

## ***Safety Statement 2025/2026***



***Pobalscoil Átha Bui***  
***Athboy***  
***Co. Meath***

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Document Control

Date	Person/Group	Summary of Changes	Approved by	Revision Number
June 2025	Health & Safety Risk Management Consultancy Services in consultation with Athboy Community School	Revised Safety Statement	Board of Management	Revision 1 18.06.2025

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## 1. Safety, Health, and Welfare Policy and Objectives

In accordance with the Safety, Health, and Welfare at Work Act 2005, it is the policy of the Board of Management of Athboy Community School, to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of all school staff and to protect students, visitors, contractors, and other persons at Athboy Community School from injury and ill-health arising from any work and/or activity of the school.

In so doing the Board of Management's health and safety objectives, so far as is reasonably practicable, are to:

- a) comply with, implement, and promote the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and associated legislation, best practice standards, and codes of practice.
- b) promote awareness of safety, health, and welfare responsibilities of all staff (to include volunteers, contractors etc.) working/volunteering for or on the behalf of Athboy Community School and make this Safety Statement available to interested third parties, as appropriate.
- c) consult with staff (and students as deemed applicable) on matters related to safety, health, and welfare.
- d) identify hazards and eliminate (where possible)/or significantly reduce risks to staff, students, contractors, visitors, and others by implementing and managing safety, health, and welfare risk controls.
- e) provide and maintain safe and healthy working conditions, systems of work and facilities for the prevention of injury and ill health.
- f) provide information, instruction, training, and supervision where necessary, to enable staff to perform their work/activities safely and effectively.
- g) maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school.
- h) provide the necessary resources to ensure the safety, health, and welfare of all those to whom the school Board of Management owes a duty of care, including staff, students, contractors, and visitors.
- i) review the safety, health, and welfare policy and objectives annually to ensure they remain relevant and appropriate.
- j) continually improve the system in place for the management of safety, health and welfare performance and review it periodically to ensure it remains relevant, appropriate, and effective.

The Board of Management is committed to actively implementing this safety, health and welfare policy and the achievement of the associated objectives. The successful implementation of this policy and achievement of the associated objectives requires the full support and active co-operation of all staff, contractors, students, etc. at the school.

**Board of Management Meeting Date: 18<sup>th</sup> June 2025 (Reviewed, Updated and Endorsed)**

**Signed: Brid Rocks**

**Chairperson, Board of Management**

**Athboy Community School**



## 2. School Profile

School Name and Address	
School Name	Athboy Community School
School Address	Athboy, Co. Meath
Eircode	C15XY73
School Role Number	91517D
Chairperson	Brid Rocks
Principal	Clare Garrihy
School Details	
School Level	Post-Primary
School Category	Community School
Day or Boarding School	Day School
School Building Type	Main School Building with Adjoining Sports Hall
School Building Floors	Two Storey Building
School Type	PPP Mixed School
PPP Project Company	Sisk & Sons Ltd
PPP Facilities Management Company	Sodexo
Summary of School Population	
Student Count	650
Staff Count (Full time and Part time)	65
Facilities Management Staff	9
Main Programmes delivered and Educational and Sport Facilities at the School	
School Programmes	Junior Certificate
	Transition Year
	Leaving Certificate
	Leaving Cert Applied
	AEN Programme - An Cuan (Autism Unit)
Educational Facilities	General Classrooms
	Science Department (Laboratories)
	Technology Department (Workshops)
	Home Economics and Textile Rooms
	Art Room
	Computer Laboratory
	Design Computer Graphics
	AEN Facility (An Cuan)
	Polytunnels
Sports Facilities	Grass Play Area
	Hard Courts
	Sports Hall
	Fitness Suite

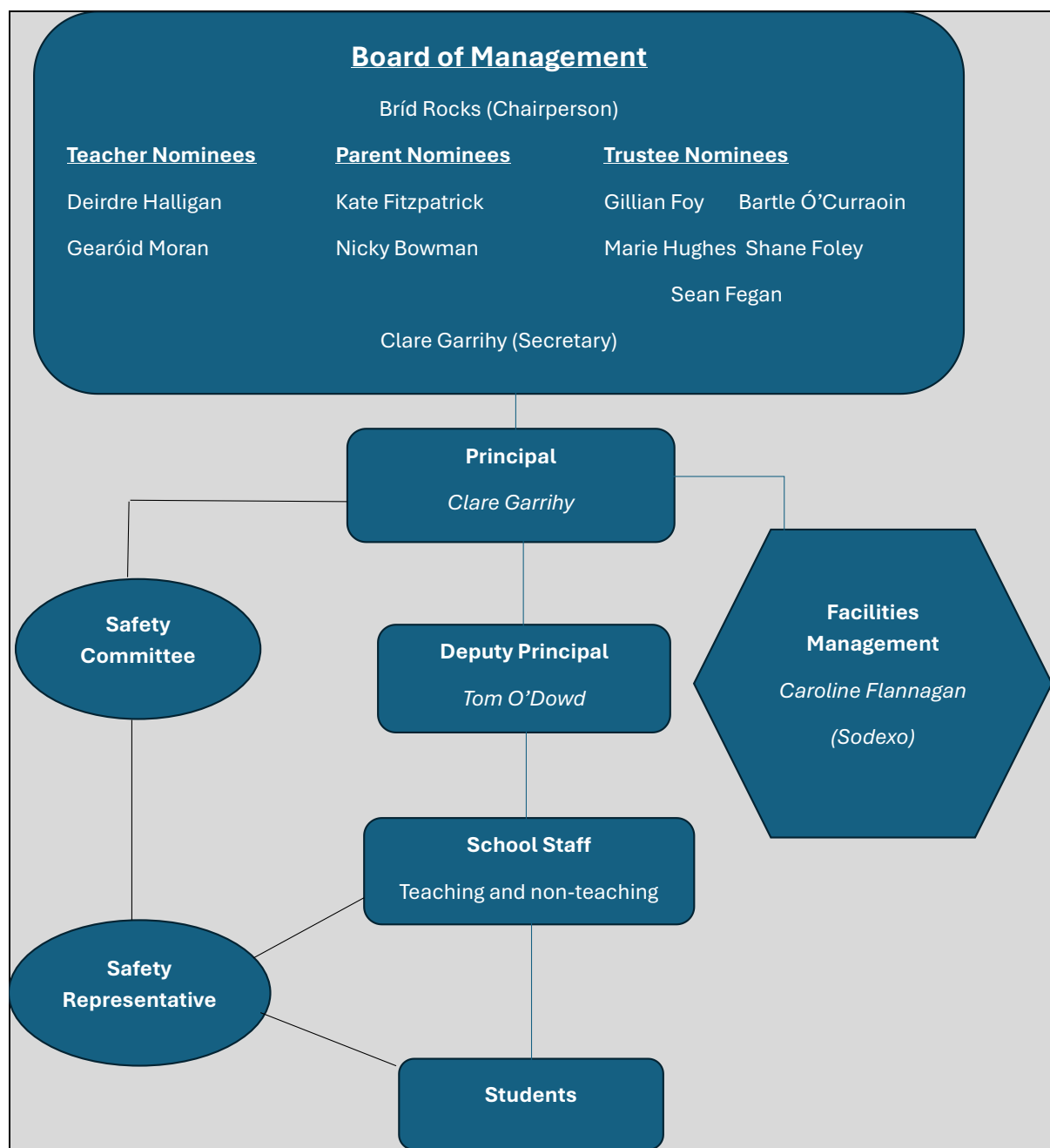




Provisions for Persons with Additional Needs	
Dedicated Suite - An Cuan (Autism Unit)	Special Needs Assistants (SNA)
Wheelchair accessible toilets	Lifts both sides of the school
Mainstream learning Support Rooms	
Onsite and Off-site School Activities	
School hosted sports events – soccer and basketball etc.	School use of local GAA Club Facilities.
School Trips to colleges, expeditions, educational trips etc.	Host primary school programmes i.e. Scifest, careers programmes, host Ark classroom (mobile aquaculture remote classroom, designed to raise young people's awareness of aquaculture). etc.
Shows, plays and musicals.	Parent Teacher Meetings, Open Days.
Incident Management, Welfare and Other Facilities	
First Aid Room (Lena Bakers Room)	AED/Defibrillator (Outside Principals Office)
Student Toilets	Staff Toilets
Showers	Changing Rooms
Onsite Car park	Facilities Compound – stores, bins etc.
External Stores	
Third parties that may frequent or access the school	
Local Clubs and Organisations	Food Village catering company
An Post	Oil delivery company
Courier and large deliveries e.g. general school and workshop supplies	Servicing and maintenance providers
	ESB
Parents/Guardians	Visiting Schools
Local Community Representatives	Guest Speakers and HSE Staff
Department Officials	Management Body Representatives
Staff Occupational Health Support Service	
Spectrum Life	
Student Support Services	
Chaplain	Psychotherapist (part time)
Special Educational Needs Coordinator	HSE Counsellor (part time)
Guidance Counsellor	
Insurance/Indemnity	
Personal Accident Insurance	Student 24-hour Personal Accident Insurance (Allianz)
Insurer/Indemnifier	State Indemnity



## 2.8 School Safety Management Structure





### 3. Resources

The Board of Management of Athboy Community School recognises that adequate resources and supports (e.g., human, financial, equipment, training, professional services etc.) must be made available for the effective implementation of the safety, health, and welfare management arrangements set down in and/or guided by this Safety Statement.

The Board of Management, so far as is reasonably practicable, undertakes to:

- Review and allocate appropriate funds/budget to meet ongoing safety, health and welfare needs of the school.
- Ensure that external competence and expertise is sourced when necessary to meet the school's safety, health and welfare needs and requirements to include training, occupational health, health, and safety, etc.
- Ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the school.
- Ensure that all training to satisfy the schools safety, health and welfare requirements has been identified, sourced (if not provided in-house) and provided/delivered.
- Ensure that all persons that are engaged in relevant work or activities for and on behalf of the school are vetted in accordance with the vetting guidelines.<sup>1</sup>
- Include safety, health and welfare considerations when planning for all school educational subjects (theory and practical based), sporting practice and events, events on and off-site including school tours etc.
- Ensure that the Facilities Management Company (Sodexo) resources are utilised for servicing, maintenance, repair, and upgrade of the school estate (buildings, services, facilities, equipment, and grounds).
- Include safety, health and welfare considerations when procuring products, services, equipment, and materials (in consultation with the Facilities Manager where necessary).
- Ensure that appropriate occupational supports services are available to staff.
- Ensure that appropriate support services are available to students.

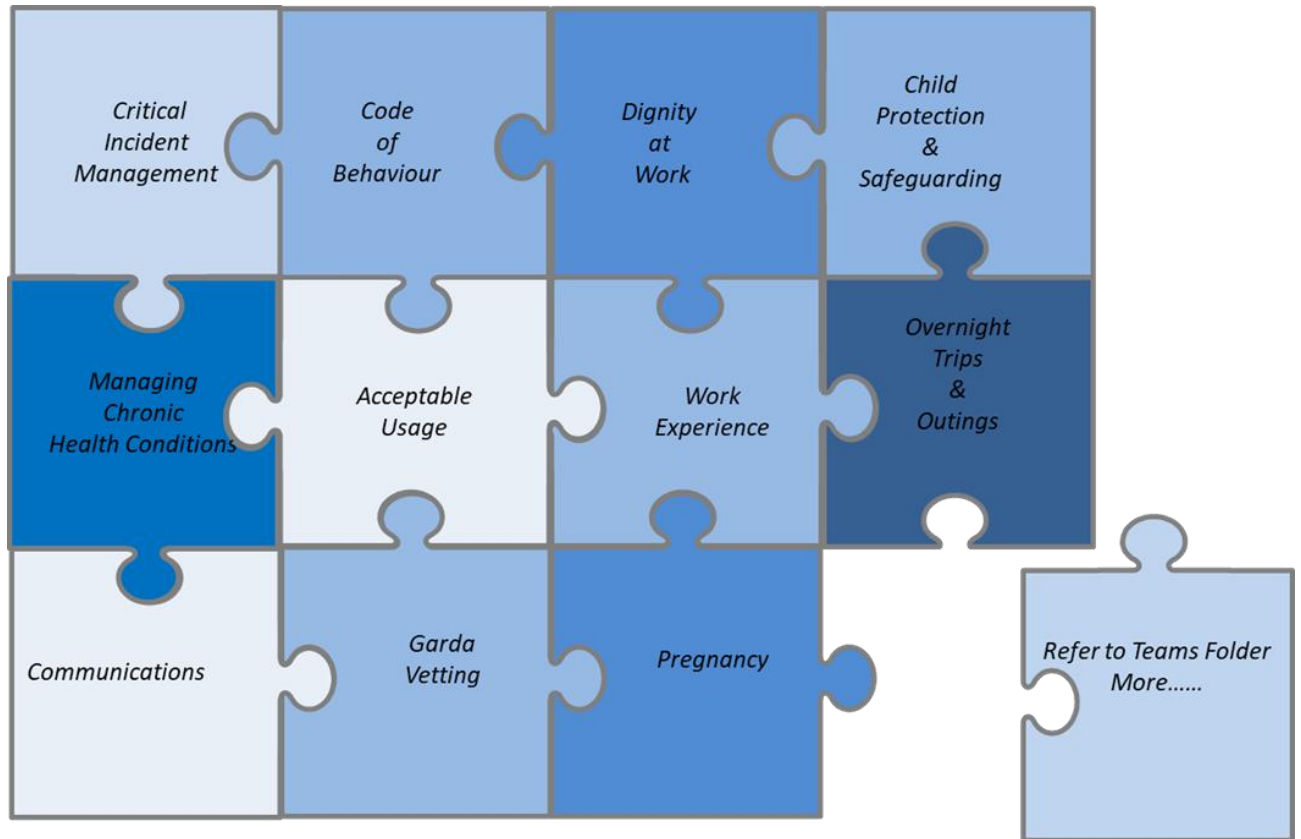
In addition to the above resources a range of policies have been developed which further support the ongoing implementation of the Safety Statement. The policies provide detail in relation to specific aspects of health and safety and the arrangements for ensuring that the day-to-day activities of the school are undertaken safely.

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<sup>1</sup> Under Schedule 1 of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 – 2016.



All supporting policies are available on the school share drive in the “Teams Policy” folder. This folder includes but is not limited to the following policies: -





## 4. Roles and Responsibilities

The Board of Management, as employer, has overall responsibility for safety, health, and welfare in the school, with day-to-day co-ordination and management being undertaken by Clare Garrihy (Principal), assisted by Tom O'Dowd (Deputy Principal) in consultation with Caroline Flanagan (Facilities Manager).

It is the duty of all school staff to comply with and carry out their duties as set out in this Safety Statement, to ensure not just their own safety, health, and welfare but also that of their colleagues and others (e.g., students, visitors etc.) affected by the work and activities of the school.

Key safety, health, and welfare responsibilities at Athboy Community School include:

### 4.1 Board of Management

The responsibilities of Board of Management are, so far as is reasonably practicable, to:

- comply with their legal obligations as employer under the 2005 Safety, Health, and Welfare at Work Act.
- establish the school's safety, health and welfare policy and set objectives; and ensure that they remain up to date, appropriate and effective.
- ensure that the school has a system in place to identify its hazards, assess the associated risks, and implement and communicate the required controls.
- ensure that the school has an up-to-date safety statement.
- review and update the safety statement at least annually and when changes occur that might affect safety, health, and welfare at the school.
- allocate resources to support the management of safety, health, and welfare at the school.
- appoint competent persons as necessary to advise and assist the Board of Management on safety, health and welfare matters at the school.
- receive regular reports on safety, health, and welfare matters from the principal.
- review annually the school's performance in relation to safety, health, and welfare management and drive continual improvement.

### 4.2 Principal

Clare Garrihy (Principal), assisted by the Tom O'Dowd (Deputy Principal), holds the designated responsibility for the day-to-day coordination and management of safety, health & welfare activities on behalf of the Board of Management. The responsibilities of the principal are, so far as is reasonably practicable, to:

- comply with the requirements of the 2005 Act.
- plan for safety, health and welfare management and delegate safety, health and welfare tasks, as required.
- coordinate and manage safety, health, and welfare in the school on a day-to-day basis.
- communicate regularly with all members of the school community on safety, health, and welfare matters.
- ensure that risk assessments and corrective actions are carried out and controls communicated.
- ensure that there is a system in place to manage, record, and where required, investigate accidents and incidents, to include the completion of all relevant statutory reports, which are forwarded as required to the State Claims Agency (Indemnifier) and/or the Health and Safety Authority.



- support and assist the development and regular practice of emergency procedures.
- determine and organise relevant safety, health, and welfare training.
- ensure that there is a system in place to vet all persons that are engaged in relevant work or activities in accordance with the vetting guidelines.
- liaise with the facilities manager in relation to the school's facilities management programme to ensure the school estate and its facilities are managed, inspected, serviced and maintained appropriately.
- to confirm with the facilities manager that new employees of the facilities management company are garda vetted as per national vetting requirements (as of March 2025).
- to liaise with the facility manager in relation to the expiry of Garda vetting Certificates for their employees and the re-vetting of facilities management employees (as of March 2025).
- ensure that regular monitoring and review of the school's safety, health and welfare performance is carried out.
- formally report to the Board of Management on the school's performance in relation to safety, health, and welfare management e.g., staff representations, safety committee reports, inspections, facilities management meetings/reports etc.
- make available to any third-party contractor (working in the school or on behalf of the school) the relevant parts of the school Safety Statement and any appropriate safety, health and welfare procedures/rules/restrictions.

### 4.3 PPP Project Company (Sisk & Sons Ltd.)

Athboy Community School was built in 2010 (and commenced occupancy 2011) under the Public Private Partnership Scheme. Sisk & Sons Ltd are the PPP Project Company, and they have, in accordance with the project agreement terms, provided a facility that has been purpose-built for the schools needs and is compliant with the law, European Standards, and the technical guidance specifications (from the Department of Education) to include building fabric, fixtures and fittings, and furnishings.

The school facility, as provided by the PPP Project Company, is also subject to maintenance, inspection, servicing, and testing to ensure that the school remains operational, safe, secure, and compliant (for the duration of the contract<sup>2</sup>). In so doing, the PPP Project Company, have engaged the services of a Facilities Management Company<sup>3</sup> (Sodexo) to manage and deliver these services.

### 4.4 Facilities Management Company and Facilities Manager (Sodexo)

Facilities Management is an essential pillar of health and safety management at Athboy Community School. Caroline Flanagan, the appointed Sodexo Facilities Manager, oversees the day-to-day management and delivery of services to ensure that the facilities provided continue to meet the needs of Athboy Community School and other building users. The Facilities Manager, together with the Facilities Management Company team, are responsible for delivering and supporting the following services at the school and achieve, where required, the requisite level of statutory compliance through the following:

- Implementation and management of a planned preventative and reactive maintenance programme to include grounds maintenance, car parking and access roads.

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<sup>2</sup> PPP Contract has an end date of 2036.

<sup>3</sup> Sodexo is a full-time facilities management company at Athboy Community School that have been appointed by the PPP Project Company – Sisk & Sons Ltd.



- Confirmation (formally) to the school that machines/equipment (bandsaw, circular saw, kiln, bunsen burners etc.) and services (boiler, CCTV, security, fire detection etc) have been serviced appropriately (to support the school risk assessment process).
- Small improvements and minor works.
- Energy management.
- Caretaking and portorage services.
- Cleaning and housekeeping services – onsite dedicated cleaning team.
- Fire safety systems and services to include fire and emergency procedures and training.
- Security services.
- Pest control services.
- Waste management services.
- Telecommunications systems and services.
- Emergency response.
- Help desk facility available to school Management and Staff.

In delivering and managing the above Services at Athboy Community School the Facilities Manager will: -

- facilitate ongoing consultation and communication between the Facilities Manager and Principal on safety, health and welfare matters via formally scheduled minuted meetings.
- coordinate facilities management work activities in consultation with the principal to prevent risks to safety, health and welfare at the school.
- provide competently trained staff (and contractors).
- undertake the facilities management work activities in a safe manner to safeguard the safety, health and welfare of their own staff and all persons at and visiting Athboy Community School.
- liaise with the school principal in relation to the expiry of Garda Vetting Certificates for facility management employees to allow the school to have the employees re-vetted.
- adhere to their own (facilities management company) safe work practices and safety arrangements/controls as required by School and its operation.

### 4.5 Staff - Teaching and Non-teaching

The Safety, Health & Welfare at Work Act, 2005 sets out specific duties for employees (staff) to take responsibility for their own safety, health, and welfare and for that of other staff members, students, visitors, and any other person who may be affected by their acts or omissions while at work. In that respect all staff of Athboy Community School, regardless of role, are legally required to work in a safe manner and not to endanger their own health and safety or that of any of their co-workers or others. Staff are also obliged to co-operate fully with health and safety related policies and procedures of the school and to comply with all arrangements implemented by management to safeguard safety, health, and welfare of all at and visiting the school. The responsibilities of all staff are, so far as is reasonably practicable, to:

- comply with all statutory obligations on employees as required by the 2005 Safety, Health, and Welfare at Work Act
- co-operate with school management in the implementation of the Safety Statement and formally conduct, where required, risk assessments of their immediate work environment/activity and determine controls. Inform students of the appropriate controls, as determine by the risk assessment process.
- undertake risk assessments for new hazards, e.g., new machine, system of work, change to the curriculum or chemical product.



- inform and ensure that students are supervised and follow safe procedures associated with individual subjects/activities e.g., the safety features of equipment, use personal protective equipment (PPE), adherence to laboratory rules, tours/trips procedures/rules etc.
- undertake checks of the immediate work area/environment to include equipment, pitches etc. to ensure that they are safe and free from fault or defect before use.
- attend safety, health and welfare briefings, training courses, meetings etc. as required.
- select and appoint a safety representative.
- co-operate with the school safety committee.
- communicate any risk concerns or opportunities in accordance with the school's consultation process.
- report accidents, near misses, and dangerous occurrences to Tom O'Dowd (Deputy Principal) as outlined in Section 6.3 of this safety statement.

### 4.6 Cleaning/Housekeeping Staff

Cleaning and housekeeping services are provided by an onsite dedicated cleaning team engaged by the Facilities Management Company and managed by the Facilities Manager – see Section 4.4.

### 4.7 Catering Staff

Catering services are provided at Athboy Community School by a third-party external contractor “*Food Village*”. Any contractor working in or on behalf of the school has a duty to comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health, and Welfare at Work (General Application) Regulations 2007-2016, and any other relevant legislation e.g. food safety legislation and HACCP standards.

In delivering and managing the provision of catering services at Athboy Community School, “*Food Village*” will: -

- adhere to all necessary contractor engagement requirements of the school e.g. provide a copy of their Safety Statement (relevant parts), risk assessments and carry appropriate insurance cover etc.
- coordinate their own activities in consultation with the Principal and Facilities Manager to prevent risks to safety, health and welfare at the school.
- provide competently trained staff.
- co-operate with the school and facilities management and undertake their work and work activities in a safe manner to safeguard the safety, health and welfare of their own staff and all persons at and visiting Athboy Community School.
- adhere to their own (catering) safe work practices and safety arrangements/controls as required by School and its operation.

### 4.9 Contractors

Any third-party external contractor working in or on behalf of the school has a duty to comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health, and Welfare at Work (General Application) Regulations 2007-2016, and any other relevant legislation such as the Safety, Health, and Welfare at Work (Construction) Regulations 2013.

In delivering and managing the provision of contracted services at Athboy Community School, the third-party contractor will: -

- adhere to all necessary contractor engagement requirements of the school e.g. provide a copy of their Safety Statement (relevant parts), risk assessments and carry appropriate insurance cover etc.





- coordinate their own activities in consultation with the Principal and Facilities Manager to prevent risks to safety, health and welfare at the school.
- provide competently trained staff (and sub-contractors).
- co-operate with the school and facilities management and undertake their work and work activities in a safe manner to safeguard the safety, health and welfare of their own staff and all persons at and visiting Athboy Community School.
- adhere to their own safe work practices and safety arrangements/controls as required by School and its operation.

### 4.10 Students, Visitors and other School Users

Students, visitors and other school users have a duty to comply with school regulations and instructions relating to safety, health, and welfare. In so doing follow all safety, health, and welfare related directions and controls to ensure their own safety, health, and welfare and that of others at Athboy Community School to include:

- adherence to safety policies and procedures e.g. fire drills, evacuation procedures, use of equipment etc.
- reporting of accidents, incidents, defective equipment or potential safety hazard to a staff member.
- co-operate on all matters relating to safety, health and welfare at the school.



## 5. Hazard Identification and Assessment of Risks

### 5.1 Definitions

**Hazard:** A hazard, in general, refers to anything with the potential to cause harm in terms of human injury or ill-health, damage to property, damage to the environment or a combination of these, e.g., chemical substances, machinery or methods of work.

**Risk:** Risk means the likelihood, great or small, that an undesired event will occur due to the realisation of a hazard. Risk is dependent on the likelihood that a hazard may occur, together with the severity of the harm suffered/consequences. Risk is also dependent on the number of people who might be exposed to or impacted by the hazard.

**Control measures/controls:** Control measures/controls are precautions taken to ensure that the risk is eliminated or reduced. Following the risk assessment, implementing control measures is a critical element of managing safety effectively. Control measures ensure, for instance, that equipment is safe and work activities are conducted in a safe manner. It is not enough to be aware of risk, control measures must be put in place to eliminate or significantly reduce it.

### 5.2 Policy

In accordance with **Section 19 of the Safety, Health and Welfare at Work Act 2005**, the Board of Management of Athboy Community School, insofar as is reasonably practicable, ensures that hazards are identified, risks assessed, and appropriate control measures implemented in the delivery of the curriculum, school-related activities, and all other uses of the school premises.

The school's policy is to:

- Identify hazards, assess risks, and implement controls using the methodology outlined in this Safety Statement, aligned where possible with the *Guidelines on Managing Safety, Health and Welfare in Post-Primary Schools (2018)*.
- Conduct risk assessments for all activities (academic, sporting, operational, etc.) that could potentially cause injury, illness, or damage to property or the environment.
- Ensure that staff members or department staff teams, familiar with their specific work areas, carry out these assessments, using standard templates provided by the school.
- Require that completed risk assessments are signed, dated, and submitted in digital format to the Principal (on behalf of the Board of Management) and the Safety Committee for review.
- Implement identified control measures, and where this is not immediately possible, develop an action plan to address outstanding risks.
- Ensure staff communicate relevant safety controls to students where necessary.
- Review risk assessments annually, or sooner in response to changes such as new equipment, processes, or incidents.
- Provide appropriate information, instruction, training, and supervision to enable staff to carry out their duties safely and effectively.



## 5.3 Roles and Responsibilities

### Board of Management

The **Board of Management** holds overall responsibility for managing safety, health, and welfare in the school. This includes:

- Reviewing and formally approving the Safety Statement, including all associated risk assessments.
- Ensuring the necessary resources, structures, and supports are in place to implement control measures.
- Receiving and reviewing action plans arising from the risk assessment process, as presented by the Principal, for approval and any required follow-up.

### Principal

The **Principal**, Clare Garrihy, is designated to coordinate the day-to-day implementation of safety, health, and welfare activities on behalf of the Board of Management. This includes:

- Overseeing the risk assessment process across all school areas.
- Coordinating the submission of risk assessments to the Safety Committee and Board.
- Ensuring staff are supported in meeting their safety responsibilities through training, guidance, and access to resources.

### Staff

All **staff members** have a duty to actively contribute to the school's safety management through the risk assessment process. Their responsibilities include:

- Identifying hazards and carrying out risk assessments for their areas of work (e.g., classrooms, laboratories, sports facilities).
- Using the school's standard templates to ensure consistency and completeness.
- Signing and dating each assessment to confirm completion.
- Implementing identified control measures and advising students, where applicable, on their safe application.
- Reporting any issues that prevent full implementation of controls to the Principal or Safety Committee.
- Reviewing and updating risk assessments annually, or sooner if changes occur (e.g., new equipment, revised procedures, or incidents).

## 5.4 Methodology

The mechanism of identifying hazards, assessing risks and implementing controls is collectively known as risk assessment and it is intended to be a live iterative process. This is especially true in circumstances when not all controls are in place. In that respect, where a control is not present/implemented then this fact should be recorded as such, and interim controls be put in place until the longer-term controls have been actioned (as per the following methodology).



It is accepted that there will be situations where even an interim control will not be deemed sufficient and in that circumstance the activity in question cannot proceed (until adequately controlled) e.g. a machine that is unguarded. This further reinforces the importance of staff members undertaking risk assessments for their area as they will be most familiar with that area and the activities being undertaken and therefore have the required knowledge of the hazards present. This is also recommended in the “Guidelines on Managing Safety, Health and Welfare in Post-Primary Schools, 2018”.

The ultimate objective therefore of the risk assessment process is to eliminate hazards and where this is not possible, significantly reduce the risks, through the implementation of control measures. The risk assessment methodology implemented at Athboy Community School is a 3-step process as follows:

### Step 1: Hazard Identification

A walk-through of the area (*classroom, workshop, office, staff room etc.*) or consideration of the activity (*school trip, musical, open day etc.*) to be risk assessed should be completed.

A walk-through consists of a slow and thoughtful step by step review of the area/activity to identify any hazards that may be present or could arise.

The relevant risk assessment templates can be used to assist with the hazard identification process.



Figure: Blank Risk Assessment Template.



## Step 2: Risk Assessment

The walk-through process should also allow for the opportunity to assess the risks associated with each identified hazard present and to determine if the respective risk/s are controlled or not.

Once staff member/s have identified the specific hazards in their work area or activity, a risk assessment template should be completed for each hazard. The risk assessment templates used by Athboy Community School have been set down in the “*Guidelines on Managing Safety Health and Welfare in Post-Primary Schools, 2018*”. The templates can be found at:

[https://www.hsa.ie/eng/education/managing\\_safety\\_and\\_health\\_in\\_schools/post-primary\\_guidelines\\_-\\_part\\_c\\_-\\_risk\\_assessment\\_templates/](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/post-primary_guidelines_-_part_c_-_risk_assessment_templates/)

Each work area or activity may require several risk assessment templates to be completed resulting in a bespoke bundle of risk assessments for each work area or activity. Further guidance on how to complete a risk assessment can be found at:

[https://www.hsa.ie/eng/education/managing\\_safety\\_and\\_health\\_in\\_schools/new\\_guidelines\\_files/partc.pdf](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/partc.pdf)

**NOTE:** The risk assessment templates have been produced for a whole range of hazards common in schools, however, they address a non-exhaustive list of hazards. Where there is no risk assessment template available to address a specific hazard, a blank template has been provided which can be completed for any additional hazard – Template 74.

**NOTE:** The risk assessment templates produced are prescriptive and contain a number of pre-populated columns, however, they can be added to, where deemed necessary, to capture further information e.g., risks, controls.

**NOTE:** The word version of the risk assessment templates (on the HSA website) are completely editable and it is recommended, where required, that these templates be used to more accurately reflect the hazards, risks and controls in the school.

## Step 3: Implement Controls

Step 3 is about the control measures. What can be done to improve safety? Can the hazard be eliminated? If not, can the risk be significantly reduced? These are the types of questions that must be asked at this stage of the process.

Using the risk assessment templates provided the following points will also help with identifying and implementing controls: -

### ➤ Control is in place “Y”<sup>4</sup>

When a hazard has been identified and the control measure is found to be in place then this should be recorded on the template to confirm that the risk is controlled by indicating “Y” in the column “***Is this control in place***”.

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<sup>4</sup> “Y” = Yes, the control is in place.



➤ **Control is not in place “No”<sup>5</sup>**

When a hazard has been identified and the control measure is found **not** to be in place then this should be recorded on the template to confirm that the risk is not controlled by indicating **“N”** in the column **“Is this control in place”**. In this circumstance the subsequent columns on the risk assessment template require completion.

- Column **“If no, what actions are required to implement the control?”** must be completed by the person undertaking the risk assessment indicating the actions required or proposed.
- When the person undertaking the risk assessment (e.g. staff member) can implement the required control measure then they should do so directly or as soon as is reasonably practicable noting themselves as the **“Person responsible”** and concluding the process by completing **“Date action completed”** once the control has been implemented.
- However, where a control measure cannot be implemented by the person undertaking the risk assessment then the completed risk assessments must be brought to the attention of the principal and the Safety Committee (using the completed risk assessment templates) for review. An action plan will be developed (by the principal in consultation with the Safety Committee, the person undertaking the risk assessment and the Facilities Manager, as required) to address any controls that cannot not be implemented by the person carrying out the risk assessment. The **“person responsible”** column will be updated accordingly.
- It is important to note that action/s required to implement a control measure may not always be possible with immediate effect and as such interim controls may need to be put in place until the requisite control measure/s has been fully implemented. The person undertaking the risk assessment is a key person in determining these interim controls.
- When an action plan is required, the principal and/or safety committee must ensure that the person completing the risk assessment has been kept informed of the process required to close out the actions.
- Some actions may be ongoing. This information can also be included in the **“Date Action Completed”** column.
- When actions are completed and controls have been put in place and implemented, then the **“Date Action Completed”** column should be completed (by the person that completed the risk assessment initially).

## 5.5 Accessing Risk Assessments and Controls

Completed risk assessment together with the requisite controls can be obtained on MS Teams (Health and Safety) Folder.

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<sup>5</sup> “N” = No, the control is not in place.



## 6. Emergency Preparedness and Response

### 6.1 Critical Incident Management

Athboy Community School are mindful of the potential for critical incidents to occur that may have a significant impact on the school community as a whole and as such the school has developed a Critical Incident Management Policy Plan separately to this Safety Statement to support the response and management of such incidents should they arise.

In a school context, the National Educational Psychological Service (NEPS) have suggested the following definition:

***“A critical incident is any incident or sequence of events, which overwhelms the normal coping mechanism of the school.”***

Critical incidents may involve one or more students or staff members, or a member of the local community. The types of critical incidents include:

- Death of a member of the school community through accident, violence, suicide, or other unexpected death.
- An intrusion into the school.
- An accident involving members of the school community.
- An accident/tragedy in the wider community.
- The disappearance of a member of the school community.
- Threat of infectious outbreak at the school.
- Threats to the school and the school community from external parties e.g., bomb threat.
- Serious damage to the school building through fire, flood, vandalism etc.
- Cyber threat to school technologies and systems.

Refer to Athboy Community School Critical Incident Management Policy Plan for further information and guidance (Teams Policy Folder).

### 6.2 Fire and Emergency Procedure<sup>6</sup>

#### 6.2.1 Scope

This Emergency Procedure covers the management of emergencies at Athboy Community School and provides adequate information to enable people to control the emergency and evacuate to a place of safety should a fire occur. This plan will be updated where any structural changes are made to the property, which may affect any evacuation, and on a regular basis in line with the revision of the Safety Statement.

#### 6.2.2 Purpose

The purpose of this procedure is to describe how an efficient and orderly response to any alarm, emergency or crisis occurring at Athboy Community School is to be managed. It sets out the measures to be taken by Sodexo and Athboy Community School personnel for the evacuation of the school in an emergency.

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<sup>6</sup> Procedure extract from “Sodexo Emergency Evacuation Procedure Athboy Community School”, 01/09/2024



The main purpose is to:

- (a) Safeguard personnel and students
- (b) Minimise damage to buildings and the environment.
- (c) Prevent escalation.

➤ Responsibilities

- It is the responsibility of Sodexo Facilities Manager to ensure suitable firefighting equipment is available, maintained and tested as necessary to ensure compliance with appropriate standards.
- It is the responsibility of Sodexo Facilities Manager to ensure adequate resources in terms of availability of Sodexo employees to identify the location of fire / emergency incidents and ensure correspondence and collaboration with the Principal / Deputy Principal.
- In the event of a fire or emergency, it is the responsibility of Sodexo employees to fulfil their roles as outlined in this Emergency Procedure.
- It is the responsibility of the Principal of Athboy Community School to ensure adequate resources in terms of availability of Athboy Community School direct employees to evacuate the school to a place of safety on activation of the fire alarm.
- In the event of a fire or emergency, it is the responsibility of Athboy Community School employees to fulfil their roles as outlined in this Emergency Procedure.

***Central Control during this procedure will be at the main reception unless fire is contained there if so, go to entrance door to An Cuan unit (Special Needs Unit) as the alternate Central Control point.***

### 6.2.3 Fire Alarm System

A fully addressable fire alarm system is installed in Athboy Community School to Irish Standard 3218. The alarms are linked to an external monitoring company.

The fire alarm operates on a double knock system:

- If one detector head or break glass unit is activated and the fire alarm panel is not reset from the initial device activation within three minutes, the fire alarm system triggers the intruder alarm system. The intruder alarm system dials the monitoring station advising them of a fire alarm.
- At this point the 1st key holder (Caroline Flanagan - Sodexo Facilities Manager) is called and advised of the alarm, and they advise if the fire brigade is required. If the 1st key holder is unavailable the 2nd key holder is called (caretaker Baker).
- If a second detector head or break glass unit is activated the fire alarm system triggers the intruder alarm system. The intruder alarm system dials the monitoring station advising them of a fire alarm.
- At this point the 1st key holder is called and advised of the alarm, and they advise if the fire brigade is required. If the 1st key holder is unavailable the 2nd key holder is called etc.

The fire alarm system is linked to fire safety engineering features in the school. On activation of the full alarm (double knock), hold open devices are disarmed, lifts descend to ground floor and doors open, automatic doors open, fire curtains are deployed, and gas utilities are isolated.





## 6.2.4 Fire Alarm Procedures

### ➤ Lead Fire Warden Caroline Flanagan (Facilities Manager)

What you must do if you discover fire/smoke	What you must do if you hear the fire alarm
<p>Activate the nearest Break Glass Unit            Notify the school receptionist / caretaker and give the following details:</p> <ul style="list-style-type: none"> <li>➤ Location of fire,</li> <li>➤ Details and extent of the fire</li> <li>➤ Advise administrator to call the fire brigade immediately.</li> <li>➤ Notify the fire brigade that there are flammable liquids, natural gas and explosive gases on site in the:               <p>Science Labs - RG41/RG42/RG43/RG74/RG75 and                Practical Rooms – RG66/RG68/RG72/RG73.</p> </li> </ul> <p>Contain the fire - Close all doors adjacent to the fire.            Close all fire doors.            Where fire is minor, and you are trained in the use of fire extinguishers, fight the fire using the nearest available fire extinguisher appropriate.            Never enter a smoke-filled room and never let fire or smoke get between you and the door.            If you cannot put a fire out with one extinguisher leave it to the fire brigade            Ensure the fire brigade is notified.            Start from the end of your section and enter every door and room, ensuring no people are there.            Ensure that you are the last person to leave your area.            Retrieve the school fire manual from the reception area if safe to do so.            Go to the school <b>Central Control</b> area.            Co-ordinate with Fire Brigade on arrival.</p>	<p>Go immediately to the fire alarm panel inside the main entrance (at reception) if safe to do so.            Identify the location of the activation and proceed to the area to investigate the cause.            If it is a false alarm, reset the alarm. Investigate the event and log the fault in the fire logbook.            If there is a fire, activate the nearest break glass unit.            Call the fire brigade immediately.            Contain the fire - Close all doors adjacent to the fire.            Close all fire doors.            Where fire is minor, and you are trained in the use of fire extinguishers, fight the fire using the nearest available fire extinguisher appropriate to the fire.            Never enter a smoke-filled room and never let fire or smoke get between you and the door.            If you cannot put a fire out with one extinguisher leave it to the fire brigade.            Co-ordinate with other fire wardens to ensure evacuation procedure is being followed.            Go to the school <b>Central Control</b> area.            Co-ordinate with Fire Brigade on arrival.</p>
Be prepared to:	
<p>Direct fire emergency services to an area if required to sweep for missing persons – only if safe to do so.            Give the Fire Manual to the fire brigade on arrival.            Show the fire brigade the location of the fire.            Receive information from the Principal / Deputy Principal / Fire Wardens and update the fire brigade on missing people.            Advise the Principal / Deputy Principal when the Fire Brigade Senior Officer has given all clear to re-enter the building.</p>	

**On confirmation the building is all clear (all out and no fire) announcement should be made that all staff and pupils may return to the building.**



➤ **Principal/Deputy Principal**

What you must do if you discover fire/smoke	What you must do if you hear the fire alarm
<p>Activate the nearest Break Glass Unit</p> <p>Contain the fire - Close all doors adjacent to the fire. Close all fire doors.</p> <p>Where fire is minor, and you are trained in the use of fire extinguishers, fight the fire using the nearest available fire extinguisher appropriate to the fire.</p> <p>Never enter a smoke-filled room and never let fire or smoke get between you and the door</p> <p>If you cannot put a fire out with one extinguisher leave it to the fire brigade</p> <p>Start from the end of your section and enter every door and room, ensuring no people are there.</p> <p>Ensure that you are the last person to leave your area.</p> <p>Retrieve a checklist to record the findings of each <b>Assembly Point</b>.</p> <p>Assist with the evacuation of all students.</p> <p>Proceed to the respective <b>Assembly Points</b> as set out in Section 6.2.6 (i).</p> <p>Be prepared to receive information from teachers after they complete their role call.</p> <p>If any student or member of staff is missing, report this information including the location of their last whereabouts if known to the caretaker/or Facilities Manager</p> <p>Await the arrival of the Fire Brigade.</p> <p>Do not advise people to re-enter the school building until the Facilities Manager explicitly states that the Fire Brigade Senior Officer has given all clear.</p>	<p>Retrieve a checklist to record the findings of each Teacher for each class group.</p> <p>Assist with the evacuation of students.</p> <p>Be prepared to receive information from teachers after they complete their role call.</p> <p>If any student or member of staff is missing, report this information including the location of their last whereabouts if known to the fire wardens who will advise the Lead Fire Warden/ Facilities Manager</p> <p>Await the arrival of the Fire Brigade.</p> <p>Proceed to the designated <b>Assembly Point</b>.</p> <p>Do not advise people to re-enter the school building until the Facilities Manager explicitly states that the Fire Brigade Senior Officer has given all clear or it is safe to do so.</p>

➤ **Reception/Administrator**

What you must do if you discover fire/smoke	What you must do if you hear the fire alarm
<p>Activate the nearest Break Glass Unit</p> <p>Call the Fire Service on <b>112 / 999</b> and give the following details:</p> <ul style="list-style-type: none"> <li>➤ School Building Name &amp; Address</li> <li>➤ Eircode: C15XY73</li> <li>➤ Telephone Number: 046-9487407</li> <li>➤ Details and extent of the fire</li> <li>➤ There are flammable liquids, natural gas and explosive gases on site in the: - Science Labs - RG41/RG42/RG43/RG74/RG75 and Practical Rooms – RG66/RG68/RG72/RG73.</li> </ul> <p>Contain the fire - Close all doors adjacent to the fire.</p> <p>Close all fire doors.</p> <p>Where fire is minor, and you are trained in the use of fire extinguishers, fight the fire using the nearest available fire extinguisher appropriate to the fire.</p> <p>Never enter a smoke-filled room and never let fire or smoke get between you and the door.</p> <p>If you cannot put a fire out with one extinguisher leave it to the fire brigade</p>	<p>Remain at Reception only if safe to do so to await instruction to call the fire brigade.</p> <p>Act as liaison person between the Lead Fire Warden/Facilities Manager and Fire Wardens if necessary</p> <p>Go to <b>Assembly Point</b> unless advised to assist in the <b>Control Centre</b>.</p> <p>Assist with the evacuation of all students.</p>



➤ Reception/Administrator Continued

What you must do if you discover fire/smoke	What you must do if you hear the fire alarm
<p>Contact Lead Fire Warden/ Facilities Manager immediately.</p> <p>If the fire is in the Reception Area, retrieve the school emergency services folder showing the building layout and location of services.</p> <p>Go to <b>Assembly Point</b> unless advised to assist in the <b>Control Center</b>.</p> <p>Assist with evacuation of all students.</p>	

**Ensure no one returns to the building unless directed to by Principal or Facility Manager (Lead Fire Warden) via intercom external system.**

➤ Fire Wardens

What you must do if you discover fire/smoke	What you must do if you hear the fire alarm
<p>Activate the nearest Break Glass Unit</p> <p>Contain the fire - Close all doors adjacent to the fire. Close all fire doors.</p> <p>Where fire is minor, and you are trained in the use of fire extinguishers, fight the fire using the nearest available fire extinguisher appropriate to the fire.</p> <p>Never enter a smoke-filled room and never let fire or smoke get between you and the door</p> <p>If you cannot put a fire out with one extinguisher leave it to the fire brigade</p> <p>Give your class roll book to one student; they should be instructed to give the roll book to a teacher at the <b>Assembly Point</b>.</p> <p>Start from the end of your section (double doors) and check every door and room, ensuring no people are there. Ensure all rooms and toilets in your area are checked thoroughly and report back to the Lead Fire Warden/ Facility Manager.</p> <p>Ensure that you are the last person to leave your area.</p> <p>Go immediately to the <b>Central Control</b> area (main reception or An Cuin entrance if main reception is not accessible) and await further instruction from the Lead Fire Warden/Facilities Manager.</p> <p>Be prepared to act quickly if required. If asked to complete a task, do so promptly and report back to the Lead Fire Warden/ Facility Manager immediately.</p> <p>Facility Management Company Fire Warden to sweep the building.</p> <p>Do not place yourself in danger. If it is unsafe, do not continue with the task, stop immediately and report back to the Lead Fire Warden/Facility Manager.</p>	<p>Follow the procedure as set out above and proceed to <b>Assembly Point</b> directed by the area you are in at that period.</p> <p>If the fire is in the main reception area, relocate to the An Cuin entrance and await instructions. Be prepared to act quickly if required. If asked to complete a task, do so promptly and report back to <b>Central Control</b>.</p> <p>Facility Management Company Fire Warden to sweep the building.</p> <p>Ensure all rooms and toilets are checked thoroughly and report back to the Do not place yourself in danger. If it is unsafe, do not continue with task, stop immediately and report back to the <b>Central Control</b>. Assist with evacuation of all students.</p>



**What you must do if you hear the alarm during break times** - As a fire warden you must ensure you are directing people away from the building as quickly and safely as possible to their **Assembly Points**. You must proceed to your designated point as below and ensure no one returns to the building unless directed to by Principal or Facility Manager - Lead Fire Warden via Intercom.

**Ground floor area**

- Facilities Management Company (FCM) fire warden will sweep as per process above, ensuring all rooms and ground floor area is clear. Then return to **Central Control** area.

**1<sup>st</sup> Floor area:**

- Facilities Management Company (FMC) fire warden will sweep as per process above, ensuring all rooms and 1st floor area is clear. Then return to **Central Control** area.

**Ensure no one returns to the building unless directed to by Principal or Facility Manager - Lead Fire Warden via intercom external system.**

➤ **Teachers and Special Needs Assistants**

What you must do if you discover fire/smoke	What you must do if you hear the fire alarm
Activate the nearest Break Glass Unit Contain the fire - Close all doors adjacent to the fire. Where fire is minor, and you are trained in the use of fire extinguishers, fight the fire using the nearest available fire extinguisher appropriate to the fire. Never enter a smoke-filled room and never let fire or smoke get between you and the door. If you cannot put a fire out with one extinguisher leave it to the fire brigade Ask the most reliable students to walk at the front and rear of the group and direct them to go to their <b>Assembly Point</b> lead via the closest safe emergency exit. If any student is missing from the class, report this immediately to the Fire Warden/Principal / Deputy Principal Do not attempt to re-enter the building until the Principal / Deputy Principal has given all clear	If you are not with a class, go to the <b>Assembly Point</b> and report to the Principal / Deputy Principal If it is break time and you are a class teacher, take your class roll sheet with you. If you are with a class, bring online role and lead them by the closest safe emergency exit to <b>the Assembly Point see Section 6.2.6 (i)</b> . Ask the most reliable students to walk at the front and rear of the group. If you are assigned to a student with a special need, ensure they make their way safely to the emergency exit, check online role at the <b>Assembly Point</b> . If any student is missing from the class, report this immediately to the Principal / Deputy Principal Do not attempt to re-enter the building until the Principal / Deputy Principal has given all clear

**What you must do if you hear the alarm during break times** - As teacher and special needs assistant you must ensure you are directing people away from the building as quickly and safely as possible to their **Assembly Points**. You must proceed to your designated point. If you are on supervising duty, direct pupils out of the building and you go to the nearest exit and **Assembly Point**.

**Ensure no one returns to the building unless directed to by Principal or Lead Fire Warden/ Facility Manage via intercom external system.**



➤ **Students and Support Services**

What you must do if you discover fire/smoke	What you must do if you hear the fire alarm
<p>Activate the nearest Break Glass Unit</p> <p>Contain the fire - Close all doors adjacent to the fire.</p> <p>Call to the closest classroom and report the fire to the teacher there.</p> <p>Leave all belongings behind</p> <p>Go to designated <b>Assembly Point</b>.</p> <p>Remain at the <b>Assembly Point</b> until all clear has been given by the principal to re-enter the school.</p>	<p>Quietly follow your teacher to the closest safe emergency exit and listen to his / her for instructions.</p> <p>If you are not with a teacher, quietly make your way to the closest safe emergency exit.</p> <p>Leave all belongings behind.</p> <p>Do not run, use stair railing when coming down the stairs.</p> <p>Go to the <b>Assembly Point</b> allocated to your classroom.</p> <p>Stand in your class group, at your designated point for a roll call.</p> <p>If you know the last whereabouts of any student is missing from the class, report this immediately to your teacher/ a fire warden</p>

**What you must do if you hear the alarm during break times** - Do not return to the building unless directed to by Principal or Lead Fire Warden/Facility Manager via intercom external system.

**You must proceed to your designated Assembly Point**

**Ensure no one returns to the building unless directed to by Principal or Lead Fire Warden/ Facility Manager via intercom external system.**

➤ **Sodexo Contractors and Visitors**

All Sodexo Contractors proceed directly to **Assembly Point** left hand side of the football pitch.

All School visitors must proceed with their host to the **Assembly Point**. The host is assigned as directed by room fire evacuation plan.

### 6.2.5 Fire Management Personnel

Fire Management Contacts	
Lead Fire Warden (Facilities Management Company)	Caroline Flanagan (085-2844862)
Fire Warden (Facilities Management Company)	William Baker
Fire Warden (Facilities Management Company)	<i>Soon to be appointed</i>
Fire Warden School Staff Member	Eamon Ruddy
Fire Warden School Staff Member	Mary Prunty
Fire Warden School Staff Member	Lorraine Toner
Fire Warden School Staff Member	Jacqui MacGowan
Fire Warden School Staff Member	Maria Mahony



### 6.2.6 Building Fire Safety Engineering Features

#### a. Emergency Exits

- The ground floor is provided with eleven emergency exits from general circulation areas.
- Classrooms in the technical section north of building lower ground area, have exits in each room directly to outside.
- The building has two levels and access to the assembly points have been assigned. This will ensure no bottle neck during school exits.
- One main stairwell leads from the 1st floor to ground floor. Additional exits five in total on each level leads out of the building.
- One exit on each floor includes an emergency assisted location with monitoring control via speaker.
- The school Hall is equipped with two double door exits. Outside hall has one leading to outside assembly area.
- The school main exit on alarm disengages and opens doors fully.

#### b. Emergency Exit Routes

Each floor level on alarm has double doors which close automatically; this also directs persons to nearest exit on that level.

#### c. Fire Alarm System

The fire detection and alarm system comply with I.S 3218: 1989 Code of practice for fire detection and alarm systems for buildings – system design, installation, and servicing. The school building is provided with automatic fire detection achieving L3 standard. On activation of the full alarm (double knock), hold open devices are disarmed, front automatic doors open.

#### d. Emergency Lighting

Emergency lighting of three hours duration is provided to IS 3217.

#### e. Disabled protection

Disabled protection areas (emergency assist locations) are allocated on each floor in the emergency exit stairwell of building for students/staff members with assisted needs. A call point/speaker is located there to call the emergency phones next to the fire alarm panel in the reception area.

#### f. Personal Emergency Evacuation Plan

A Personal Emergency Evacuation Plan (PEEP) will be developed for all students and staff members with assisted needs. The PEEP will also identify the person/s responsible to support and implement the plan actions.

#### g. Fire Extinguishers

Fire extinguishers are provided in the school building appropriate to each area.

Fire extinguishers provided include:

- CO2
- Foam



#### **h. Hydrants**

Hydrants are provided for Fire Brigade use at locations around the school building – these are appropriately marked.

- In Front of building near flag poles
- In front of main stairs into building
- One at service delivery gate
- One at Start of pitch on left hand side.
- One at Main entrance gate

#### **i. Assembly Points**

Assembly Points are located at the: -

- **Football Pitch** – Students and their respective teaching staff are to assemble in year order with first year students' assembling at the furthest side of the pitch away from the school.
- **Hill** – An Cuan Students and associated staff are to assemble on the Hill.
- **Gate, after the Basketball Courts** – administration staff, all other school staff, facilities management staff, visitors and contractors.

#### **6.2.7 Fire Register and Drills**

The Fire Register at Athboy Community School is managed and maintained by the Caroline Flanagan, Lead Fire Warden (Sodexo Facilities Manager).

Two fire drills are completed annually, one planned and one unplanned. These fire drills are coordinated and managed by the Lead Fire Warden, assisted by the appointed supporting fire wardens. All outcomes of fire drills are recorded in the school Fire Register and logged on the helpdesk.

#### **6.2.8 Fire Safety Training**

The facilities management company shall provide fire training, instruction and guidance to school staff that have a role in fire safety management.



## 6.3 Accident/ Incident Management

### 6.3.1 Defining and Accident, Dangerous Occurrence, and an Incident

The Safety, Health and Welfare at Work Act 2005 contains the following definitions for workplace/occupational accidents:

- ‘Accident’ means an accident arising out of or in the course of employment which, in the case of a person carrying out work, results in personal injury.
- ‘Personal injury’ includes – (a) any injury, disease, disability, occupational illness, or any impairment of physical or mental condition, and (b) any death, that is attributable to work.

Furthermore, as set down in Section 2 of the Safety Health and Welfare at Work, Act, 2005, a “dangerous occurrence” means an occurrence arising from work activities in a place of work that causes or results in—

- a) the collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment,
- b) the collapse or partial collapse of any building or structure under construction or in use as a place of work,
- c) the uncontrolled or accidental release, the escape, or the ignition of any substance,
- d) a fire involving any substance, or
- e) any unintentional ignition or explosion of explosives.

In accordance with the State Claims Agency<sup>7</sup> definition an incident “is an unplanned or uncontrolled occurrence or sequence of occurrences that caused or had the potential to cause injury, ill-health, or disease to a person and/or damage/loss to property/service. This includes incidents involving persons, property, or the school as a whole.

### 6.3.2 Accident Response and Investigation Procedure

- **Step 1: Occurrence**
  - Accident/Incident occurred.
- **Step 2: Alert**
  - Where necessary bring the incident to the attention to the nearest member of staff.
- **Step 3: Immediate Response**
  - Identify the injured/ill person.
  - Make the area safe and clear the area of unnecessary by-standers.
  - Assess the injured/ill person and make them comfortable.
  - Where deemed necessary request the support of a first aider (list of first aiders is held at main reception, on the school safety notice board and in this School Safety Statement).
  - Assess the need for urgent medical attention and/or further action and consult with the Principal/Deputy Principal about calling the emergency services.

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<sup>7</sup> State Authorities, including Community Schools are indemnified by the State for personal injury and third-party property damage liabilities.





- **Step 4: Action/s**

- (a) **No Further Action Required**

- No injury or minor injury/illness that is managed locally by the school e.g. provision of first aid.
    - Record the accident/incident on NIMs as per Step 6.

- (b) **Further Action - Non-Urgent Hospital Treatment**

- If a student requires non-urgent hospital treatment, then the student's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contact, then the Principal/Deputy Principal may decide to transport the pupil to the hospital in accordance with the schools Child Protection Policy and Risk Assessment controls.
    - If a staff member (or other person at the school e.g. visitor) requires non-urgent hospital treatment, the Principal/Deputy Principal will make the necessary arrangements in consultation with the injured/party, where possible.

- (c) **Further Action - Urgent Medical Attention**

- Where the injury/illness requires urgent medical attention, an ambulance will be called by the Principal/Deputy Principal and the emergency services will advise as to next steps to treat and manage the injured/ill person.
    - In these circumstances the student's parent or guardian will be notified, or a staff members family member will be informed.

- **Step 5: Investigation**

When an accident, incident or dangerous occurrence has occurred, the principal will decide if a more formal investigation is required. This decision will be based on the severity of the accident and the impact it had or may have on the school.

More serious incidents should be investigated as soon as possible (on the day of) to ensure the following investigation process can be completed comprehensively and should consider the following:

- Collection and recording of the facts to include the response and care provided e.g., who was involved, where it happened, was there equipment involved, what was condition of the location, who witnessed the incident (witness statements), first aid provided, emergency services requested, family members contacted etc.
  - Assess:
    - the possible cause/s based on these facts.
    - other areas that may need improvement.
    - actions that worked well.

- **Step 6: Recording of the Accident, First Aid and Investigation**

- **Accident Recording**

- All accidents, incidents and dangerous occurrences that occur at Athboy Community School must be formally recorded on the National Incident Management System (NIMS) Report form<sup>8</sup>.

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<sup>8</sup> Under the National Treasury Management Agency (Amendment) Act 2000, Community Schools must report all accidents, incidents, and dangerous occurrences promptly to the State Claims Agency (incidents that caused or had the potential to cause injury, ill-health, or disease to a person and/or damage/loss to property).

Standardised National Incident Management System (NIMS) Incident Report forms have been provided by the State Claims Agency to the school to support and guide accident, incident, and dangerous occurrence recording. These are used as the school's accident, incident, and dangerous occurrence report forms.



- *NIMS forms can be obtained from the main office or Lena Bakers room.* The questions asked on that form must be used to guide its completion e.g., the facts that are available at time of recording.
- The staff member that first encounters an accident should complete the requisite details on the NIMS Report form and pass the completed form to **Tom O'Dowd, Deputy Principal** for entry on to the NIMS.
- **First Aid Recording**
  - If first aid is provided, a separate first aid form should be completed by the respective first aider and should also be passed to the main office for the attention of **Tom O'Dowd, Deputy Principal** so that both records can be retained together.
- **Investigation Recording**
  - Where an investigation has been undertaken, the requisite investigation information must too be formally recorded and logged on NIMS.
  - The investigation should record its findings and make recommendations for improvements, where deemed necessary, and acknowledge and reinforce positive findings of the investigation process.
- **Step 7: After Care**

The Principal/Deputy Principal will periodically conduct an aftercare (health and well-being) call with the injured/ill party (or their parent/guardian). This contact should be recorded on VSware for students and on staff's personnel file.

### 6.3.3 Accident Reporting

#### a) Internal Reporting

- The Principal and/or Deputy Principal should be informed (by the staff member that first attends the accident or the first aider) of all accidents that occur at Athboy Community School.
- The principal will duly notify the Board of Management of accidents that involve students, staff members and others at Board of Management meetings or immediately where a critical incident or an incident requiring urgent medical attention occurs.
- The school safety representatives will be informed of Health and Safety Authority reportable accidents that have occurred at Athboy Community School. (See next section "External Reporting – Health and Safety Authority for detail).
- The facilities manager should also be formally notified of all accidents relating to equipment, machinery, services, or state of premises issues at the school.

#### b) External Reporting

- **State Claims Agency**
  - Under the National Treasury Management Agency (Amendment) Act 2000, Community Schools must report all accidents, incidents, and dangerous occurrences promptly to the State Claims Agency (incidents that caused or had the potential to cause injury, ill-health, or disease to a person and/or damage/loss to property).
  - Standardised National Incident Management System (NIMS) Incident Report forms have been provided by the State Claims Agency to the school to support and guide accident, incident, and dangerous occurrence recording. These are used as the school's accident, incident, and dangerous occurrence report forms.
  - Access has been provided to the NIMS, which facilitates real time reporting of accidents/incidents using the information recorded on the accident/incident report forms provided.



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- The completed NIMS incident report form should be passed to the main office for the attention of **Tom O'Dowd, Deputy Principal** who will input the details into the online NIMS system.
  - **Health and Safety Authority (HSA)**
    - Under the Safety, Health, and Welfare at Work Act, 2005 there is a legal requirement to report accidents to the Health and Safety Authority.
    - Accidents can be reported to the Health and Safety Authority in two ways, namely by hard copy, i.e. completing the Incident Report Form (IR1) and posting it to the HSA Contact Centre, Health and Safety Authority, The Metropolitan Building, James Joyce Street, Dublin 1, or [reporting online](#), via the Health and Safety Authority's website.
    - The following are key points guide the reporting of staff accidents to the HSA:
      - Only fatal and non-fatal injuries are reportable. Diseases, occupational illnesses, or any impairments of mental condition are not reportable.
      - Fatal accidents must be reported immediately to the Authority or Gardaí. Subsequently, the formal report should be submitted to the Authority within five working days of the death.
      - Injuries to any staff member as a result of an accident while at work where the injury results in the employee being unable to carry out their normal work duties for more than three consecutive days, excluding the day of the accident, must be reported to the Authority. (In calculating the days, weekends and other non-working days should be included.)
    - The following guides the reporting of dangerous occurrences to the HSA:
      - Non-fatal accidents or dangerous occurrences, which meet the criteria of a reportable accident or dangerous occurrence according to the HSA Guidance on the Safety, Health, and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016, should be reported to the Authority within ten working days of the event.
  - The following accidents involving non-workers e.g., students, visitors etc. are reportable:
    - the death of a person who is not an employee of the school, and who is not at work, but who dies from an accident caused by a work activity at the place of work.
    - the injury of a person who is not an employee of the school, and who is not at work but who is injured from a work activity if the injured person has had to be taken from the location of the accident to receive treatment in respect of that injury in a hospital or medical facility. For the purposes of the Regulations, a medical facility can include a primary care facility, a medical care clinic, or a medical facility at a work site that is staffed by a registered medical practitioner.
- For example, the following accidents are reportable:
- a visitor to the school slips and falls on a wet floor where the caretaker is mopping up a spillage, and if the extent of the injury requires that they must be brought by ambulance or other vehicle to a hospital or medical facility for treatment by a registered medical practitioner.
  - a student at the school is overcome by fumes that escape accidentally during a science laboratory experiment. The student is removed to hospital and treated by a registered medical practitioner.
  - if a student trips during PE class and has to be taken from the location of the accident to receive treatment in respect of that injury in a hospital or medical facility, this is reportable to the Health and Safety Authority.
- For example, the following accident is not reportable:
- if a student trips in the school yard and is injured, this is not reportable to the Health and Safety Authority.



## 6.4 First Aid Management

**Definition** ‘First Aid is the initial assistance or treatment given to someone who is injured or has a suddenly taken ill.’ (The Joint First Aid Manual 10th Edition)

**First-aid means either:**

(a) Treatment for minor injury (e.g., cuts or bruises).

**Or**

(b) Treatment in a life-threatening situation (e.g., heart stoppage or severe bleeding) pending medical help. This is based on four vital links to saving a life:

- (i) Early access
- (ii) Early cardiopulmonary resuscitation (CPR)
- (iii) Early defibrillation
- (iv) Early advanced care.

**NOTE: First aid does not include the administration of drugs or medication.**

### 6.4.1 Policy

The Board of Management of Athboy Community School understands their responsibility under the ‘General Applications Regulations’ (2007) and acknowledges the importance of providing first aid to school staff. In addition, given the numbers of students and others at the school and the associated risks, the Board of Management, in exercising their duty of care to the entire school community have duly trained additional personnel to provide first aid to students, visitors, and others as required.

### 6.4.2 First Aid Management Personnel and Arrangements

First Aid Management Contacts	
Occupational First Aider (CPR & AED)	Ruth Fitzgerald
General First Aiders (CPR & AED)	
Lena Baker	Laura Gallagher
Freddie Williams	Susan Moran
Angela Mullen	Maria Mahony
Elena O'Donohue	Shannon Watsun
Emma O'Donohue	Melanie Drake
Noreen Smith	Anna O'Neill
Blathnaid Keely	Cathy Moyles
Gillian McNally	Lorraine Griffin
Louise McCarthy	



### 6.4.3 First Aid Equipment and Provisions

#### First Aid Kits & Room

- Athboy Community School has a designated first aid room located opposite the main office door.
- First Aid Kits are located:
  - Main office
  - All practical rooms
  - First Aid Room
  - Travel Kit (available for offsite trips)
- The contents of the first aid kits will be checked on a regular basis by Lena Baker.
- First aid kits **must not** contain medication.
- Recommended contents of the first aid kit: -

Materials	First Aid Kit Contents	
	Travel Kits	11-25 persons
Adhesive Plasters	20	20
Sterile Eye Pads (No. 16) (bandage attached)	2	2
Individually Wrapped Triangular Bandages	2	6
Safety Pins	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium	1	2
Individually Wrapped Sterile Unmedicated Wound Dressings Large	1	6
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3)	1	3
Individually Wrapped Disinfectant Wipes	10	20
Paramedic Shears	1	1
Examination Gloves Pairs	3	10
Sterile water (where running water unavailable)	2x20mls	2x500mls
Pocket Face Mask	1	1
Water Based Burns Dressing Small (10x10cm's)	1	1
Water Based Burns Dressing Large	1	1
Crepe Bandage (7cm)	1	2



### Automated external defibrillator

- One Automated External Defibrillators (AEDs) is provided in school and is outside the principal's office.
- AED's will be checked monthly by Lena Baker.
- All checks of the AED are logged and maintained by Lena Baker.

### Personal Protective Equipment (PPE)

Suitable personal protective equipment will be provided for all first aiders, e.g., gloves. A supply will also be available to other staff as the need arises from the main office.

#### 6.4.3 Procedure

In association with the school ***Accident Response and Investigation Procedure*** (See Section 6.3.2 of the Safety Statement), staff administering First Aid (Occupational and General First Aid) should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible. This procedure aims to ensure that everyone concerned with First Aid, whether practitioner or recipient, is kept safe.

#### 1. First Aid Response

While at work all staff have a duty of care to themselves and others and to provide first aid assistance to the level of their competence, and to call on expert assistance if necessary.

#### 2. Responsibilities of First Aid Personnel (Occupational and General)

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived.

#### 3. Personal Protection

- First aiders are to assume that all blood and other body fluids are infectious and are aware of standard precautions in relation to managing blood and other body fluids, including wearing gloves when administering first aid.
- Cross infection is managed while providing first aid by wearing gloves and washing hands with soap and water: - before and after contact with an ill or injured person - after contact with blood or and/or other body fluids or contaminated items - when protective gloves are removed.
- When soap and water are not available, first aiders will use an alcoholic based hand wash or equivalent porting details of any treatment provided.

#### 4. Recording First Aid Records

- A First Aid Report form is completed by the First Aider providing first aid and includes: - name of person receiving first aid -date and time -Injury/Illness -description of history and symptoms -treatment provided -referral arrangements (e.g., ambulance, hospital, medical service) - name of person providing first aid and completing the First Aid Report form. -Witness of signature
- In the event of an accident an Accident Report Form (NIMS) should also be completed, and the corresponding First Aid Report should be attached.



- The completed NIMS incident report form should be passed to the main office for the attention of **Tom O'Dowd, Deputy Principal**, who will input the details into the online NIMS system.

5. Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for first aider. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that the NIMS Incident Report Form is completed and passed to the main office for the attention of Tom O'Dowd.

6. Children with Medical Needs

A list of children who have EpiPens, inhalers, diabetes or other medical/medication needs will be stored in the main office. The location of each child's EpiPen or inhaler will appear alongside the child's name.



## 6.5 Emergency and Key Contacts

Emergency and Key Contact Details	
Ambulance, Fire Brigade, Gardaí	999 or 112 (Gardaí 046-9432201)
Our Lady's General Hospital, Navan	046-9078500
Local Medical Services (Athboy Family Practice)	046-9430098
School Key Contacts	
Principal – Clare Garrihy	085-7369515 or 046-9487894
Deputy Principal – Tom O'Dowd	087-2308189 or 046-9487894
AEN Co-Ordinator -Aoife O'Reilly	046-9487894
School Nurse - Lena Baker	046-9487894
Employee Support Services – Spectrum Life	01-5180356
Psychotherapist – Ann Ryan	046-9487894
Chaplain – Deirdre Halligan	046 9487894
Safety Representative – Anthony Sheridan	046 9487894
School Incident Management (NIMS)– Tom O'Dowd	087-2308189 or 046-9487894
Facilities Management Company (FMC) - Key Contacts	
Facility Manager - Caroline Flanagan	085-2844862
Caretaker- William Baker	087-9644061 or 057-8667877
Facility Management Company Helpdesk 24 hours a day	057-8667877
Services and System Supports Emergency Contact Details	
ESB Networks	1850 372 999
Gas Networks Ireland	1850 20 50 50
Calor Gas	01-2916229
B Secure (Security) Monitoring	1800806125
Securitas (Fire) Monitoring	1800946825 or 0868214154
Meath County Council	046-9097000
Health & Safety Authority (HSA)	1890 289 389
Indemnifier – State Claims Agency	State Claims Agency 01-2384790





Emergency and Key Contact Details	
Fire Management Contacts	
Lead Fire Warden Facilities Manager	Caroline Flanagan (085-2844862)
Fire Warden (Facilities Management Company)	William Baker
Fire Warden (Facilities Management Company)	<i>Soon to be appointed</i>
Fire Warden School Staff Member	Eamon Ruddy
Fire Warden School Staff Member	Mary Prunty
Fire Warden School Staff Member	Lorraine Toner
Fire Warden School Staff Member	Jacqui MacGowan
Fire Warden School Staff Member	Maria Mahony
First Aid Management Contacts	
Occupational First Aider (CPR & AED)	Ruth Fitzgerald
General First Aiders (CPR & AED)	
Lena Baker	Laura Gallagher
Freddie Williams	Susan Moran
Angela Mullen	Maria Mahony
Elena O'Donohue	Shannon Watsun
Emma O'Donohue	Melanie Drake
Noreen Smith	Anna O'Neill
Blathnaid Keely	Cathy Moyles
Gillian McNally	Lorraine Griffin
Louise McCarthy	
Child Protection Contacts	
Designated Liaison Person – Clare Garrihy	085-7369515 or 046-9487894
Deputy Designated Liaison Person – Tom O'Dowd	087-2308189 or 046-9487894



## 7 Instruction, Training and Supervision

### 7.1 Policy

In accordance with Section 10 of the Safety, Health, and Welfare at Work Act 2005, Athboy Community School provides instruction, training, and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of the school community.

It is the policy of Athboy Community School that:

- all instruction, training and supervision is provided in a manner, form and language that is reasonably likely to be understood.
- all staff and students (as required) will receive relevant safety, health, and welfare instruction, training, and supervision to inform and guide their understanding of hazards at the school and support and facilitate the implementation of the day-to-day risk management controls.
- all staff will be trained and/or provided guidance in safe working practices and procedures prior to being allocated any new role or change of role or introduction of new curriculum, work equipment, technology etc.
- all statutory and task appropriate training will be identified and provided as required.
- on-going awareness-raising in the school around safety, health, and welfare, will help to foster a safety mind-set amongst members of the Board of Management, school leadership team, staff, students, contractors (including the facilities management team) and visitors.
- all staff, in accordance with the Safety, Health and Welfare at Work Act, 2005 and their duties, must attend and complete safety, health and welfare related training arranged for them by the school.
- safety, health, and welfare training will be provided at no financial cost to staff (or students).
- where identified, training will be repeated periodically to ensure continued competence.
- instruction, training (including briefings) and supervision will be provided by staff and resources within the school (including training provided by the Facilities Management Company) or online; and only where deemed necessary external training competence will be sourced.
- appropriate records will be maintained and retained of all instruction and training (including briefings) provided.

### 7.2 Provision of Safety, Health and Welfare Instruction Training and Supervision

- Safety, health and welfare briefings will be provided to staff and students periodically by the Clare Garrihy, Principal or Tom O'Dowd, Deputy Principal.
- Staff induction will be provided when required by Clare Garrihy, Principal or Tom O'Dowd, Deputy Principal and other key staff members depending on role of new staff member.
- Fire safety briefings will be provided to school staff (that have a fire safety role) by the Facilities Management Company.



- Classroom, laboratory, workshop and Physical Educational instructions and safety briefings will be provided to Students, PME Students and SNAs by the respective teachers.
- Classroom, laboratory, workshop and Physical Educational supervision will be provided to Students, PME Students and SNAs by the respective teachers.
- Safety briefings will be provided prior to all school arranged trips and tours to include sports events by the staff member in charge.
- Safety briefings will be provided prior to all school arranged events and shows (to include emergency evacuation briefing) by the staff member in charge.
- External competent trainer or online courses to be provided as determined by the school.
- The ACCS will facilitate the provision of training to the Board of Management and Principal as required.
- Further advisory forums, seminars and training will also be provided periodically by the State Claims Agency, Unions etc.

### 7.3 Safety Health and Welfare Training

The following are the school's identified safety, health, and welfare training needs.

- Induction Training (and provision of Staff Handbook)
- Safety, Health, and Welfare Briefing periodically (year beginning to include Safety Statement)
- Fire Safety Briefings and Training including fire drills
- First Aid Training (Occupational)
- First Aid Training (General)
- CPR & AED Training
- Emergency Response Briefing
- Critical Incident Management Briefing
- Manual Handling Training as required
- Safety Representative and Safety Committee
- National Incident Management System Training
- Student tutorials/briefings (per subject requirements) e.g., workshop safety, laboratory safety
- Board of Management safety, health, and welfare briefing
- Refresher training (as required)

### 7.4 Training Records

The school will document all safety, health and welfare briefings provided and take note of the audience in attendance.

A formal copy of all briefings will be available from the School General office and a summary of the briefing will be displayed on the school Safety, Health, and Welfare notice board for a period of two weeks after the briefing.

Formal training course will be recorded with a signed attendance sheet and details of the training retained on file. All attendees will receive confirmation/certification of attendance/completion.

All safety briefing and training records will be held in the accounts office and a copy will be retained on Safety member's personnel file.



## 8 Consultation, Participation and Communication

### 8.1 Consultation and Participation Arrangements

Athboy Community School recognises that the management of safety, health and welfare is an ongoing process and input and support from the school community is essential to ensure the development and implementation of effective safety, health, and welfare management arrangements.

Therefore, in accordance with the Safety, Health, and Welfare at Work Act, 2005, it is the policy of Athboy Community School to consult with all staff and students (as applicable) and put in place arrangements to ensure that they are represented and can make representations on matters that affect their safety, health, and welfare. These arrangements will allow staff (and students) to be consulted on the steps taken to safeguard their safety, health, and welfare and on measures to check how effective the safeguards have been.

The following arrangements are in place at Athboy Community School to facilitate safety, health, and welfare consultation and participation: -

#### 8.1.1 Open Door Policy

The school Principal operates an open-door policy for staff and students, so far as is reasonably practicable, to further support the consultation process to promote and develop measures to ensure safety, health, and welfare at the school.

#### 8.1.2 Risk and Opportunity Log

Athboy Community School operates a Safety, Health, and Welfare Risk and Opportunities Log, which allows any member of the school community to log for consideration a risk concern or opportunity for improvement. The Risk and Opportunities Log is held at the main office.

**Urgent risk concerns** should be brought to the attention of the principal immediately. An **urgent risk concern** is any safety, health, and welfare matter that could cause serious and/or immediate injury, ill health, or damage.

#### 8.1.3 Safety Representative

Safety representatives do not have duties, but they do have rights and functions under the Safety Health and Welfare at Work Act, 2005. The overall function of the safety representative is to consult with staff and make representations to the principal on safety, health and welfare matters relating to staff (including teaching and non-teaching) in the school. All staff are encouraged to highlight any area of concern they may have, any hazard they may identify, any near misses and accidents/ incidents that may occur and bring them to the attention of school management through the safety representative.

The staff safety representative at Athboy Community School is **Anthony Sheridan**.

The staff safety representative:

- Shall undertake their functions in accordance with their rights as set out in the Safety, Health and Welfare at Work, Act, 2005.
- Shall facilitate the school's consultation process and represent staff on safety, health, and welfare matters at the school.



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- Shall carry out inspections (one per semester), with the School Principal, as per agreed schedule, which has been approved by the Board of Management.
- Shall formally raise staff representations and the findings of inspections and investigations to the safety committee for consideration and action, if necessary.
- Shall be provided with advice and information in accordance with the Safety, Health, and Welfare at Work Act, 2005.

### 8.1.4 Student Safety Representative

While not a requirement under the Safety, Health, and Welfare at Work Act, 2005, the Board of Management recognise the importance of including safety representations from the student population and have agreed to the appointment of a student safety representative. This appointment will be made annually by the principal in consultation with the Year Heads and Deputy Principals. They are encouraged to make the safety representations of their peers formally to either the Principal or the Safety Committee for consideration.

The student safety representatives are Zach Hering and Barbora Hladikova.

### 8.1.5 Safety Committee<sup>9</sup>

The Board of Management of Athboy Community School has undertaken to appoint a safety committee at the school. Safety Committee members do not have any duties, but they do have functions, under the 2005 Act.

The Safety Committee shall: revised first block

- facilitate and support the consultation process between the school community and school management on matters relating to safety, health, welfare at the school.
- secure and maintain the cooperation of the school community on safety, health, and welfare matters.
- meet, in accordance with agreed terms of reference, to consider and review safety, health, and welfare matters including representations made by staff and students (via the Safety Representatives) for continuous improvement and make recommendations to the Board of Management via the principal.
- assist the Board of Management, principal and staff in matters relating to the development, implementation and management of safety, health, and welfare at the school.
- review the safety, health, and welfare arrangements in place, assess their effectiveness and make recommendations for further development and improvement.
- communicate the arrangements in place (including ongoing actions) by the school to safeguard the safety, health, and welfare of the school community.
- communicate the effectiveness of the management of safety, health, and welfare at the school.

The Safety Committee comprises of the following members:

- Tom O'Dowd - Deputy Principal (Chairperson)
- Anthony Sheridan - Staff Safety Representative
- Caroline Flanagan - Facility Manager
- Eamonn Ruddy – Teacher
- Students Safety Representatives (by invite)
- Parent/Guardian Representative (by invite)

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<sup>9</sup> Establishment of a Safety Committee is not a legal requirement under the Safety, Health, and Welfare at Work Act, 2005 but it is good practice.



### 8.1.6 Internal Meetings with Facilities Manager

The Principal and Deputy Principal meet with the Facilities Manager monthly (no later than every 6 weeks) to discuss all matters relating to state of premises issues to include facilities management and any associated areas of concern that impact safety health and welfare at the school. These meeting should consider input from the safety representatives, the safety committee and school staff. These meetings will be documented and communicated to the Board of Management.

### 8.1.7 External Meetings

As a PPP School, Athboy Community School is part of School Bundle 2. Meetings are held twice yearly between all the key stakeholders – representatives from Pario, NDFA, Department for Education, Sisk & Sons Ltd, Sodexo, Athboy Community School Management and other PPP Schools (in Bundle 2). These meetings consider state of premises issues to include facilities management and any associated areas of concern that may impact the safe day to day running of the school.

## 8.2 Communication

Active and passive means of communication are key deliverables, which ensure that the Athboy Community School community are kept informed of safety, health and welfare related information. The following table outlines the methods of communication used at the school:

	Communication	Detail
1.	Induction	All new staff will be briefed (at induction) on the school safety statement, related health and safety policies, and relevant risk assessments on commencement of employment with the school.
2.	Annual Health and Safety Briefings	The safety statement, related health and safety policies, and associated risk assessments will be brought to the attention of staff annually at staff meetings.
3.	MS Teams and School App.	The school staff will have ongoing access to the safety statement, related health and safety policies, and associated risk assessments.
4.	School Website	The Safety, Health and Welfare Policy and Objectives are presented on the School Website together with applicable safety related school policies etc.
5.	Periodic Briefings	Safety, health, and welfare related policies, procedures and other information will be brought to the attention of the school students on an ongoing basis through tutorials, year groups, whole school assemblies etc.
6.	Staff Handbooks	Staff handbooks are provided to all staff, and they contain considerable content relating to safety, health and welfare matters and arrangements at the school.
7.	Student Journals	Student journals are provided to all students annually and they contain considerable content relating to safety, health and welfare matters and arrangements at the school.
8.	Notice Board	There is a designated safety notice board prominently located on the corridor wall near the music room to display safety, health and welfare information and guidance e.g., safety representatives, fire wardens, first aiders, first aid station, fire extinguishers, emergency procedures, accident reporting etc.



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	Communication	Detail
9.	Safety Committee	An established forum of members of the school community that facilitate and support the consultation process between the school community and school management on matters relating to safety, health, welfare at the school. This committee communicates with the school community and makes representations to the Board of Management via the principal. These meetings are minuted.
10.	Staff Safety Representative	The school has a staff safety representative to facilitate consultation and communications between the school staff, the safety committee and school management on safety, health and welfare matters.
11.	Student Safety Representative	The school has a student safety representative to facilitate consultation and communications between the school student community, the safety committee and management on safety, health and welfare matters.
12.	Board of Management Meetings	The Board of Management meet 5 times per year. Safety, Health and Welfare matters are a standing agenda item at these meetings. These meetings are formally minuted.
13.	Principals Report	The principal will prepare a safety, health and welfare report for each Board of Management meeting.
14.	Principal Communications	Approved (by the BoM) safety, health and welfare actions will be communicated by the Principal to the Chairperson of the Safety Committee and to relevant parties in the school.
15.	Internal meetings	Internal meetings are held monthly (no later than every 6 weeks) between principal, deputy principal and the facilities manager to discuss all matters relating to state of premises issues to include facilities management and any associated areas of concern that impact safety health and welfare at the school
16.	Intercom System	The school intercom system is used on an ongoing basis to communicate safety, health, and welfare information to the school community.
17.	Signage	Safety signage is displayed throughout the school to warn and guide the school community on safety, health, welfare risks and information e.g., fire signs, chemical storage warnings, use of personal protective equipment, directional signs etc.
18.	Helpdesk & Log	The Facility Management Company (Sodexo) provide a Help Desk facility. This help desk is a support service, 24 hours per day, to the Principal and Deputy Principal (on behalf of the school community) for making facilities related requests and for reporting faults. Its primary role is to receive reports of failures and make requests for services, together with feedback to the notifying party that the task has been completed. A log of all requests and actions is maintained by the facilities management company.
19.	Email	Formal communications on safety, health and welfare matters are also made to the school via email.
20.	External Sources of Advice and Guidance	External sources of advice and guidance pertaining to safety, health and welfare are accessed, communicated and used by the school as required from e.g. Department, Teaching Council, Management Body, Health and Safety Authority, State Claims Agency, Unions and others etc.



## 9. Monitoring, Review, and Improvement

### 9.1 Monitoring

The Board of Management of Athboy Community School recognise the need to monitor the:

- effectiveness of the arrangements in place to manage safety, health, and welfare at the school.
- achievement of the safety, health, and welfare objectives (as set down in the approved Safety, Health, and Welfare Policy).

The following table presents the processes and considerations that will inform and guide how the school will monitor the implementation and management of safety, health, and welfare at the school.

Item	Monitoring Action	Frequency	By whom
1.	Safety, Health, and Welfare is a standing item at Board of Management Meetings (to ensure that the safety, health, and welfare objectives are being monitored for progress and continuous improvement.)	Agenda item at every Meeting	Principals Report to the Board of Management.
2.	Scheduled school inspections.	One per semester.	Safety Representative and the principal (approved by BoM)
3.	Inspections of high-risk departments e.g., workshops, laboratories, art, home economics and PE.	Daily Observational Checks	Subject Teacher
4.	Safety Committee submit minutes to the Board of Management via the principal.	Every meeting	Chairperson of the Safety Committee
5.	Review of: <ul style="list-style-type: none"><li>• accidents and dangerous occurrences for lessons learned corrective actions and aftercare of those involved.</li><li>• Training required and provided.</li></ul>	Monthly	Principal (included in report to the Board of Management.)
6.	Meeting between the Principal and Facilities Manager to discuss facilities management matters as they may impact safety health and welfare at the school. Consider the following: <ul style="list-style-type: none"><li>• Inspections/checks of state of premises</li><li>• Inspections/checks on equipment, plant, services and building fabric</li><li>• Update on statutory checks and testing of equipment.</li><li>• Fire drills and evacuations.</li><li>• Maintenance programme.</li><li>• Helpdesk requests/faults reported.</li><li>• Other.</li></ul>	Monthly/every 6 weeks	Principal and Facilities Manager  Facilities Manager to prepare Report.
7.	School Bundle 2 Meeting with Key Stakeholders: - Pario, NDFA, Department for Education, Sisk & Sons Ltd, Sodexo, Athboy Community School Management and other PPP Schools (in Bundle 2).	Twice Yearly	Principal to attend





## 9.2 Review and Improvement

### 9.2.1 Annual Review and Improvement Process

In accordance with the Safety, Health, and Welfare at Work Act, 2005 the Board of Management of Athboy Community School will review and update annually the School Safety Statement. This annual review will also consider opportunities to ensure continual improvement in how safety, health, and welfare is managed at the school and make recommendations for improved performance.

The annual review process will take into consideration the following:

- Inputs from the School Safety Committee to include feedback from the Staff and Student Safety Representatives.
- Recommendations from Safety Inspections and Checks carried out by the Principal and Safety Representative etc.
- Inputs and recommendations from the Facilities Management Company via the Facility Manager.
- Changes/updates to risks assessments and associated controls.
- Reviews of accidents at the school or involving the school community.
- Reviews of fire and evacuation drills - identify any need for change.
- Changes to the fire and emergency exit plans or assembly points.
- Changes in legislation.
- Changes to curriculum e.g., new subject, new equipment.
- Changes to staffing that may affect the implementation of the School Safety Policy and Objectives, update the Safety Statement accordingly.
- Changes in equipment or where new systems are in place.
- Changes to the safety, health, and welfare arrangements within the school.
- Changes to any of the safety, health and welfare procedures that may impact the Safety Statement.
- Advice and/or guidance from external sources e.g. Health and Safety Authority, State Claims Agency, Department of Education, Management Body etc.
- Outputs and recommendations from External Meeting with key stakeholders (School Bundle 2).

### 9.2.2 Endorsement

Further to the annual review process the School Safety Statement will be updated accordingly and will be formally endorsed by the Chairperson of the Board of Management.

### 9.2.3 Ongoing Review and Improvement Process

The Board of Management acknowledges that the school Safety Statement it is a live working document, and that safety, health, and welfare management is an ongoing process. In that respect the Board of Management have confirmed that the Safety Statement will be reviewed also during the school year where the Board of Management or the Safety Committee propose that an update is required.

All proposed updates and changes to the School Safety Statement must be brought to the Board of Management for consideration and approval. Approval is formally noted in the Board of Management minutes.

### 9.2.4 Availability and Location

An up-to-date copy of the School Safety Statement is available in the Staff room and at reception. It can also be accessed online via the MS Teams Folder (Health and Safety) and on the School App.



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