

SAFETY STATEMENT

SCHOOL NAME: St. Eunan's N.S.

ADDRESS: Laghey,
Co. Donegal

SCHOOL TYPE: Primary School.

YEAR UPDATED Nov 2025

REVIEW YEAR 2026

Safety Officer: Miss Sarah Tully

Safety Representative: Ms Annette Mc Groary

Chairperson: Fr. Adrian Gavigan

This Safety Statement is aimed at protecting our students and staff employees from workplace accidents and ill health at work. It is our programme in writing to manage health and safety. The Safety Statement is available to staff, students, outside services providers and inspectors of the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year. In particular we undertake, so far as is reasonably practicable, to comply with all relevant health and safety legislation to include the following areas:

- *provision of a safe workplace*
- *safe access and egress routes*
- *safe handling and use of equipment*
- *safe equipment including maintenance and use of appropriate guards*
- *provision of appropriate personal protective equipment.*
- *Provision of appropriate training, instruction and supervision.*

Signed: Fr Adrian Gavigan
Safety Officer/Chairperson Board of Management.

Date: 25/11/2025

SAFETY STATEMENT

Policy Statement

The Board of Management of St. Eunan's National School, charged with the direct government of the school, has prepared this Safety Statement in accordance with the requirements of the Safety, Health and Welfare Act 2005, (Sections 19 &20). In doing so it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school by the parents of the pupils.

Safety, Health and Welfare within the school is, and has always been, a most sacred duty incumbent on all members of the school community and one which calls for constant vigilance.

The Board of Management will as far as practicable:

Provide adequate resources to maintain the Safety, Health and Welfare of all staff and pupils while on the school premises.

Identify and review risks to the safety and health of pupils and of staff and put control measures in place to minimize such risks.

Provide and maintain systems of work, which are safe and without risk to health.

Provide staff and pupils with information and supervision as is necessary to secure their safety and health at work and that of others that may be affected by their actions.

Ensure that all equipment is maintained in a safe condition.

Make adequate provision for welfare facilities at the school.

Keep the school safe and ensure that access and egress is safe and without risk.

Monitor safety performance, and review it on a regular basis.

The Board recognizes its duties to staff, parents, contractors and other members of the public who may visit the school premises on school business.

The Safety Statement shall be reviewed on an annual basis.

APPOINTED REPRESENTATIVES:

The Principal shall be responsible for overseeing the safety provisions on behalf of the Board of Management and a Safety Officer (Miss Tully) and a Safety Representative (Ms Mc Groary) have been appointed for St. Eunan's N.S. under the provision of the Safety, Health and Welfare at Work Act 2005. They should be consulted, if any of the staff have queries regarding any of the provisions mentioned in this statement. Their main duties and responsibilities are as follows:

Principal - The main functions of the Principal shall be:

Day to day management of all health and safety matters in the school in accordance with the Health and Safety Policy.

Ensuring that safe working practices and procedures are in place.

Ensuring regular inspections are carried out.

Passing on details on new legislation and health and safety matters.

Investigating the cause of accidents and incidents where practicable and implementing corrective action where relevant.

Identifying staff training needs.

Safety Officer - The main functions of the Safety Officer are:

To give guidance and advise on all safety, health and welfare matters.

To review and revise safety procedures as appropriate.

To ensure that adequate fire protection and prevention measures are in place.

To replenish First Aid kits as required (with the assistance of First Aider Jody Mc Groarty)

To organize staff training e.g. Training in First Aid and the use of Fire Fighting Equipment.

To ensure that every staff member, visitor and worker at the school has read the current safety statement.

Safety Representative

The safety rep may consult with and make representation to the Board or their designated representative in the school i.e. Principal on safety, health and welfare matters.

She may identify dangerous occurrences in the School and help identify remedial action.

A Safety Representative is entitled to consult a health and Safety inspector about an aspect of safety, health and welfare at work.

She may investigate any risks to staff/complaints that have been made by staff.

Other Staff - Other staff are responsible for:

Day-to-day management of Health and Safety in accordance with the Health and Safety Policy.
Checking that classrooms, all work areas, and play areas of the school are safe.
Checking that equipment is safe before use.
Ensuring safe procedures are followed.
Bringing problems to the Principal's attention.

HAZARDS

The Board of Management, in consultation with the staff, has identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

Activity outside of the classroom

Hazards within the Classroom/School

Restricted Areas

Hygiene

Fire

First Aid

Discipline

Car Parking

School ground wear and tear, including 3G pitch.

ACTIVITY OUTSIDE THE CLASSROOM:

St. Eunan's N.S. opens for school business at 8.50 a.m. and all teachers will be present to exercise the required supervision over their classes at that time. It is recognised that the short break 10.30 - 10.45 a.m. and the lunch break 12.00 - 12.30 p.m. require special attention and care. A Rota of Supervision for these times has been created and a copy of this is given to all teachers.

Attention of the teaching staff is directed to being vigilant at all times. In all pupil activity involving Games, P.E. etc., teachers will exercise prudent judgment on the level of safety required and bring to the notice of the Principal any matter requiring corrective action.

The surface of the school yard requires a certain amount of caution.

Ice/flooding in yards and steps shall be monitored in winter and dealt with appropriately.

The inappropriate use of P.E. equipment can be a hazard.

Loose objects to be removed from yard and put in a safe place. Bigger objects to be reported.

Loose stones on basketball to be monitored and where possible removed from the tarred area.

Boiler house to be left free of all flammable/combustible materials.

Damaged manhole covers to be reported and safety measures put in place eg. Place a cone to highlight danger.

Fencing and timber products to be inspected regularly for obvious defects and reported where required.

SCHOOL TOURS & OUT OF SCHOOL ACTIVITIES:

A blanket permission form is filled out and signed as each child enrolls in the school. This will cover all school outings.

Careful instructions re road safety and personal safety is taught through the SPHE Curriculum.

Adequate supervision will be provided for all trips.

2. HAZARDS WITHIN CLASSROOM/SCHOOL:

Teachers and ancillary staff are requested to conduct a periodic safety check of their classrooms and workplace and to effect corrective action when necessary.

Within the classroom and school building during normal school business, the hazards with potential for injury for all are:

Activities involving the use of tools of any kind, e.g. scissors, knives, pointed implements etc.

Activities involving the use of electrical power or equipment

Moveable furniture

School bags & coats to be stored out of walkways

Undisciplined behaviour - the class teacher is responsible for the safety culture in the classroom. It is the responsibility of the class teacher to have a tidy classroom floor, safe walking isles and safe stacking of shelves. The class teacher will have regular discussions about safety in the classroom. Children should be constantly cautioned about the danger of throwing or pointing objects at a fellow pupil.

Protruding units - safe stacking of books and items for children should not be stacked on top shelves. It must be easy and safe to access at all times. Do not store heavy boxes or over stack items on top shelves.

Hot liquids should not be brought into the classroom unless in a secure travel mug.

Mats - any upturned or damaged mats should be removed and reported.

Posters/displays must be put up at a reachable height, only using the ladder at a max of 2 steps

Nappy bags/plastic bags must be stored out of reach. Cleaning supplies should be locked away.

Toilet floors must be kept dry at all times and children to inform class teacher if floor is wet.

Within each classroom, class teachers are responsible for:

- locking all doors
- closing all windows
- ensuring all fire doors are closed
- turning off all equipment/devices

before leaving the school each day. Emergency access doors facing the front of the school, must be locked during the school day.

Nuts are strictly prohibited in our school. Teachers are responsible for monitoring children's lunch boxes.

If a case of broken glass in the tunnel is reported to a staff member, the staff member must report this issue to the school secretary, who will inform the local council.

ACCIDENTS

A written record of all accidents / incidents and the measures taken shall be recorded on the Accident Report Template and filed away in the office. All incidents must be recorded using the template provided.

If the class teacher has an accident in the classroom, a system is in place for a child to notify the nearest teacher using a red cross sign (located in all classrooms / SET / EAL rooms)

3. RESTRICTED AREAS:

The restricted areas of our school are as follows:

- The Boiler Room
- The Oil Tank/surrounding Wall
- The Staff Room (only with permission from a member of staff)
- The PE store (only with permission from a member of staff)
- The front car park (only with permission from a member of staff)

These areas are restricted unless authorised by a Staff member.

4. HYGIENE:

Hygiene is the concern of everyone in our school. Good hygiene practice is essential for the health and welfare of all in the school. For this reason any infringement in the Code of Conduct in this regard will be viewed with particular seriousness. Teachers are requested to train their pupils in good hygienic practice. The staff, teaching and ancillary, is requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed to be necessary.

Gloves are provided to all staff members for First Aid procedures.

Antiseptic liquid soap is used and toilets are checked regularly.

5. FIRE:

It is the policy of the Board of Management of St. Eunan's N.S. that:-

- there is an adequate supply of task specific fire extinguishers.
- all fire equipment is identified and regularly serviced
- regular fire drills take place at least once a term and those dates are to be recorded in the fire register/sheet in the office.
- instruction is given in the use of fire extinguishers for specific materials/equipment
- fire alarms are clearly marked
- exit signs are clearly marked.
- all electrical equipment should be turned off outside school hours.
- the school has a designated assembly point.
- there will be a named person, responsible for fire drills and evacuation procedures. This will be Mrs. Mc Daid. In the absence of Mrs. Mc Daid, Miss Tully will take on this responsibility.
- the school and equipment will be checked by a fire officer and all recommendations made by him/her will be implemented.
- those leaving school building, except those specified on a regular time-table, should let the Principal know where they are going and the level of supervision in place.
- fire training will be provided to all staff members where necessary.

6. FIRST AID:

In the event of accidents it may be necessary to administer First Aid. First Aid equipment is under the care of Jody Mc Groarty, who is our first aid responder/administrator. The First Aid kit is stored in the first aid cabinet (in the main corridor, opposite school office). A small First Aid kit is stored at the main exit door to the yard to be used at break times for minor injuries. The key is hung up beside the first aid cabinet. A spare key is also hung up in the office (within the shelving unit).

If a child gets ill / injured during the school day:

1. Jody is informed to assess all cases.
2. A parent is contacted (when required).
3. In the case of a serious accident, an ambulance will be called.

Accidents are reported and recorded by the member of staff who is present or who is on supervision at the time. These reports are kept on file in the office.

First aid travel bags are available in the first aid cabinet (top shelf). It is the class teacher's responsibility to ensure all medications and first aid items are brought on outings etc. and returned to the first aid cabinet on return.

7. DISCIPLINE:

The Code of Behaviour for St. Eunan's N.S., together with "Reminders for Children" provide for a level of behaviour to minimise personal risk and stress to all.

If at any time a staff member is subjected to abusive or threatening behaviour by a parent, this incident must be drawn to the attention of the Board of Management. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

8. ADDITIONAL HAZARDS AND RISKS:

Additional hazards, which should be considered, monitored and reported include:

- Traffic in and out of school grounds.
- Falls from heights - school walls and steps.
- Slippery floors.
- Condition of passageways and play areas etc.
- Means of access and egress.
- Computer Equipment.
- Overcrowding.
- School bus.

Bullying.

Trailing leads (ensuring electrical equipment eg. Air purifier, is positioned close to the wall, where possible).

Fuse board.

Stress - dealing with anxious or aggressive parents.

The Principal will endeavor to address these issues appropriately.

This Safety Statement has been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions.

APPENDIX

BOARD OF MANAGEMENT:

Members of the present Board of Management of St. Eunan's National School are as follows:

NAME

1. Fr. Adrian Gavigan
2. Eadaoin Mc Daid
3. Rebecca McConnell
4. Joe Gatins
5. Roisin Walls
6. Sinead McGowan
7. Michael Naughton
8. Anthony McGrath

SAFETY OFFICER:

Miss Sarah Tully

SAFETY REPRESENTATIVE:

Ms Annette Mc Groary

IMPORTANT PHONE NOS:

Dr. Jason Mc Gill	(074) 9721545
Dr. Mark Boyce	(074)9722234
Dr. Coyne	(074) 9131344
District Nurse	(074) 9721019
Ambulance/fire brigade	999 / 112
Tusla:	
Reporting new cases:	074 91 02233
Queries on existing cases:	074 97 23540
Donegal Town Community Hospital	074 97 40600
Donegal Town Garda Station	074 97 40190
Old School Surgery, Donegal Town - Dr Catherine Blair/Dr Peter Kardos/Dr Emma O'Doherty -	
074 9721364	

Millrow Family Practice, Donegal Town - Dr Jason McGill/Dr Maggie Hall/Dr Luis Ventura - 074 97 21545

Grove Medical Practice, Donegal Town - Dr Mark Boyce/Dr Beverly Huss/Dr Pahola Gomez Rivas - 074 97 22234

Mountcharles Health Centre - Dr Maria Moy/Dr Eoin Dunphy - 074 97 35100

Dunkineely Health Centre - Dr Janinda Muhandiramge - 074 97 37106

Bayview Family Practice, Ballyshannon - 071 98 51600

Ardara Health Centre - Dr McManus - 074 95 41134

Carrick Medical Practice - Dr Aidan Keogh - 074 97 39380

Killybegs Family Health Centre - Dr Kamran Qadeer - 074 97 41122

Dr Bourke, Killybegs - 074 97 31148

Letterkenny Medics, Donegal Town - 074 97 60106

Millbrae Surgery, Stranorlar - Dr O'Donnell - 074 91 31023

Hazardous Activity and Associated Risk

Control Measures

Car Parking

Risk of Injury to Children/Pedestrians/Staff when dropping off/collecting.

Written instructions to be given to parents/guardians at the beginning of the school year. Erected railing at front of the school to prevent children from running in front of vehicles. Allocation of disabled parking. Speed limit signs erected at school entrance. New staff will be made aware of our car park procedures. **Following our health & safety inspection 13/02/2025 and their recommendations for our school / staff car park (designated spaces, walkway to/from staff car park), the BOM applied to the Department of Education under the 'Emergency Works' scheme. The department have requested a scaled down version of this plan. In addition to this, Mrs McDaid, Miss Tully & Sinead McGowan met with Donegal County Council to discuss access to/from school, parking at the other end of the tunnel etc. We are awaiting further updates on this.**

Broken Glass/Sharps/Stones

Risk of injury through cuts/lacerations.

Teachers on supervision duty to check for broken bottles/ glass /stones in school and in the playground. **Council to be informed of any broken glass in the tunnel.**

Front Gate Swinging

It is the responsibility of all staff members to ensure that the front gates are anchored to the ground when opened.

Signage

To inform teachers/pupils/visitors of exit routes incase of an emergency.

Signage appears in good order but requires constant attention.

New lines for fire assembly point were discussed and implemented. CCTV signage erected to discourage trespassers on astro/basketball area. **New signage / illuminated steps highlighted at second**

emergency exit for 5th/6th class and boiler house area.

Chemicals/Cleaning Agents

Risk of serious injury from poisoning/burns/scalds.

All cleaning agents/detergents/ etc to be locked away. **Risk assessments completed for all cleaning agents.**

Cleaner

Risk of slips/falls/trips, wet floors

Cleaning should be done outside school hours. Wet floors to be cordoned off with wet floor signs. **Slip, trip, fall risk assessments completed.**

Defects

Inspections to be carried out and any new defects to be cordoned off and addressed immediately. All Staff have a responsibility to report any defects and record them on the office notice board.

Manual handling

All staff have now received Manual handling & patient handling training. Posters erected throughout the school building.

Students who present with special educational needs and or disabilities (hearing or visual impairment)
Students who may have limited working knowledge/fluency in English
Risk of not being able to follow school policies (emergency evacuation, Code of Behaviour etc.)

School policies provided to all parents upon enrolment to the school.
Termly fire drills to familiarize children with the emergency evacuation procedure.
Review by class teachers at the beginning of the year of acceptable behaviour while on the school premises.
Ongoing praise of good behaviour on the yard and sanctions implemented for unruly behaviour as per Code of Behaviour.

Basketball court

All staff members to monitor loose stones on tarmacked area and remove.
Loose fencing has been repaired. **Plastic barrier erected to reduce / stop stones entering astro pitch from the basketball**

area. Basketball poles to be recovered with foam to prevent injuries.

Access to classroom / toilets

New ramp / graded surface required at entrance to Mrs Meehan's classroom. **Handrails erected in student toilets also.**

Doors opening on walkway to playing areas for breaktimes

With additional classroom now entering / exiting pathway to playing area via emergency exit door - doors opening to oncoming children walking. New slow door open / close device installed.

Sensory Garden

There are a number of areas within the sensory garden that are unsafe and need replacing. All staff informed that it is now a no go area. Repairs / maintenance to be carried out in the coming months. **Most Repairs and maintenance completed.**

Nut Allergies

There are a number of children with severe nut allergies within the school. Sub teacher/SNAs could be eating nuts at break times. Additional signage to be placed in staff eating areas and at the main entrance of the school. **Class teachers to ensure this information is placed clearly within sub teacher / sna folders.**

Medical Conditions / Medications

Written consent received from all parents of children requiring medications within school to share this information with all staff. **Class teachers are required to share this information clearly in teacher and sna sub folders (as required).**

Working at height

The automated school bells requires regular maintenance to run at the correct times. This was installed at a height. This is to be moved down to eye level to ensure the safety of those maintaining the system.

Bullying within the school

New Bí Cineálta policy ratified. Children created 'child friendly' policies also.

Caretaker

Risk Assessment completed and filed. Caretakers store organised and unnecessary items disposed of properly.

Fire Safety

New emergency light installed at main entrance. Fire register purchased and maintained regularly.

DSE

DSE risk assessment completed for school secretary.

PE Store

Astro brush secured to wall in PE store.