Combustible materials should not be stored near boilers, heaters or electrical equipment.

## **7. FIRST AID AND MEDICAL ATTENTION**

The school will maintain:

- suitably stocked first aid kits,
- access to pupil medical information,
- and emergency contact details.

The Board will endeavour to ensure that staff members receive appropriate first aid training where practicable.

In the event of serious illness or injury:

- parents/guardians will be contacted,
- emergency services will be contacted where necessary,
- and appropriate records will be maintained.

Minor playground incidents not requiring medical treatment or parental contact do not require formal accident investigation.

## **8. ACCIDENT REPORTING AND INVESTIGATION**

The school will maintain records of:

- accidents requiring medical attention,
- incidents requiring parent notification,
- significant injuries,
- and dangerous occurrences.

The purpose of accident recording is to:

- identify recurring hazards,
- improve safety procedures,
- and comply with legal obligations.

Incidents reportable to the Health and Safety Authority will be reported in accordance with relevant legislation.

## **9. CONTRACTORS AND VISITORS**

Contractors carrying out significant works may be requested to provide:

- evidence of insurance,
- and appropriate safety documentation.

Work areas should be isolated from pupils where necessary.

The school does not permit unsafe work practices including:

- unsafe ladder use,
- leaving tools unattended,
- or obstructing escape routes.

Visitors should report to the office where practicable and thereafter to the principal.

## **10. WELFARE FACILITIES**

The school will provide:

- toilet and washing facilities,
- drinking water,
- staff welfare facilities,
- and reasonable standards of cleanliness.

Corridors and circulation areas should be kept as clear as reasonably practicable.

Cleaning chemicals will be stored securely.

Hot drinks should be transported carefully and not left unattended where pupils may access them.

## **11. SAFE SYSTEMS OF WORK**

### **11.1 Working at Height**

Staff must not stand on chairs, tables or unsuitable furniture.

Suitable step ladders may be used for light tasks.

Any task involving significant height or elevated risk should be referred to the Principal.

### **11.2 Manual Handling**

Staff should avoid lifting heavy objects where possible.

Where lifting is required:

- loads should be assessed first,
- assistance should be sought where necessary,
- and safe lifting techniques should be used.

### **11.3 Electrical Safety**

Damaged plugs, sockets or equipment should be removed from use and reported.

Electrical inspections should be arranged periodically by qualified contractors.

### **11.4 Storage**

Heavy items should be stored at lower levels where practicable.

Storage areas should be kept tidy.

Shelving units should be secured where necessary.

### **11.5 Cleaning Chemicals**

Cleaning products will be stored securely and used in accordance with manufacturer instructions.

### **11.6 Outdoor Areas**

Outdoor surfaces, playgrounds and equipment will be visually monitored for obvious hazards.

Hazards identified should be addressed as resources permit.

### 11.7 Sporting Equipment

Goalposts, basketball equipment and outdoor play equipment should be checked periodically.

Damaged equipment should be removed from use until repaired.

## 12. SPECIFIC RISK AREAS

### 12.1 Slips, Trips and Falls

Controls include:

- cleaning spillages promptly,
- maintaining floor surfaces,
- monitoring mats,
- reducing clutter,
- and encouraging appropriate pupil behaviour.

### 12.2 Wet Floors

Toilet areas and entrances should be monitored regularly.

Spillages should be cleaned promptly.

### 12.3 School Grounds

The school grounds will be monitored for:

- uneven surfaces,
- damaged drains or covers,
- debris,
- and other foreseeable hazards.

### 12.4 Trees and Hedges

Routine ground-level maintenance may be undertaken by suitable personnel.

Specialist contractors will be engaged for higher-risk tree work where required.

### 12.5 Boiler Room

Combustible materials should not be stored in the boiler room.

### 12.6 Infection Prevention

The school will follow current public health guidance regarding infection prevention and communicable diseases.

## 13. TRAINING AND INFORMATION

The school will endeavour, as resources permit, to provide:

- induction information for new staff,
- fire safety instruction,
- first aid training,
- and manual handling guidance where relevant.

Staff will be provided with access to this Safety Statement.

## 14. REVIEW PROCEDURES

This Safety Statement will be reviewed:

- annually,
- following significant incidents,
- following major building changes,
- or where legislation or guidance changes.

## 15. MONITORING, MAINTENANCE AND COMMUNICATION

The Board of Management recognises that effective health and safety management depends on regular communication and practical monitoring rather than excessive paperwork.

The following arrangements will apply within the school:

- Staff are encouraged to report hazards, defects or concerns promptly.
- Minor issues identified during the school day should be addressed immediately where possible.
- More significant maintenance concerns should be recorded and brought to the attention of the Principal and Board of Management.
- Safety matters may be discussed during staff meetings and Board of Management meetings as required.
- The school caretaker, principal or designated staff member may carry out periodic visual checks of the school premises and grounds.
- Contractors engaged by the school are expected to carry out their work safely and to avoid exposing pupils or staff to unnecessary risk.
- Pupils are encouraged, in an age-appropriate manner, to behave safely and to report hazards or accidents to staff.

The Board of Management acknowledges that resources within a small primary school are limited. Health and safety measures will therefore be prioritised based on:

- the seriousness of the risk,
- the likelihood of injury,
- legal obligations,
- and available resources.

The school will continue to make reasonable improvements to the safety of the premises and systems of work over time.

## 16. RISK ASSESSMENT REGISTER

HAZARD	RISK	EXISTING CONTROLS	FURTHER ACTION
Fire	Injury, smoke inhalation	Fire extinguishers, alarms, drills	Continue servicing and drills
Slips/trips	Falls and injury	Cleaning, supervision, monitoring floors	Repair damaged surfaces as required
Working at height	Falls	Step ladders available, chairs not permitted	Replace damaged ladders if necessary
Storage/shelving	Falling objects	Heavy items stored lower	Secure shelving where needed
Cleaning chemicals	Burns/poisoning	Locked storage	Review products periodically
Electrical faults	Shock/fire	Faults reported promptly	Arrange periodic inspection
Wet toilet floors	Slips	Staff awareness, cleaning	Continue monitoring
Cluttered corridors	Trip/evacuation obstruction	General supervision	Continue monitoring
Outdoor surfaces	Trips/falls	Visual inspections	Repair hazards as resources permit
Goalposts/sports equipment	Injury	Regular visual checks	Continue maintenance
Hot drinks	Burns	Staff awareness	Use secure containers
Contractor works	Injury	Contractor supervision	Isolate work areas where required
Manual handling	Strains/sprains	Staff awareness	Provide guidance/training where practicable
Trees/hedges	Injury	Ground-level maintenance only	Use contractors for high-risk work
Boiler room	Fire risk	Restricted storage	Continue monitoring
Windows/openings	Injury	Staff supervision	Install restrictors where necessary
Infection transmission	Illness	Hygiene measures	Follow public health guidance

## 17. PRIORITY ACTION PLAN 2026 - 2027

### Immediate Priorities

- Ensure fire drills are conducted and recorded.
- Ensure first aid kits are stocked.
- Remove unsafe climbing practices.
- Secure hazardous chemicals.
- Ensure emergency exits are clear.
- Monitor shelving and storage.

### Medium-Term Priorities

- Arrange first aid training.
- Review electrical inspection status.
- Address significant trip hazards.
- Formalise simple inspection checklist.

### Long-Term Priorities

- Consider accessibility improvements.
- Replace damaged surfaces as funding allows.
- Consider additional safety improvements identified through review.

## 18. RELATED POLICIES AND PROCEDURES

The Board of Management recognises that health and safety overlaps significantly with safeguarding, supervision, behaviour management, wellbeing and operational procedures.

For that reason, this Safety Statement should not be viewed in isolation but as part of the wider framework of school policies.

The following policies are considered particularly relevant to health and safety management within the school:

<b>POLICY</b>	<b>RELEVANCE TO HEALTH &amp; SAFETY</b>
Child Safeguarding Statement	Protection and welfare of pupils
Supervision Policy	Safe supervision of pupils during class, yard time and transitions
Code of Behaviour	Prevention of unsafe or aggressive behaviour
Anti-Bullying Policy: Bí Cineálta	Emotional and psychological safety
Critical Incident Management Policy	Response to emergencies and traumatic events
Accident and Illness Policy	Management and recording of accidents and illness
Administration of Medication Policy	Safe management of pupil medical needs
School Excursion Policy	Safety during off-site activities
ICT / Acceptable Use Policy	Safe use of technology and internet access
Data Protection Policy	Appropriate management of information and recordings
Attendance Policy	Accountability and pupil welfare
Dignity at Work Policy	Staff wellbeing and workplace conduct
Special Educational Needs Policy	Appropriate supports and risk management for pupils with additional needs
Physical Education Policy	Safe participation in physical activities
School Visitor Policy	Management of visitors and contractors

Where policies overlap, the most up-to-date version approved by the Board of Management shall apply.

## 19. SCHOOL-SPECIFIC PROCEDURES

### 19.1 Classroom Safety

Teachers are responsible for maintaining a reasonably safe classroom environment.

This includes:

- maintaining clear walkways where practicable,
- ensuring bags and coats are stored appropriately,
- supervising the safe use of classroom equipment,
- avoiding overloading shelves or displays,
- and ensuring pupils understand basic classroom safety expectations.

Classroom doors and visibility panels should not be fully obstructed.

Teachers should report defects or hazards requiring maintenance.

### 19.2 Yard Supervision

The school will maintain a yard supervision rota.

Staff supervising yard areas should:

- monitor pupil behaviour,
- address unsafe play,
- identify hazards where visible,
- and respond appropriately to accidents or incidents.

Pupils are expected to follow school rules during break times.

### 19.3 School Tours and External Activities

Reasonable care will be taken when organising school tours, sporting activities and external events.

Staff organising activities should consider:

- appropriate supervision,
- transport arrangements,
- medical needs of pupils,
- emergency contact information,
- weather conditions,
- and suitability of activities.

Accidents occurring during school activities should be reported in accordance with school procedures.

### 19.4 Administration of Medication

The administration of medication will be managed in accordance with the school's Administration of Medication Policy.

Relevant medical information supplied by parents will be communicated to staff on a need-to-know basis.

### 19.5 Lone Working

Where staff members are working alone in the school outside normal school hours, reasonable precautions should be taken.

Staff should:

- ensure doors are secured,
- avoid unnecessary high-risk tasks,
- and where appropriate, inform another person that they are onsite.

### 19.6 Adverse Weather

During periods of adverse weather, the school will take reasonable steps to reduce risk.

This may include:

- restricting access to unsafe areas,
- monitoring icy or slippery surfaces,
- adjusting outdoor activities,
- or following Department of Education guidance regarding school closure where applicable.

### 19.7 Use of ICT and Electrical Equipment

Staff and pupils should use electrical and ICT equipment safely.

Damaged cables or equipment should be removed from use and reported.

Trailing leads should be avoided where possible.

## 19.8 Visitors to the School

Parents and visitors are expected to:

- behave appropriately while on school premises,
- follow staff instructions where necessary,
- and avoid entering classrooms or work areas without permission.

The school reserves the right to restrict access where necessary in the interests of safety or safeguarding.

## APPENDIX A – EMERGENCY NUMBERS

### Emergency Services

Service	Contact Number
Emergency Services	999 / 112
Fire Brigade	999 / 112
Ambulance Service	999 / 112

### Gardaí

Station	Contact Number
Templemore Garda Station	(0504) 32630
Thurles Garda Station	(0504) 25100

### Hospitals and Medical Services

Service	Contact Number
Nenagh Hospital	(067) 31491
Tipperary University Hospital (Clonmel)	(052) 6177000
University Hospital Limerick	(061) 301111
ShannonDoc Out-of-Hours GP Service	0818 123 500
Dr. Kevin Delargy	(0504) 50600
National Poisons Information Centre	(01) 809 2166

### Child Protection and Educational Support Services

Agency	Contact Number
Tusla – Child and Family Agency	(061) 588688
NEPS – National Educational Psychological Service	(01) 8650799
Department of Education Inspectorate	(01) 8896553
St. Senan's Education Centre	(061) 347777

**School Management and Insurance**

<b>Agency</b>	<b>Contact Number</b>
CPSMA – Catholic Primary School Management Association	(01) 6292462
Allianz Schools Division	(01) 6133966
Employee Assistance Service	1800 411 057

**Parish Contact**

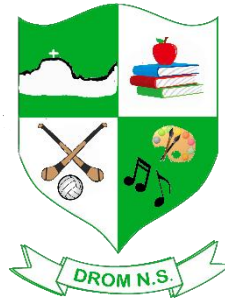
<b>Contact</b>	<b>Contact Number</b>
Fr. Martin Murphy	(086) 3868877

## **APPENDIX B – ANNUAL SAFETY REVIEW CHECKLIST**

The following should be reviewed annually:

- Fire extinguishers serviced
- Fire alarm functioning
- Fire drills completed
- Emergency exits clear
- First aid kits stocked
- Outdoor surfaces checked
- Storage areas checked
- Electrical defects addressed
- Boiler room clear
- Accident records reviewed
- Significant hazards reviewed

**DROM NATIONAL SCHOOL**  
**ANNUAL SAFETY REVIEW CHECKLIST**



AREA	ANNUAL REVIEW REQUIREMENT	COMPLETED	ACTION REQUIRED	DATE	INITIALS
<b>Safety Statement</b>	Reviewed and updated if required				
<b>Risk Assessments</b>	Reviewed and updated where necessary				
<b>Fire Extinguishers</b>	Annual servicing completed				
<b>Fire Alarm / Emergency Lighting</b>	Servicing/testing records reviewed				
<b>Fire Drills</b>	Fire drills carried out and recorded				
<b>Accident Records</b>	Significant incidents reviewed for patterns or hazards				
<b>First Aid Kits</b>	Checked and replenished				
<b>First Aid Training</b>	Training needs reviewed				
<b>Electrical Inspection</b>	Inspection status reviewed				
<b>School Buildings &amp; Grounds</b>	General safety inspection completed				
<b>Outdoor Play Equipment</b>	Visual condition reviewed				
<b>Goalposts / Sports Equipment</b>	Checked for stability and condition				
<b>Boiler Room</b>	Checked for inappropriate storage/fire hazards				
<b>Cleaning Chemical Storage</b>	Storage arrangements reviewed				
<b>Contractor Documentation</b>	Insurance details reviewed where applicable				
<b>Staff Safety Information</b>	Staff reminded of key procedures				
<b>Related Policies</b>	Relevant policies reviewed and updated where necessary				

## **APPENDIX C – DISTRIBUTION**

A copy of this Safety Statement will be:

- made available to staff,
- available to the Board of Management,
- and reviewed as necessary.