

Safety, Health and Welfare Policy

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1. Introduction

It is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. This safety statement outlines the health and safety management system that the school has in place in accordance with the Safety, Health and Welfare at Work Act, 2005 and the Safety and Health and Welfare in Primary school Guidelines. (*Health and Safety Authority*)

The successful implementation of this requires the full support and active cooperation of all staff, students, contractors and visitors to the school.

Enable Ireland's Health and Safety Department shall carry out a safety audit annually and a report made to the Board of Management nominee (the Principal) for health and safety. All records of accidents and ill health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill health.

The Board of Management is committed to:

- Managing and conducting school activities to ensure the safety, health and welfare of staff, pupils, clinicians, visitors and parents.
- Preventing improper conduct or behaviour likely to put staff and others' safety and health at risk.
- Providing safe systems of work.
- Preventing risk to safety and health from any article or substance.
- Maintaining a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school.



- Providing appropriate information, instruction, training and supervision to enable staff to perform their work safely and effectively.
- Providing appropriate personal protective equipment (PPE) and clothing where hazards cannot be eliminated.
- Preparing, reviewing and revising emergency plans.
- Designating staff for emergency duties.
- Providing and maintaining welfare facilities.

2. School Profile

This statement has been drawn up in consultation with staff, parent representatives and the Board of Management and with reference to the school's mission statement.

The Board of Management is under the patronage of Enable Ireland. Subsequently, Sandymount School will adopt and follow Enable Ireland policies and procedures as appropriate and where/ (in addition to) requirements are not set out by the Department of Education and Skills.

The school provides a service to pupils with a range of physical and complex needs. The majority of our students have cerebral palsy, with a comorbidity of over fifty percent with epilepsy. Educational ability lies between the moderate to severe and profound range. The school is located within the larger building of Enable Ireland. Sandymount School is on the ground floor level of the building.

The school staff consists of:

- 52 pupils
- 1 Administrative Principal
- 1 Administrative Deputy Principal
- 8 teachers
- 21.5 SNA posts
- 15 Bus escorts
- 1 school secretary
- 1 cleaner
- 1 caretaker

Therapists visit the school at varying times during the week and a scheduled appointment log is sent weekly.

Enable Ireland's Health and Safety Department provide advice and support to the school in relation to health and safety matters. Additionally health and safety resources that are required are requested through the Board of Management.

Staff parents and others in the school community are encouraged to put forward suggestions for improvements to the statement.

3. Roles and responsibilities

3.1 The Board of Management

- Complies with its legal obligations as employer under the 2005 Act;
- Ensures that the school has written risk assessments and an up to date safety statement;
- Sets safety and health objectives and receives regular reports on health and safety matters;



- Annually reviews the safety statement and when changes that might affect workers' safety and health occur;
- Allows provision for the particular needs of individual pupils;
- Reviews the school's safety and health performance;
- Allocates adequate resources to deal with health and safety issues;
- Appoints competent persons as necessary, to advise and assist the Board of Management on safety and health in the school.

3.2 Enable Ireland – patron body

- Supports the Board of Management in fulfilling its duties under health and safety legislation.
- Provides advice around health and safety issues and concerns as requested.

3.3 The Designated person for safety and health acting on behalf of the Board is the Principal. The Principal

- Complies with the requirements of the 2005 Act;
- Reports to the Board of Management on safety and health performance;
- Manages safety and health in the school on a day-to-day basis;
- Communicates regularly with all members of the school community on safety and health matters;
- Ensures all accidents and incidents are investigated and all relevant statutory reports completed;
- Organises fire drills, training etc;
- Completes safety audits with the Enable Ireland health and safety department.

3.4 Post-Holders (with particular functions in safety and health)

- The Deputy Principal and Assistant Principal II Post Holder must fulfill duties related to health and safety as assigned to which he/she agrees.

3.5 Teaching/Non-teaching staff

Employees have a specific responsibility (section 13 of the Safety and Welfare at Work Act, 2005) for their own safety and that of any person who may be affected by his/her acts or omissions while at work.

All staff are required to:

- read the Safety Statement and ask any questions for items they are unsure about or don't understand;
- co-operate with school management in the implementation of the safety statement;
- check classroom/immediate work environment to ensure it is safe and free from fault or defect;
- ensure that equipment is safe before use (indoors and outdoors);
- take care of their own safety and that of any person who may be affected by their action or omissions at work;
- report accidents, near misses, and dangerous occurrences or faulty equipment to relevant persons as outlined in the safety statement;



- use Personal Protective Equipment (PPE) provided and safe systems of work to eliminate unavoidable risks.
- work according to the premise of 'Spot it, Sort it, Can't sort it, Report it.' Staff are encouraged to be proactive rather than reactive.

3.6 Other School Users:

Other school users, e.g. pupils and visitors should comply with school regulations and instructions relating to safety and health.

3.7 Contractors

The Enable Ireland technical services department organises and manages any building related works.

Contractors must 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 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- Sandymount School will make available the relevant parts of the safety statement to any contractors working in the school.
- Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out.
- The contractor must make direct contact with the principal before initiating any work on the school premises.
- Any noise should be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary.
- The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the Principal and shall mark any such hazard with warning signs or other suitable protection.

4. Risk assessment

Sandymount School is committed to identifying any hazards in the school through a risk assessment and annual audit. In addition, it will secure the assistance of competent external safety advice in conjunction with its internal resources to fulfil this role. These hazards shall be identified in a systematic manner through the use of a safe system audit. This will involve inspection of the school, examinations of the work place, equipment, procedures and records to date.

Our staff and visitors who may detect a hazard or hazardous operation are requested / obligated to report such without delay to the Principal. Listed below are risk assessments that are outlined in detail in our Risk Assessment Policy.

- Challenging Behaviour
- Slips, trips and falls
- Stress in the workplace
- Manual handling activities
- Food Safety - checking food temperatures
- Administration and storage of medication
- School Trips



- Unauthorised access
- School transport
- First Aid
- Playground equipment and general supervision
- Safe use of assistive equipment
- Fire in the school
- Exposure to a blood borne infection and other biological hazards (e.g. human waste, respiratory discharge, contact with broken skin)
- Common diseases
- Pregnant employees
- Health threats (infectious diseases)
- Swimming

5. Emergency Response Plan

Following the global pandemic and the arrival of Covid-19, the school will follow the guidelines, policy and plans in place to act in accordance with Public Health advice, The Department of Education (DOE) and the HSE. This Safety Statement should be read and considered alongside the schools' Policy and Risk Assessments and an appropriate Emergency Response Plan will be developed.

This Emergency Response Plan will detail the policies and practices in our school to meet the Government's Protocols', the Department of Education and Skills plans and policies for school closing and reopenings and to maintain safety in the school environment.

6. Welfare of Staff

Sandymount School provides suitable welfare facilities in accordance with applicable statutory provisions. We recognise that this provision is an essential element in securing safety, health and welfare for all.

Staff Room

There are two staffrooms available for staff, which includes facilities to make tea/coffee and heat/prepare their own lunches. Staff are encouraged to maintain a high standard of hygiene in this area and must clean their own cup and utensils after use. Staff are expected to remove any perishable uneaten food at the end of each week. All hot drinks are required to have a lid if taken from the staffroom. There is a drinking water machine available for all staff also.

A dignity in work policy is in place in the school and as part of the new guidelines and Wellbeing framework (2025), the Board of Management is committed to providing a work environment free from harassment of any kind. The Board will ensure that any allegations are fully investigated and will be dealt with in a fair and objective manner.

The Board acknowledges current research by the ESRI and the HSE that stress, anxiety and depression are the second highest cause of work related illness in Ireland and are associated with the longest absences from work. Staff have access and are encouraged to engage with Inspire Support Service funded by the Department of Education. In addition the school community will seek to develop a culture where a sense of belonging and connectedness is fostered.



7. First Aid

- Sandymount School has fully trained nurses on site at all times, there are approximately three/ four working daily in the school
- Some SNAs are trained in First Aid. First Aiders are requested to attend refresher courses every two years.
- A number of staff have completed the Epilepsy Awareness and administration of Buccal Midazolam Medication.
- The First - Aid equipment is available in the nurses department. There is an additional first aid supplies in the secretary's office that is also available for use when on school outings.
- When a child is enrolled in the school, information is sought on any known allergies and / or sickness and specific illnesses such as diabetes, epilepsy etc. This information is shared with all relevant staff.

8. Medical Emergency Procedures

- In case of a medical emergency, the nurses are notified and a decision will be made as to whether or not an injured person should be brought to the nearest hospital.
- School nurses keep records of treatment given and communicate this to parents.
- It is also the schools policy that in case of an accident or injury to a pupil, the pupils' parents or guardian is contacted and invited to the school to take the pupil to the doctor depending on the severity of injury.
- If parents/guardians cannot be contacted in the event of an emergency, that the pupil is taken to the nearest hospital
- If necessary the insurance company may be informed.
- Employees must not attend work while sick or while taking medication that could affect their ability to carry out the duties to their job description
- Please refer to the School's Illness and Infection in School Policy

9. Fire Safety & Emergency Procedures

A Fire and Emergency Plan has been prepared to cover the Enable Ireland campus. A copy of the school fire policy (see Fire Policy for reference). The plan sets out the main emergency safety arrangements including:

- The layout of escape routes for each floor of the building
- The location of the assembly points
- The location of the fire fighting equipment
- Special fire safety features of the building
- The routine for the practice of fire drills
- The routine for fire equipment inspections
- In all rooms and at strategic locations, evacuation procedure details are displayed showing the advised evacuation routes.
- An adequate supply of fire extinguishers is provided and correctly sited to meet statutory and insurance requirements
- All fire fighting equipment is inspected each year and is serviced by specialised contractors.
- Instruction is given in the use of Fire Extinguishers for specific materials/sources of fire "Break Glass" units are provided at strategic locations to raise the alarm.
- All fire exits are clearly marked and are visible to visitors.



- Fire drills are held in accordance with Enable Ireland protocols.
- Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.
- All electrical equipment to be unplugged or turned off outside hours of the approved use of the school. Teachers are responsible for their own classrooms.
- Assembly areas are designated outside the buildings
- In the event of evacuation, each teacher will account for the pupils/personnel at the assembly area and report this to the principal
- Smoking anywhere in the school building or school grounds is prohibited.

10. Accident & Incident Recording and Reporting

- Any accident or dangerous occurrence must be notified to the Principal or person in charge as soon as is reasonably practicable.
- The Principal will then carry out an investigation into the incident (as deemed necessary). A full record of the incident will be saved on the Admin Folder and in the child's file (if necessary) on the server.
- All serious accident/ incident forms will be saved in the Admin folder to monitor accidents and challenging behaviour incidents.
- The Safety, Health and Welfare at Work (General Application) Regulations 2007 requires the School to notify the HSA if the following applies:
 - The incident is included in the dangerous occurrences outlined in the 12th Schedule of the Safety, Health and Welfare at Work (General Application) Regulations 2007 and
 - If any person is prevented from performing his/her normal work for more than three consecutive days after the incident (not including the day of the incident but including non-working days)
 - In the case of death. If an accident is fatal the scene of the accident must be left undisturbed for 3 days after notice has been given, other than for rescue purposes.
 - A pupil that is injured as a result of a work related activity and requires medical treatment by a registered medical practitioner.

This is completed online through the HSA website by the School Principal

11. Procedures in the event of an assault on an employee

Sandymount School endeavours to provide a safe environment for all its staff. It has a duty under Section 8 of the Safety, Health and Welfare at Work Act 2005 to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees. Circular 0061/2017 and Circular 0062/2017 outlines the regulations and procedures regarding the Scheme for Leave of Absence following Assault for registered teachers and special needs assistants (SNA) employed in schools

- In the event of an assault the following procedures should be followed:
- The incident should be reported immediately to the Principal, or to the Deputy Principal, in the Principal's absence.
- The staff member involved will remove him/herself from the situation to a safer environment.
- The incident will be recorded on the school's Incident Report Form.
- The staff member will be seek medical assistance, where necessary.



- If the staff member is absent for three days or more, the Health and Safety Authority will be notified by the Principal.
- The incident will be reported to the Gardai, where appropriate.
- The school will ensure that all appropriate safeguards have been put in place to protect persons at risk and to prevent, in so far as is practicable, the occurrence of assault.
- The Application Form will be completed by the teacher/ SNA and the Principal, will be forwarded to the Department of Education within a week of the incident occurring and be accompanied by copies of the required reporting documentation. Where in exceptional cases the teacher/ SNA is unable to complete his/her part of the application within a week of the incident due to physical incapacity, this period may be extended by the employer – applications must be forwarded within a reasonable period in this event.

12. Health and safety training

Sandymount School will endeavour to provide instruction, information and training for each employee in relation to their safety, health and welfare. It is our wish to have a workforce and pupils that are pro-active and aware of health and safety related issues. We will provide adequate finances to obtain this objective.

A number of training requirements have been identified for staff that are working in Sandymount School. They are as follows:

- Health and safety Induction training including Fire Safety
- Manual handling training
- Challenging Behaviour training
- First Aid training
- Risk assessment training (Principal & Deputy Principal)
- Specific training in relation to students health, safety and welfare needs for example, cerebral palsy and epilepsy.

The school organises relevant training programmes for staff and keeps record of same.

13. Communication of Policy

The safety statement will be brought to the attention of all staff upon commencement of employment as per *Section 20(3) of the Safety, Health and Welfare at Work Act 2005*. All staff are required to read and sign the safety statement. Copies of the policy are available to staff members in electronic format and also available on the masters folder on the server. The safety statement will be reviewed on an annual basis. Changes will be made as and when necessary to reflect changes within legislation, work processes or introduction of work equipment that affects the contents of the safety statement. Any changes will be communicated to the staff team as required.

14. Links to other school policies

This statement should be read in conjunction with the schools:

- Code of Behaviour,
- Anti Bullying Policy
- School's Enrolment Policy
- Illness and infection in school policy



- Risk Assessment Policy
- Fire policy
- Wellbeing policy

Review and Ratification

This policy was reviewed and ratified by the Board of Management.

Signed:



Sé Goulding, Chairperson of Board of Management



Jennifer Doyle, Principal

Date: 4 July 2025



Appendix 1

Safe Lifting Procedures

If you decide it is safe to handle the load, assess the load and carry out the following lifting techniques:

- Get as close as possible to the load, this brings the lines of gravity of both the load and the body as close together as possible
- Position your feet approximately the width of your hips apart with one foot slightly in front of the other. This provides good balance during the lift
- Bend your knees, lower your hands and drop down beside the load, inclining your head and keep your back straight
- Grasp the object with a firm grip, test the weight to ensure it is not excessive and keep your arms as close as possible to the body
- Raise your head and look forward, this locks the cervical vertebrae and helps to keep the spine straight
- Keep the load as close as possible to the body with the elbows in and then lift with strong leg muscles in a controlled movement, keeping the spine straight
- Move forward and about at a comfortable pace and never rush
- When lifting always ensure that the heavy side is close to the body, avoid jerking movements



Appendix 2

Fire and Emergency Plan

Emergency Evacuation

If you discover a fire:

1. Operate the fire alarm system – by breaking the glass in the Manual Fire Alarm Break Glass Unit (red break glass window to raise the alarm)
2. Call the Fire Brigade immediately:
 - a) Lift receiver and dial 999
 - b) Give the operator your telephone number and ask for the Fire Brigade.
 - c) When the Fire Brigade replies say there is a fire at

Enable Ireland Sandymount School, Sandymount Avenue, Dublin 4

State clearly that it is an Enable Ireland building providing a service to people with physical disabilities and complex needs, and wait for the fire brigade to repeat the address correctly before ringing off.

Do not replace the receiver until the address has been repeated by the fire brigade.

3. Evacuate all pupils as per local procedures and leave the building closing doors behind you and report to the person in charge of the Assembly Point.
IF IT IS SMALL & SAFE TO DO SO attack the fire with the correct fire extinguisher or fire blanket provided.

If you hear the Fire Alarm:

- Evacuate all pupils as per local procedures and leave building & close doors behind you using the NEAREST available ESCAPE ROUTE to the outside of the building
- Every teacher will take charge of their class and will ensure no one is left in the classroom
- Report immediately to your assembly point outside SEATTECH
- Enable Ireland Fire Marshals and the senior members of staff will take charge of evacuation and ensure that no one is left in the building
- Staff and pupils should remain at the appropriate assembly point and the principal will ensure that all teachers have accounted for all their pupils and staff

If the principal is absent, the deputy principal will then take on the duties of the principal.



Appendix 3

ACCIDENT / INCIDENT REPORT FORM

INJURED PARTY DETAILS:

First Name(s): _____

Surname: _____

Status (Please tick appropriate box)

Student

Teacher/SNA/Sstaff

Visitor

Contractor

Date of Accident/Incident:

Date Accident/Incident reported to school management:

Where appropriate, more than one box in each section may be ticked.

TYPE OF ACCIDENT	Tick	MAIN AGENT WHICH CAUSED ACCIDENT:
Injured/damaged by a person	<input type="checkbox"/>	_____
Struck by/contact with	<input type="checkbox"/>	_____
Caught in/under	<input type="checkbox"/>	_____
Slip/trip/fall	<input type="checkbox"/>	_____
Sharps	<input type="checkbox"/>	_____
Road Traffic Accident/Crash	<input type="checkbox"/>	
Exposure to substances/environments	<input type="checkbox"/>	
Manual handling	<input type="checkbox"/>	
property damage	<input type="checkbox"/>	
TYPE OF INJURY	Tick	PART OF BODY INJURED
Fatality	<input type="checkbox"/>	Head (except eyes)
Bruise	<input type="checkbox"/>	Eyes
Concussion	<input type="checkbox"/>	Face
Internal injury	<input type="checkbox"/>	Neck, back, spine
Abrasion, graze	<input type="checkbox"/>	Chest, abdomen
Fracture	<input type="checkbox"/>	Shoulder
Sprain	<input type="checkbox"/>	Upper arm
Torn ligaments	<input type="checkbox"/>	Elbow
Burns	<input type="checkbox"/>	Lower arm, wrist
Scalds	<input type="checkbox"/>	Hand
Frostbite	<input type="checkbox"/>	Finger (one or more)
Injury not ascertained	<input type="checkbox"/>	Hip joint, thigh, kneecap
Trauma	<input type="checkbox"/>	Knee joint
Occupational disease	<input type="checkbox"/>	Lower leg
Other (Please specify)	<input type="checkbox"/>	Ankle
		Foot
		Toe (one or more)
		Multiple injuries
		Trauma, shock
		Other (please specify)



Name: (BLOCK CAPITALS) _____

Signature _____

Date _____

SUPERVISOR COMMENTS

Notes

1. *Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IR1) or online at www.hsa.ie Further information can be found in Part 1 of the Guidelines in the FAQ's on Accident Investigating and Reporting.*
2. *Please ensure all information gathered is in accordance with data protection guidelines outlined by the Data Protection Commissioner. For further information please log onto www.dataprotection.ie*



Guidance notes on completing INCIDENT FORM

There are **three** main reasons for filling out incident forms following a behavioural incident:

1. To provide a clear, factual account of what happened.
2. To reduce the risk of the incident occurring again.
3. To provide information for Positive Handling Plans and Behavior Support Plans.

An incident form should be filled in following serious behavioural incidents but not during the reflection and recovery process for pupils or staff. If SNAs only are present during an incident it is good practice to fill the incident form out with the class teacher so that s/he is fully aware of to the incident. An element of professional judgment may be required to decide whether or not an incident merits the filling in of an incident form. It is better to err on the side of caution and fill out the form. If in doubt consult with the Principal or Deputy Principal.

<i>Examples of incidents that require reporting:</i>	<i>A good incident form:</i>
<ol style="list-style-type: none"> 1. 'Near miss' – the situation had the potential to be a risk to safety. 2. Someone received an injury from a kick, bite, thrown item, etc. 3. A restraint/force was used. 4. Liberty was restricted 5. A pupil became significantly emotionally distressed. 	<ol style="list-style-type: none"> 1. Describes the incident briefly, factually and honestly, 2. Identifies triggers (if known), 3. Suggests risk reduction measures and 4. Considers welfare of both pupils and staff. 5. Judgmental, 'blaming' language should be avoided. Examples are provided below.

The information is reviewed by the Principal and/or Deputy who will check on the welfare of all involved and discuss/implement risk reduction measures if applicable.

It is good practice to inform parents of incidents but the incident forms *may not* be given to parents *without the permission of the Principal*. This is necessary because the incident report may contain information relating to other pupils or staff and may need to be redacted.

<p>A. Helpful phrases for 'What happened?' Asked for assistance - drew towards - eased away - encouraged - guided – used a help hug - led child to the support room/yard/sensory room where s/he could be monitored/observed - monitored/observed (from outside the door) - moved child away from the area of the incident – used physical prompt - used visuals/schedules/timetables - reassured - secured the door - supported - talked pupil down - withdrew other pupils – cleared the area of items that could be thrown – moved other pupils away from danger – asked for help – cleared the area of other pupils – sent for a senior member of staff – asked other staff to withdraw from the area – withdrew myself to a safe distance – kept an eye out for members of the public who might be at risk – prevent emotional/psychological distress to other pupils.</p>	<p>B. De-escalation techniques to try: Move away; reduce requests; redirect to schedule; sensory/movement breaks; calm stance/voice; calming scripts; change of staff; 1:1 close to pupil; 1:1 supervision from afar; time out of class; distraction/diversion; facial expression; first/ then; humour; negotiate; offer choice; outline consequences; outline limits/ boundaries, positive reminders; planned ignoring; removal to support room using friendly hold (pupil comes willingly); reassure; short tasks only; time given to process; use of reward; verbal support/prompts; praise.</p> <p>C. Helpful phrases for 'How was this in the best interests of the child.' Maintain dignity of the child - prevent negative social outcome for child - prevent distress - prevent pain – reduce risk of injury - reduce possibility of - unsafe situation for - welfare of pupil(s)/staff - prevent emotional/psychological distress.</p>
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