



DRAFT Health & Safety Policy Statement Sept 2026

■ Commitment

In essence, the safety statement, a legal requirement, details how the safety, health and welfare of staff, students, visitors and contractors are managed by the school.

It is a written programme of our commitment to safeguard the safety, health and welfare of staff (teaching and non-teaching) while they work and the safety and health of other people who might be affected by work activities in the school, including visitors, parents, and students. It specifies the manner, the organisation, and the resources necessary for maintaining and reviewing safety and health standards.

The BOM wishes to document their health and safety programme and make it available to all employees, outside services providers, and Inspectors of the Health and Safety Authority (HSA).



This policy requires the co-operation of all employees.

Our aims can only be accomplished by the persistent efforts of all of us.

Everybody in the school has a role to play in ensuring good safety, health and welfare within the school; this includes teachers, special needs assistants, students, visitors, and contractors.

The Board of Management undertakes to carry out a safety audit annually and report to staff. This inspection/ safety audit will be carried out more frequently if requested by either staff or the Board

of Management. All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

The ‘Safety, Health and Welfare Policy’

(a declaration signed by the Board of Management)

(this will also go on the school website by itself)

1.1 The members of the Board of Management of Talbot SNS (as at Sept 2026) are:

Chairperson: Noel Doherty

Secretary: Caitriona Wynne

Treasurer: Pauleen Bebbington

Other Board Members: Mechelle Quinn, Fr Paddy Moran

Teacher Rep & BOM Safety Officer: Damien O'Donnell

1.2 The Board of Management will ensure that, in so far as is reasonably practicable, the workplace is safe and healthy, that the highest standards of safety shall prevail and that, at a minimum, all statutory requirements will be fulfilled, including applying and adhering to the provisions of the Safety, Health and Welfare at Work Act, 2005. It will maintain a constant and continuing interest in health and safety matters pertinent to all the school's activities. It will respond to all reasonable health and safety concerns.

1.3 Specifically, the Board of Management wishes to ensure, so far as is reasonably practicable:

- **Safe Place of Work:** Ensuring the design, provision and maintenance of all places in a condition that is safe and without risk to health.
- **Safe Access:** Ensuring the design, provision and maintenance of safe means of access to and egress from our school
- **Safe Systems of Work:** Ensuring the provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- **Safety Conscious Staff:** Everyone realising that safety is everyone's responsibility, not just that of management or the BOM; everyone aware of and having access to the Safety Statement and understanding the overall arrangements for health and safety at Talbot; everyone aware of the 'Spot it, Sort it, Report it' philosophy in the school; everyone encouraged to report big and small issues to Talbot's Safety Officer (currently Martin Stuart) or Principal either verbally or by our 'Safety Observation Cards' (available pre-printed in the office); everyone encouraged to raise any issues at any time; everyone assuming responsibility for working safely at all times.
- **Training and Information:** Ensuring the provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees; this will be in a form, manner and language that is reasonably likely to be understood.
- **Safe Equipment**
- **Safety Clothing/Devices:** Ensuring the provision and maintenance of suitable protective clothing or equivalent and safety or protection devices as necessary to ensure the safety and health at works of its employees.
- **Emergency Planning:** Ensuring the preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, injuries etc..

- **Substances:** Ensuring prevention of risk to health at work in connection with use of any article or substance.
- **An Employee Safety Rep:** Ensuring the provision of arrangements for the selection or election by employees of a Health and Safety Representative (under Section 25 of the 2005 Act; they act on behalf of employees, they represent employees in consultations with management on health and safety matters).
- **Necessary Advice:** Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the HSE/HSA, Fire Officers, ICT Advisors re equipment, ergonomics etc.
- **Annual Review:** Ensuring an annual review of this *Health & Safety Statement* and an annual review of Talbot's log of issues raised and remediated (what we call our 'Safety Observation Cards').

1.4 The BOM recognises that its statutory obligations under legislation extend to employees, pupils, and any person legitimately conducting school business and the public.

1.5 The BOM recognises that it may delegate duties to employees to act on its behalf. Principals, deputy principals, teachers, and others may assume general and specific roles for managing day-to-day safety, health, and welfare in the school as the BOM sees fit. The BOM recognises, however, ultimate responsibility for safety, health and welfare lies with it.

1.6 The Board of Management will appoint a Safety Officer from the School Staff, normally an Assistant Principal, and will appoint a Safety Officer from the BOM. (Currently Martin Stuart is the Safety Officer from the School Staff, Damien O'Donnell is the Safety Officer from the BOM, and we do not have a Safety Representative for employees.)

■ Aims

- to create a safe and healthy school environment at all times, and to reduce the possibility of accidents, injuries, and ill health, by identifying, highlighting, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
 - *Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.*
 - *To ensure competent employees, who will carry out safe work practices*
 - *Safe access and egress routes*
 - *Safe handling and use of hazardous substances and equipment*
 - *Safe equipment including maintenance and use of appropriate guards*
 - *Provision of appropriate personal protective equipment*
- to have a "safety, health and welfare policy" (see above) that is effective in that it sets a clear direction for the school to follow

■ Hazards

Some hazards can be rectified but others remain constant.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. **We follow the ‘Spot it, Sort it, Report it’ philosophy:** When you spot an issue, sort it if you can, or arrange for it to be sorted if you can; If you can’t sort it, report it immediately (to the Safety Officer or the Principal), ideally using a Safety Observation Card (available in the office)(if you don’t use a card, the Safety Officer or Principal will fill one in with you) and it’ll be investigated and action decided upon.

All accidents are recorded on forms and then filed in an Accident Report folder.



Specific Hazards and Controls Put In Place

1. Fire

It is the policy of the Board of Management of Talbot SNS that

- * There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- * All fire equipment is identified and regularly serviced.
- * Regular fire drills take place at least twice a year. (See Appendix 1 for Fire Evacuation Procedure)
- * Instruction is given in the use of fire extinguishers for specific materials/equipment.
- * Signs will be clearly visible to ensure visitors are aware of exit doors.
- * All electrical equipment be unplugged or turned off outside school hours and when classrooms are vacated for lengthy periods.
- * An assembly area is designated (Each class has its own area on the yard)
- * Those who are leaving buildings/classrooms during the school day should let someone know.
- * Exit signs are clearly marked.
- * The teacher in each classroom will be responsible for fire evacuation and fire drills procedures.
- * The Principal and the Deputy Principal oversee in conjunction with the Safety Officer (and employee Safety Representative, if/when elected/selected) the above aspects of the policy.

2. Other specific hazards

- * Some classroom windows open out at head level; Children are never allowed run on the grass there, and are only able to stand there during periods of hot, dry weather.
- * Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety e.g. frost, snow, and ice.
- * During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.

Constant Hazards

1. Electrical Appliances

Our policy is that only competent persons use Electrical Appliances. Such appliances and equipment will be subject to regular maintenance checks.

2. Chemicals

Our policy is that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them.

3. Drugs/Medications

See Appendix 2.

4. Wet Floors

Our policy is that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. During heavy weather, with wet feet entering the school, if we see a wet patch we either find a mop to dry it and/or ask Jason the caretaker to mop it.

5. Behaviour/The Code of Discipline

The Code of Discipline in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any employee.

6. Accidents and Injuries

However vigilant the school staff is in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries. Our accident/illness procedure is included as Appendix 3.

7. Bullying

The Talbot BÍ Cineálta Anti-Bullying policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. As for bullying among adults, see our 'Dignity and Respect in Our Work' policy.

8. Trained First Aid Personnel

It is the policy of the Board of Management that:

- Employees will be trained to apply First Aid to pupils and other employees.
- All required remedies and equipment are made available for first aid function.
- There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff.

Other Procedures

1. Educational Visits

See our most recent Excursions Policy.

2. Visitors to the School

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal or Deputy Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

Visitors sign in using the Visitors Sign-In Book in the office.

3. Wet Days

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they read, draw, chat, listen to audio books, watch educational videos, or play games.

4. Emergency Closures

In the unlikely event of an emergency closure, we will contact parents through Aladdin. Every effort is made to ensure that all parents are made aware of the situation.

■ Resources

Talbot SNS will dedicate the appropriate resources and welfare facilities necessary—whether time, finances, equipment, or personnel—to ensure, in so far as is reasonably practicable, the safety, health, and welfare of all its employees and pupils as well as others who may be affected by its operations and activities. This includes, for example, fire-fighting equipment, first aid kits, defibrillators, appropriate and adequate signage, time for the Talbot Safety Officer to fulfil their duties, and training as recommended and needed.

■ Roles and Responsibilities

- **Board of Management:** As listed above
- **BOM Safety Officer:** Damien O'Donnell
- **Principal:** Caitríona Wynne
- **Deputy Principal:** Laura Shaw
- **Talbot's Safety Officer:** Martin Stuart
- **Talbot's elected/selected Safety Representative for employees:** none at the moment
- **Talbot's Safety Team:** Alan Connolly, Caroline McEvoy, Charlene Derwin, Deirdre Ryan, Jenny Quinn, and Martin Stuart
- **First Aid Leader:** Jenny Quinn
- **Caretaker:** Jason Kelly
- **Head Cleaner:** Ann Smith
- **External Fire Advisor:** Apex Fire

DUTIES OF THE BOARD OF MANAGEMENT

The duties of the BOM are per the 'Safety, Health and Welfare Policy' at the start of this Safety Statement. The overall responsibility for the establishment and maintenance of an effective policy for safety, health, and welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all other staff within the school. They will meet on a periodic basis to discuss health and safety issues within the school; safety will be a permanent agenda item in these meetings.



The BOM Safety Officer will act as a conduit between Talbot's Safety Officer and the BOM.

DUTIES OF ALL EMPLOYEES

1. It is the duty of every employee while at work:

- To take reasonable care to protect their own safety, health and welfare and the safety, health and welfare of any other person who may be affected by their acts or omissions at work;
- To co-operate with his/her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions;
- To attend training and take instruction on the correct use of articles or equipment.
- To use personal protective equipment (PPE) or clothing provided for their safety
- To report to their employer as soon as practicable:
 - any defects in the place of work, the system of work, any article or substance which might endanger themselves or others;

- any work being carried out which might endanger them or others;
 - any contravention of the relevant statutory provisions of which they are aware.
 - Not to engage in any improper conduct or dangerous behaviour.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health and welfare arising out of work activities.
 3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.
 4. All staff are responsible for creating a genuine safety culture within the school.
 5. All staff must cooperate fully with all the provisions taken by Talbot in ensuring the safety, health, and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts.

DUTIES OF TALBOT'S SAFETY OFFICER

- Working with the members of the Safety Team, conduct assessments to identify hazards. Identify actions to be taken. Identify person/people responsible. Record date remedied. To do this, he/she inspects different areas of the school with different members of the Safety Team, who together record findings/concerns/hazards and risk assessments for hazards (high, medium, or low)(if the risk rating isn't already pre-printed) on the relevant pre-printed Inspection Page. Where urgent action is required, it is taken immediately. He/she compiles a To-Do List with the findings from all the assessments and works through it, with the Principal, to get it all done. See Appendix 4 for an illustration of the format of the Summary of the Audits Report.
- To do these hazard and risk assessments, we use the relevant Risk Inspection Templates from the aforementioned HSA Guidelines::
 - Field/Yard (template #, p./198)
 - Corridors, Hall, and rooms off it (template #, p./198)
 - Classrooms (template #, p./198)
 - First Aid (with the School First Aid Leader) (template #10, p./107198)
 - Slips, Trips, and Falls (with the Principal and the Caretaker)(template #1, p.93/198)
 - Cutting/Ride-on Mower (with the Caretaker) (template #48, p.171/198)
 - Strimmer (with the Caretaker) (template #50, p.175/198)
 - Staff Room (with the Principal) (template #19, p.122/198)
 - Cleaning—General Considerations (with the Head Cleaner) (template #39, p.151/198)
 - Outdoor Adventure Activity (with the PE Post-Holder) (template #38, p.149/198)
 - These are the areas felt most need regular inspections/assessments. If/when other needs become apparent for inspection, or if anyone recommends other specific areas for inspection to Talbot's Staff Officer or Principal, we will find other Inspection Pages from the HSA and include them with the annual assessments.

- Assess the risks associated with these hazards.
- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.
- Work with the Principal on organising and learning from the at least two Fire Drills each school year and updating the Fire Register book (kept at the entrance).
- Work with the Principal on consulting with the contractor for maintenance of fire equipment.
- Work with the Principal on matters of Road Safety, such as working to encourage the Council to provide enhanced road safety measures for our school community.
- Work with the postholder for SPHE and the class teachers to do what we can to provide sun-safety measures for our staff and students.
- Work with the First Aid Leader to ensure that adequate First Aid provisions and arrangements are in place.
- Work with the Principal to ensure that all accidents involving employees, however slight, are reported, and where necessary fully investigated and remedial advice provided.
- Work with the Principal to ensure that where an accident removes a person from their place of work for three consecutive days after the day of the accident (excluding the day of the accident), the Health and Safety Authority are informed on the appropriate IR1 form within 10 working days.
- Work with the Caretaker, the Principal, and whoever else, to ensure that everyone knows we need to provide and use adequate and suitable personal protective equipment (PPE).
- Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate.
- Carry out monthly fire-equipment checks and record in the Fire Register.
- Ensure fire extinguishers are inspected annually and the fire alarm system quarterly.
- Report without delay, any health and safety issues or concerns to the BOM and Principal.
- Ensure that the Welcome Booklet for Substitute Teachers contains (and continues to contain) expected behaviour/code of conduct, fire drill policy, contact person in case of issues, accident reporting etc. so that it can be given to adults on SNA training/student teachers at Talbot, etc.
- Keep working to improve safety at Talbot... improving our systems, improving our inspections, improving our actions taken, improving our communication of safety matters (including this Statement), responding to issues, responding to legislative changes, being open to training for the role.
- Facilitate a Safety Team, to meet at least annually, composed of teachers and/or SNAs, to help implement this policy, most importantly by conducting inspections, but also by promoting key safety messages to staff, by identifying where we as a school can do better, and by taking action individually or collectively to make those positive changes.

DUTIES OF BOM SAFETY OFFICER

- To liaise with Talbot's Safety Officer on matters of Health and Safety.
- To make recommendations for the alleviation of potential hazards.
- To monitor progress in relation to dealing with hazards.
- To clearly communicate to the BOM at least annually the Board's full

responsibilities.

- Report on all of the above at appropriate BOM meetings.

■ Training for Health and Safety

- Talbot SNS is committed to providing appropriate health and safety training for all employees applicable to their function.
- Part of the training is becoming familiar with this Safety Statement and how we all work together safely at Talbot.
- Each year, this Safety Statement will be sent to all employees and key parts of it highlighted at at least one staff meeting.
- Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained, such as First Aid Leader, Caretaker, and anybody else needing such training as needs evolve.
- Periodic training may include: manual handling; fire safety, including the use of fire extinguishers, including fire warden training, including fire drills (emergency evacuation training); first aid training; use of PPE; use of potentially dangerous equipment; and any other training identified by the Board of Management.

■ Consultation and Information

It is the policy of the Board of Management of Talbot SNS:

- to consult with staff in the preparation and completion of this Health and Safety Statement.
- to make available the *Health & Safety Statement* to all present and future staff.
- to convey to all staff as it becomes available any additional information or instructions regarding safety, health and welfare at work not contained in the document
- that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

■ Sources for the Content of this Safety Statement

This policy statement has been drawn up based on a number of sources, most importantly:

- **Our previous policy statement**
- **The HSA's 'Guidelines on Managing Safety, Health and Welfare in Primary Schools'**
- **The format used by a draft policy prepared by the IPPN for schools to draw from (from their website, 2026)**
- **The Safety, Health and Welfare at Work Act, 2005, especially section 20**
- **The HSA's 'Safety Statement Checklist' (from their website, 2026)**

It has been drawn up in consultation with Talbot's staff, its students, its parents, prior to being ratified by the Board of Management.

■ School Profile

Talbot Senior School is in Bawnogue, Clondalkin, Dublin 22 (D22RT44). Our staff includes permanent teachers, part-time teachers, temporary teachers, Special Needs Assistants (SNA's), Caretaker and Secretary. The number of pupils in the school typically varies each year between 280 to 300. The school sometimes has some students carrying out work experience. It is a sister school to Nano Nagle JNS and the two schools each have half a large one-story building that is in the shape of a capital H. The main public access is from Lealand Road, and the access to the staff car park is from Lindisfarne Avenue.



■ Success Criteria

Our success criteria will be based on the achievement of our aims to provide a safe environment for our pupils, employees, and visitors.

Our benchmark for success or otherwise of the policy will be a combination of staff observations, parental feedback, any Inspector's Reports, our safety record, and the like.

■ About Implementing and Reviewing This Statement

This revised statement is an honest attempt to accurately document our Safety practices. It will continue to be implemented from when it is ratified by the Board. It is reviewed at least annually and could be changed sooner in light of experience, changes in legal requirements, and operational changes, such as the introduction of new systems. The Board of Management is responsible for reviewing the Statement and Policy.

■ Ratification and Communication

The Board of Management ratified this policy on the _____ of _____.

Signed: _____, (Chairperson, BOM)

Signed: _____, (Principal, Talbot SNS)

This policy is communicated to the members of the BOM and is available to the wider school community through the school website: talbotsns.com

Appendix 1: Emergency/Fire Evacuation Procedure

Introduction

An Emergency Evacuation Procedure has been established at Talbot Senior School that will cover all operations of the school. Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a fire. An “*Evacuation Procedure in case of fire*” has been drawn up below to ensure a co-ordinated response to any on site fire or other emergencies.

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the school. All fire points will be wall mounted, indicated with fire point signs, and kept clear of obstructions at all times. Emergency evacuation drills will be carried out at least twice a year. Records of all drills will be maintained.

- **Emergency Site Controller (Principal):** The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.
- **Deputy Emergency Site Controller (Deputy Principal):** If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.
- **Teaching staff:** If the alarm sounds the teaching staff will escort their class out in an orderly fashion to their designated assembly points per the Procedure for Fire Drills below.

Emergency Evacuation Procedure In The Case of Fire

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following takes priority over the safety of the pupils and employees, ensuring their continued personal safety—**Do Not Put Yourself At Risk!**

In the event of a fire the School Secretary calls the Fire Brigade.

Procedure for Fire Drills:

1. When the alarm sounds, pupils stop working.
2. Everyone quietly walks into line with leaders and rear guards in position.
 - If possible, while the line is assembling, rear guard closes windows.
 - While the line is assembling, teacher checks the toilets.
3. Teacher gets their phone to bring outside (to check Aladdin when outside).
4. Teacher brings the class out of the classroom, then checks the class is empty, then leads line to assembly point, all in a calm and orderly manner.
5. If possible, rear guard closes the classroom
6. When outside at the assembly point, teacher takes a headcount, reports headcount to Principal/Deputy Principal, and reports whether or not it matches the Aladdin rollcall.

What If We're Not in The Class When The Alarm Goes Off?

For Classes in the Hall & For Classes Outside When the Alarm Sounds

1. Assemble just like in the classroom
2. Proceed to your class's assembly point (If you're in the hall, exit via the main doors).

For SNAs out of the class with a pupil: use the nearest exit and assemble with the class.

For Support Teachers with pupils: use the nearest exit and assemble with the class.

For children on a message: use the nearest exit and assemble with the class.

Regular drills will be conducted to ensure familiarity with this procedure, promoting the safety and wellbeing of the school community.

Evacuation to Designated Assembly Point Policy (Field Beside Church)

In the event of an emergency requiring the full evacuation of the school premises, all students, staff, and visitors will be directed to the designated assembly point, located at the field beside the Church of the Transfiguration — opposite Nano Nagle. Leave via the front gates and make the shortest and safest route there — either by turning left or right at main gate.

The evacuation will be conducted promptly and safely under the supervision of staff, following established evacuation procedures. Teachers and assigned staff will ensure Aladdin roll calls and our leadership team will contact all parents to collect their children asap. Rolls are completed at the assembly point to account for all individuals. The field has been assessed as a safe and accessible location for all students, including those with special needs. No one will re-enter the school premises until authorised by emergency services.

Sequence

- Alarm
- Call the fire brigade
- Evacuation
- Assembly
- Roll Call
- Tackle the fire

Aim

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

Alarm

Anyone discovering an outbreak of fire will raise the alarm at once by informing a teacher. The teacher will immediately sound the fire alarm.

Call the Fire Brigade

All outbreaks of fire however small, or any suspected fire will be reported immediately to the Fire Brigade by the emergency phone number.

Evacuation

On hearing the alarm, pupils will stand to attention by their desks and, when instructed by the teacher in charge of the class as to the exit route to be followed, will leave the classroom in single file. Classes will then proceed at a steady uniform pace to the place of assembly followed by the teacher...

Assembly

The place of assembly is the yard, where all classes will stand together in lines with their class in their designated area. If this area becomes unsafe, supervised evacuation from the school grounds will be by main gate into the field opposite our school field.

Roll Call

Immediately the classes have gathered in their place, a roll call or count will be taken, comparing numbers and names to those already recorded in for the day on Aladdin. If anyone is missing an immediate search by the staff will be made. As far as is practicable, no place to which pupils have access will be overlooked.

The officer in charge of the Fire Brigade will be met on arrival and immediately informed whether or not all persons have been safely evacuated.

Attacking the Fire

Circumstances will dictate whether fire-fighting operations will be attempted. Fire fighting will always be secondary to life safety. While small fires may be dealt with summarily, in the case of a sizeable fire, safe evacuation will be the primary concern.

Fire Drills and Testing Alarms

A fire drill (test) will be held twice a year. It will be carried out according to the above procedure with the exception of 'Calling the Fire Brigade' and 'Attacking the Fire'. A record of all fire drills will be kept. It will include details of drills including date, time, weather conditions, time taken for evacuation and any other relevant information.

Fire Alarms will be tested once a term outside of school hours.

Appendix 2: Administering Medicines at Talbot

As a general rule, teachers will not be involved in the administration of medication to pupils. There are, however, exceptional circumstances where there is an ongoing condition such as diabetes, epilepsy, ADHD, etc. or a condition necessitating emergency treatment. In such circumstances and where a teacher or SNA is willing to become involved in the administration of medication a set procedure will be followed:

- The board of management, having considered the matter, may authorise a teacher/SNA to administer medication to a pupil. If the teacher/SNA is so authorised s/he should be properly instructed by the board of management.
- A teacher/SNA should not administer medication without the specific authorisation of the board.
- In administering medication to pupils, teachers/SNAs should exercise the standard of care of a reasonable and prudent parent.
- The board of management will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of medication.

Arrangements will be made for the safe storage of medication.

Appendix 3: Procedure in the event of an accident or a serious injury/illness

When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious injury/illness is brought to the notice of a teacher:

- The teacher will ascertain the seriousness of any injury or illness.
- Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation. However, this treatment will not generally include administration of medication.
- In a case where serious injury or illness is suspected, the teacher will take a decision as to whether or not the injured/ill person can be moved. Where it is felt a breakage or other such serious injury has occurred, the injured/ill person will be made comfortable and kept warm in situ until the emergency services can be contacted.
- If the injured/ill person is a pupil, the parents or guardians will be contacted immediately in all instances.
 - If it is felt the pupil needs to be brought to casualty, parental permission will be sought. If a parent/guardian cannot be contacted a decision will be made by a member of staff in the best interests of the child. This may involve a trip to casualty or the calling of an ambulance. Written parental consent for such action will be a prerequisite for enrolling a child in the school.

- In such circumstances, repeated attempts will be made to contact parents.
- Where a pupil is carried in a member of staff's vehicle, it is policy to carry additional pupils to ensure that a pupil will not be alone in the vehicle with a staff member at any time.
- If the injured/ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health & safety of the injured/ill person.
- A written report will be kept of all serious accidents.

Accident Reporting and Investigating at Talbot

All accidents/near misses to persons (staff/pupils/contractor/visitor), however slight, must be reported immediately to the Principal and promptly recorded on a form, if not immediately then later the same day; this form is then filed by the School Secretary in the Accident Reports folder.

Injuries to any employee 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 HSA.

The teacher/person in charge should ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt.

The teacher/person in charge should determine whether a photograph is necessary — if so, take photographs of the scene from several angles and get both close-up and general shots to give a full picture of the scene.

The teacher on duty should complete the accident form by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

Upon notification of an accident, the Staff Safety Officer or Principal or Deputy Principal should go immediately to the scene of the accident, partly so as to note details of the accident.

Appendix 4: Illustration of Format of Report Written Up and Worked On After the Annual Audits

Classrooms

Hazard	Action Taken/To Be Taken	Who?	Date Remedied
Carpet coming up (room 11, a metre from the window)	Carpet to be taped in places. Jason to visit every carpeted room and fix where needed	Jason	

Extra (1): Safety Representatives and Safety Consultation

Section 25 of the 2005 Safety, Health and Welfare at Work Act allows for the selection and appointment from their number at Talbot SNS a representative (in the Act, this is referred to as a “safety representative”, or, by their agreement with their employer, more than one safety representative, to represent them at their place of work in consultation with their employer on health and safety matters.

Talbot SNS is fully committed to working well with any such safety representative at all times. Any such election/selection can be held at a staff meeting. Full details of the role are available at <https://www.irishstatutebook.ie/eli/2005/act/10/section/25>

In line with the 2005 Safety Act, Talbot SNS is committed to consulting with its employees on matters of health and safety to encourage a teamwork strategy for safety. It does this through regular communications with all staff.

Extra (2): Visitor Control at Talbot

(See too ‘Visitors to the School’ in ‘Other Procedures’ above.)

A visitor is defined as any person who goes beyond the boundary fence of the school for the purpose of physical work, meetings, visiting staff members or management. It will also apply to persons attending interviews for a potential job.

- In the event of a fire, or emergency evacuation activation, the visitor will go to the assembly point, which is noted and visible in the Visitors Book.
- Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.
- Visitors to the site must observe and obey all safety signs posted throughout the facility.
- Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended.

Extra (3): Contractor Control at Talbot

A contractor is defined as anyone who undertakes or carries out work either him or herself or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the school. It will include contractors, sub-contractors, and service call out staff etc.

A control system is in place in order to control all contractors and visitors and ensure they are not affected by the operations of the staff and that the staff is not affected by the operations of the contractor. All contractors who wish to work for Talbot Senior School must provide the following items to the principal (when requested):

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.

Extra (4): Statutory Testing of Fire/Evacuation Equipment

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

FIRE EXTINGUISHERS

I.S. 291:2000 states that inspection of extinguishers shall be carried out at monthly and annually intervals by the user, or agent appointed by the user, supplier, or a competent extinguisher maintenance agent.

FIRE HOSE REELS

In response to a request for clarity on us maintaining the fire hose reels in the school via email (firecerts@sdublincoco.ie) on 7th Sept 2026, the Duty Fire Officer James Mulholland called teacher Martin Stuart on 8th Sept and told him the following:

- Fire Certs didn't start until the 1990s. Our building, since it was built in 1977 or before, isn't covered by one. There are no fire certs for this building. James did note that there are fire certs for the extensions of 2011 and 2013 (but nothing for earlier).
- The Fire Brigade don't need our fire hose reels. They don't need them.
- Once we have the portable fire extinguishers, it's more than sufficient (to meet our legal and practicable requirements).
- James said the fire brigade ("we") really only want to see them these days in car parks (nowhere else). The Fire Brigade has always found hose reels not to be useful—they cause other issues, such as blocking the closing of doors, tripping people leaving.
- (The reality is) "you're not going to service and maintain them (as they're never going to be used). If you do service and maintain them, you also would have to have all the staff trained in their use!! (another ridiculous requirement since they're never going to be used)"
- It is, however, a big job to take them out. We'd have to engage a fire safety consultant or an architect to remove them. If we removed them (without such an engagement) we might be breaching an old by-law from the 1970s. What we could do is look into the history of the original school's plans.
- (Practically-speaking) by keeping them you might get leaks as time goes on, so maybe you might get an intermediate service once every 10 years or so (only so that there's no leaking pipes, is the only reason).

FIRE DETECTION & FIRE ALARM & DETECTION SYSTEMS

The responsible person shall ensure that every 3 months the following checks are carried out by a competent person:

- a) Entries in the logbook shall be checked and any necessary action taken.
- b) Where applicable, batteries should be examined to ensure that the specific gravity of electrolyte in each cell is correct. Any necessary remedial action shall be taken.
- c) Batteries, including reserves, shall be tested as specified by the supplier to verify that they are satisfactory for a further period of use by taking measurements that are indicative of the conditions of each cell, by the use of a proprietary load test meter specific for the purpose.

NOTE It is recommended that during the quarterly/periodic service a percentage of the detection devices be tested such that at the end of the annual period all devices have been tested.

Records of these statutory examinations or tests should be filed in the Fire Register, which is kept in the Caretaker's room.

Key Holders	Jason Kelly, caretaker & Anne Smith
Burglar Alarm Company	Castle Alarms

Fire Alarm Company	Apex Fire
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Emergency Contact Numbers

Fire Brigade	112 or 999
Hospital	112 or 999 Tallaght Hospital 01 414 2000
Local Ambulance	112 or 999
Garda Síochána	Clondalkin Village 01-666-7600 112 or 999

Extra (5): Opening and Closing Procedure

The school caretaker opens the school at 7:30am approx. every morning.

The main school gates are opened to pupils at 8:50am approximately, typically by the caretaker.

Children are supervised on the yard in the morning by assigned postholders and SNAs.

At the end of the school day, all members of staff are responsible for securing their own classrooms/area. The school is locked and the alarm is set by the caretaker every day.

Extra (6): Access for Tradespeople

When electricians/plumbers and other tradespeople need access to the school an arrangement is made with the caretaker to open and lock the school as required. Tradespeople shall be accompanied when working out of hours in the school premises.

Extra (7): Storing and Administering of Medication at Talbot

Parents are asked to inform the school in writing if their child suffers from any allergies, long term, or short-term illness and if their child is on medication. No teacher can be required to administer medicine or drugs to a pupil. A teacher, who, with the consent of the BOM, does take on the responsibility for administering medicines takes on a heavy duty of care.

Parents of pupils who are on medication or inhalers are asked to fill in a form (available from the school office) for school records.

If a child has, for example, a serious nut allergy/ allergy to wasp sting etc., the parents will inform the class teacher who will inform the principal. If parents have been medically advised that immediate action may be needed, they must sign the Administration of Medicine form.

This is facilitated by a meeting each September with the principal and parents. Parents are asked to sign an administration of medication form and training is given to the necessary staff, usually the class teacher, SNA, Secretary, and support teachers.

Epi-Pens and medication are stored in the staff room or locked in the teacher's desk, out of reach of children. Some children have medication in their school bags but this is communicated to all involved and noted by the principal.

A list of children with medical needs is collated and kept by Jenny Quinn (Occupational First Aid Trainer). Copies are given to the Principal and secretary.

Extra (8): Adult/Student Work Experience at Talbot

Included in this group are students on teaching practice, adults on SNA training, and people on the Work Placement Programme (WPP). The Principal decides on behalf of the Board of Management the personnel allowed on work experience/work placement in the school. All persons will be required to be Garda-vetted.

The Principal will inform the Staff Safety Officer of all adults/students on work experience or work placement programmes in the school. He/she will then arrange that a short document (the Welcome Booklet for Substitute Teachers) with a synopsis of pertinent issues in the Safety Statement such as expected behaviour/code of conduct, fire drill policy, contact person in case of issues, accident reporting etc. will be given to individuals.

Further note: No persons on work experience will be granted unsupervised access to children.

Extra (9): Manual Handling at Talbot

No person will be expected to lift a load that would be likely to cause them injury. Consideration must be given to the load and whether or not help is necessary. Training in correct manual handling techniques will be provided as appropriate. Every employee must be familiar with the correct lifting techniques. These may be summarised as follows:

- Always consider whether help is necessary to lift an awkward or heavy load.
- Check for sharp edges, splinters, or nails.
- Lift in easy stages — floor-to-knee then from knee-to-carrying position.
- Do hold weights close to body.
- Do grip load with your palms — not your fingertips
- Don't jerk, shove or twist body.
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down steps.

Extra (10): Nuts at Talbot

While we are not a nut-free school, as this is something that is impossible to police, we do make every effort to keep classrooms free from foods containing nuts, especially where children have allergies. So, what is most important is vigilance, correct procedure and emergency preparedness, such as epi-pen at hand if and when needed. All year, and especially at Christmas time, we need to remember that boxes of Roses, Celebrations, Heroes etc. all contain allergens such as nuts.

Extra (11): Grievance Procedure and Complaints Procedure Policy

See the '*Working Together—Ag Obair le Chéile*' document for relevant procedures followed.

Extra (12): Electrical Appliances Safety at Talbot

Before using any appliance, the user should check that:

- All safety guards which are a normal part of the appliance are in working order.
- Power supply cables/leads are intact and free of cuts or abrasions
- Unplug leads of appliances (e.g., interactive whiteboards, internet cables, microwaves, heaters) every evening.
- Microwave is turned off at socket when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Instructions for use of interactive whiteboards are given to each teacher.

Extra (13): Chemical/Cleaning Products Safety at Talbot

All chemicals, photocopier toner, detergents etc. are to be stored in clearly identifiable containers bearing instructions and precautions for their use. If deemed necessary products shall be kept in a locked area and protection provided for using when handling them.

Cleaning products are kept in storage under lock and key. The key is kept 'out of reach' of children but available to adults.

Extra (14): Location of Important Documents & First Aid Kits

- Fire Drill Records: These records will be kept in the Designated Fire Safety Information in the Caretaker's room.
- Accident Report Forms: Folder with Accident Report forms is to be kept in the Office with the School Secretary.
- First Aid: There are fully stocked First Aid Box in the office. Each classroom has a fully stocked first aid box. See list in the staff room for updated list of qualified and certified First Aiders on staff. All SNAs have their own first-aid bag—for class, for yard, and for excursions.

Extra (15): Talbot is Smoke Free

In line with legislation (Public Health [Tobacco] Amendment Act 2004) no smoking is allowed inside the school perimeter. Because of the 'child exposure' at our premises, we cannot provide designated Smoking Areas. Anyone found in breach of our Smoke Free Policy will incur disciplinary procedures.

