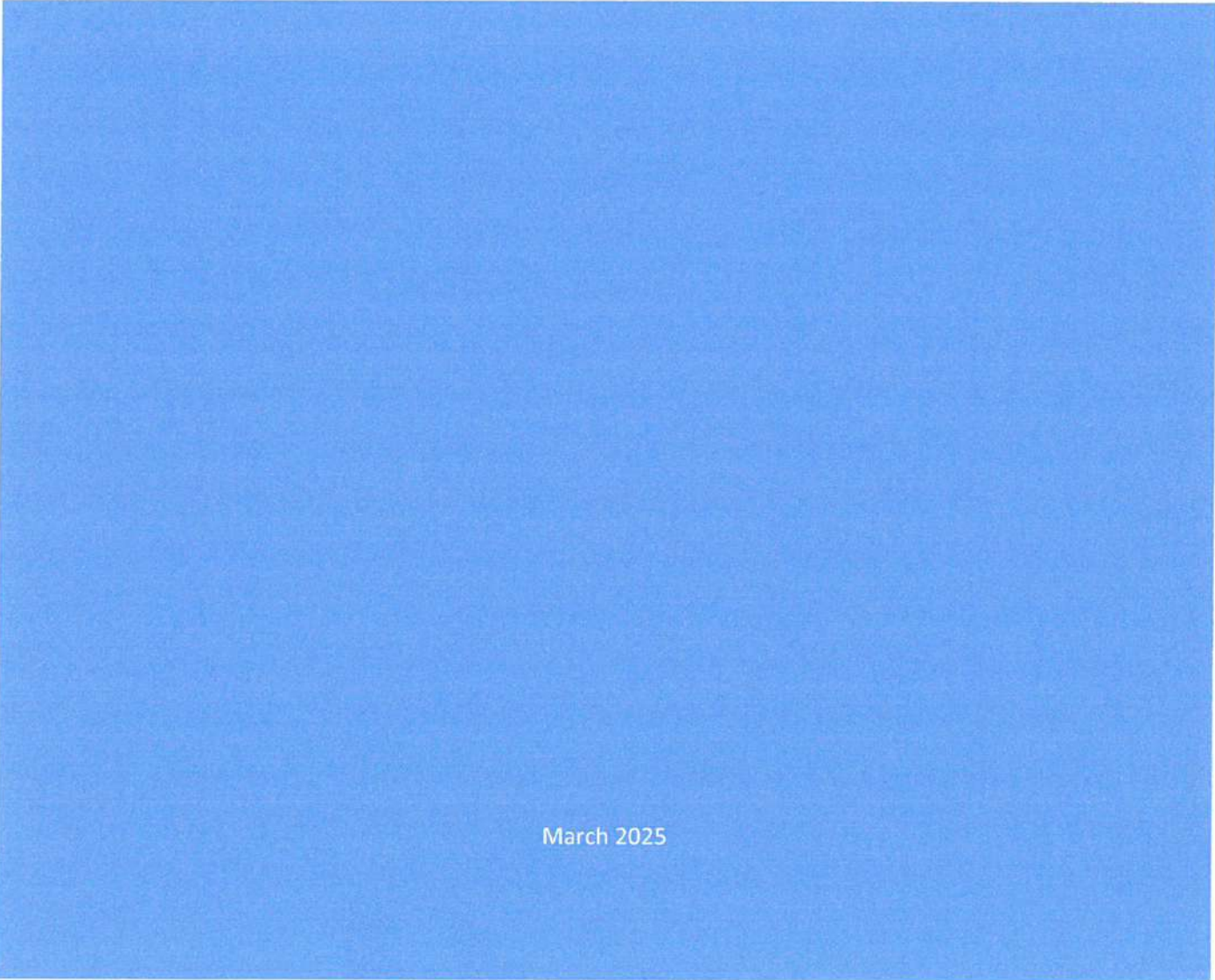




# ST. MARY'S SECONDARY SCHOOL SAFETY STATEMENT



March 2025

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### 1. Safety, Health and Welfare Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of St. Mary's Secondary School 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. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and students of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

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

- a. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. Maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d. Continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e. Consult with staff on matters related to safety, health and welfare at work;
- f. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

  
\_\_\_\_\_  
Chairperson, Board of Management

Date: 13/2/2025

Signed:

  
\_\_\_\_\_  
Secretary, Board of Management

Date: 13/2/2025

## 2. School Profile

St. Mary's Secondary School is situated on Ashe Road in Nenagh. The school was initially established by the Mercy Sisters in the town. It remained under the leadership of the Mercy Sisters until 2007. From 2007, St. Mary's has been under the trusteeship of CEIST (Catholic Education an Irish Schools Trust). The school currently has 573 students enrolled on a site that is approximately 5.5 acres in total.

The school has forty classrooms inclusive of three Science laboratories, three computer rooms, two Art rooms, a Music room, Technology room, DCG room, and two Home Economics rooms. It is spread over three floors within the main building, with corridors leading from the main building to additional building structures. A separate PE Hall with cardio machines and weights area (upstairs) is also on the school site. The school has a playing field at the rear of the school.

### 2.1 Important Information

Contact Details	Website: <a href="http://www.stmarysnenagh.ie">www.stmarysnenagh.ie</a> Email: <a href="mailto:admin@stmarysnenagh.ie">admin@stmarysnenagh.ie</a> Address: Ashe Road, Nenagh, Co. Tipperary. Phone Number: 067-31450 Principal: Mr. John Cullinane Deputy Principal: Mr. Brian Lawlor
Hospital	Nenagh Hospital, Tyone, Nenagh, Co. Tipperary. E45 PT86 Phone: 067-31491  University Hospital Limerick, Dooradoyle, Co. Limerick. Phone: 061-301111
Gardaí	067-50450 (Nenagh Garda Station)
National Education Psychological Service (NEPS)	NEPS, Model School, Western Road, Clonmel, Co. Tipperary, E91 HK58  Tel: (01) 8650799
TUSLA	Child and Family Agency, Mid-West, HSE Building, Ballycummin Avenue Raheen Business Park, Raheen, Limerick.  061-482792
Emergency Call	999

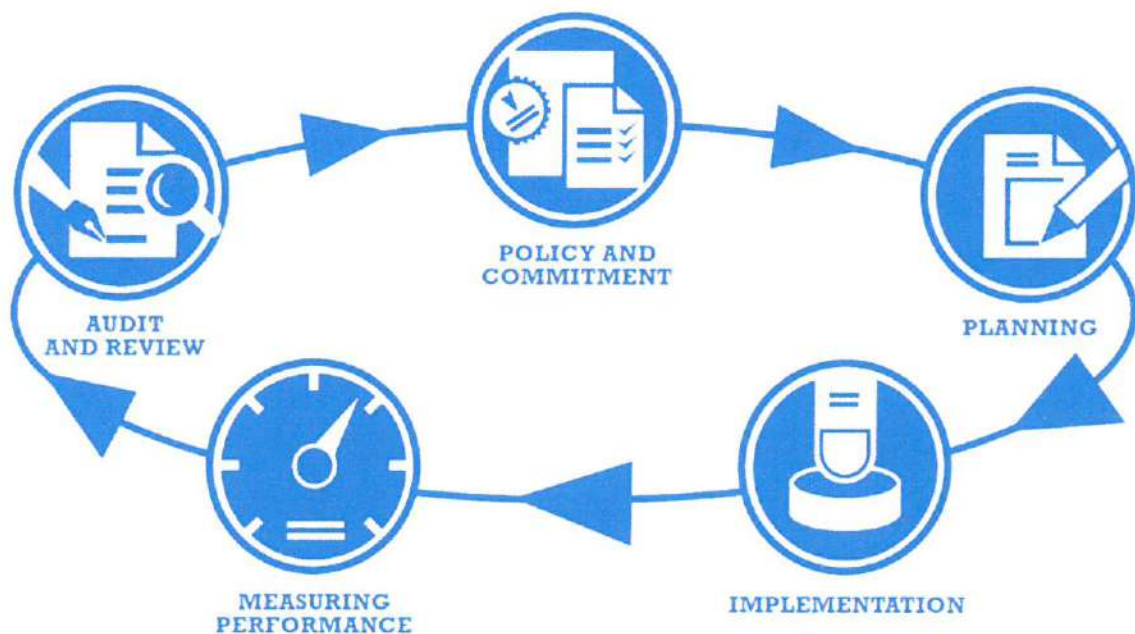
## 2.2 List of regular visitors to the school

- Support Service Staff (e.g. Oide)
- Building Contractors
- Parents/Guardians
- Community Groups
- National Educational Psychological Service (NEPS) personnel
- Building sub-contractors (e.g. plumbers, electricians, boiler technicians)
- Guest Speakers, Workshop facilitators
- External bodies, e.g. sports clubs using PE facilities

## 2.3 Safety and Health Management System

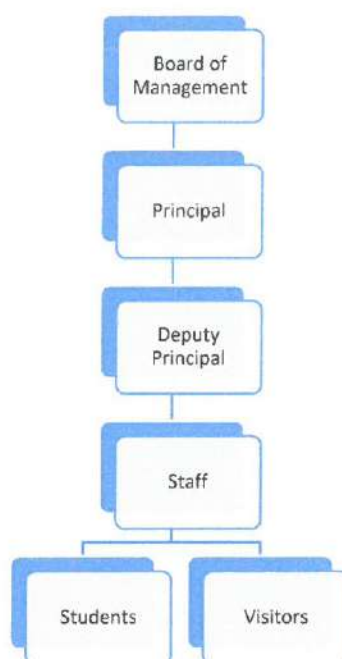
The Safety and Health Management System (SMS) in St. Mary's Secondary School involves an on-going process which aims to promote continuous improvement in the way the school manages safety. It fits into the overall management of the school and includes the school structure, planning activities, practices, procedures, and resources for developing, implementing, reviewing and maintaining safety, health and welfare. The SMS sets out the issues to be addressed and is a tool to develop improvement programmes and self-audits or assessments.

Figure 1- Key elements of a safety and health management system- sourced from 'Guidelines on Managing Safety and Health in Post-Primary Schools'



## 2.4 Safety Management Structure

Figure 2- St. Mary's Secondary School Safety Management Structure



## 2.5 Provision for persons with special educational needs and/or disabilities

St. Mary's is very committed to ensuring the full inclusion of all persons using the school buildings, including those who may have an additional educational need or disability. Persons includes all students, staff and those who may, from time to time, work in the school such as external tutors, building contractors and other visitors to the school.

The school is wheelchair accessible with a lift in operation to ensure full access to the first and second floors when required. Provision for other categories of additional needs is made for on a case-by-case basis and that process involves meeting with the student and their parents/guardians. The process involves consultation to identify each student's needs, development and implementation of a plan to address those needs, and regular review to monitor the progress of each student. Regular communication with students and parent/guardians is essential in monitoring and reviewing such plans.

## 2.6 Planning Procedure

The planning procedure involves consulting with stakeholders outlined above, drafting plans to address known risks and hazards, implementing those plans and reviewing them at least annually.

## 3. Resources

St. Mary's is committed to dedicating the financial and personnel resources necessary to secure the high level of safety and welfare for the staff and others while working in or visiting the school. To this end the Board of Management is committed to:

- Ensuring that an adequate number of suitable staff is available to undertake the work and activities carried out by the school.
- Insofar as is reasonable practicably, ensure resources shall be made available for any upgrading, maintenance, replacement and repair of the facilities and equipment.

## **4. Roles and Responsibilities**

### **4.1 Board of Management**

The Board of Management responsibilities are;

- to comply with its legal obligations as employer under the 2005 Act;
- to ensure that the school has written risk assessments and an up to date safety statement;
- to review the implementation of the SMS and the safety statement;
- to set health and safety objectives;
- to receive regular reports on safety and health matters and matters arising from same are discussed;
- to review the safety statement at least annually and implement changes that are required for workers' safety;
- to review the school's health and safety performance;
- to allocate adequate resources to deal with health and safety issues;
- to appoint competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.

### **4.2 Principal**

Ultimate responsibility for the implementation of the St. Mary's Safety Statement rests with the school Principal.

The Principal's responsibilities are;

- to comply with the requirements of the 2005 Act;
- to report to the Board of Management on safety and health performance;
- to manage safety and health in the school on a day-to-day basis;
- to communicate regularly with all members of the school community on safety and health matters;
- to ensure all accidents and incidents are investigated and all relevant statutory reports completed;
- to organise fire drills, training, and other appropriate education, where necessary;
- to carry out safety audits;
- to ensure adequate protective equipment is available;
- to ensure that the services of external Consultants are used where special training or assistance is required;
- to ensure that Health and Safety Authority inspectors are provided with any information requested;
- to ensure that control measures called for in the hazard audit sheets are implemented;
- to record all reportable accidents to staff and dangerous occurrences within the school buildings and grounds. This is done on the standard "Accident Report Form" as are enclosed in Appendix 1 of this Safety Statement.

#### **4.3 Deputy Principal**

The Deputy Principal's responsibilities are;

- to assume the responsibilities of the Principal in the absence of the Principal;
- to ensure that safety, health and welfare is given due consideration for all activities.

#### **4.4 Teaching/Non-Teaching Staff**

The Teaching/Non-Teaching Staff responsibilities are;

- to comply with all statutory obligations on employees as designated under the 2005 Act;
- to co-operate with school management in the implementation of the safety statement;
- to inform students of the safety procedures associated with individual subjects, e.g. Science, Technology subjects, Home Economics, Art, Physical Education (PE);
- to ensure that students follow safe procedures, e.g. use personal protective equipment (PPE) and adhere to laboratory rules;
- to conduct risk assessments of their immediate work environment (See "Guidelines on Managing Safety and Health in Post Primary School Part 2 Tools and Templates" for relevant sections)
- to formally check classroom/immediate work environment to ensure it is safe and free from fault or defect;
- to check that equipment is safe before use;
- to ensure that risk assessments are conducted for new hazards, e.g. new machine or chemical product;
- to select and appoint a safety representative(s);
- to report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety statement.

#### **4.5 Other School Users- Students, Visitors, Parents/Guardians & Volunteers**

Other school users, including students and visitors, should comply with school regulations and instructions relating to safety and health.

#### **4.6 Contractors**

Contractors and/or sub-contractors who engage in work in the school building should familiarise themselves with this safety statement and comply with school regulations and instructions relating to safety and health. Furthermore, contractors/sub-contractors should liaise with the school Principal to undertake additional risk assessments and plan for any additional risks as they arise.

#### **4.7 Safety Representative**

The role or function of the safety representative is to consult and make representations to the principal or the Board of Management on safety, health and welfare matters relating to colleagues (including non-teaching staff) in the school. The safety representative, having given reasonable notice to the Board of Management, has the right to inspect all or part of the school and immediately if there is an accident or dangerous occurrence or imminent danger or risk to safety and to investigate accidents and dangerous occurrences.

Safety representatives may also;

- after giving notice to the Board of Management, investigate complaints relating to health and safety;
- make representations to Health and Safety Authority Inspectors;
- accompany Health and Safety Authority Inspectors carrying out inspections (except following an accident, although this may be allowed at the discretion of the Inspector).

If a Health and Safety Authority Inspector is carrying out an inspection, the Board of Management must inform the safety representative. This can be done by the Principal, acting on behalf of the Board of Management.

#### 4.8 List of staff & responsibilities

Staff Member	Role	Responsibilities
John Cullinane	Principal	Oversee implementation of the safety statement and policy
Brian Lawlor	Deputy Principal	Assume role of Principal in Principal's absence
Karen Maguire	APII Postholder- Health & Safety Co-ordinator	Oversee risk assessments in consultation with staff Prepare an overview of health and safety issues
John Mulcahy	Safety Representative	represent colleagues (including non-teaching staff) in consultation with the employer on matters relating to safety, health and welfare.

## 5. Risk Assessment

### 5.1 Hazard Identification and Risk Assessment

The Board of Management of St. Mary's Secondary School recognise that its activities and premises may present a health and safety risk and shall identify the areas where control measures are required. The Principal will oversee the identification of hazards which shall be undertaken at regular intervals and the school management shall take all practicable control measures to reduce risks to school staff, students, visitors and members of the public.

Hazards will be identified, risks assessed and categorised as: high/ medium/ low rated as major / serious/ minor.

### 5.2 Procedures

It is the policy of St. Mary's Secondary School to;

- Identify hazards in the workplace;
- Assess the risk to health and safety;
- Control risks as far as is practicable so that they are eliminated or reduced to an acceptable level.

**A Hazard** is anything - substance, article, material or practice – which has the potential to cause harm to the safety, health and welfare of staff, students or others at work.

**A Risk** refers to the likelihood of the hazard to cause harm in the circumstance of use. A Risk Assessment links the probability of occurrence i.e. the likelihood together with the severity of loss and or injury. In this case the categories of high/ medium/low are used to assist in prioritizing control measures and allocations of resources.

### **Likelihood**

The likelihood of the hazard occurring is rated as follows:

- High: Where it is certain or near certain that harm will occur.
- Medium: Where harm will occur frequently.
- Low: Where harm will seldom occur.

### **Risk Rating**

The risk is as follows:

- Major: Can cause death or major injury
- Serious: Injuries where staff may be off work for more than 3 days
- Minor: All other injuries, including those periods where people can be off work for up to 3 days

### **Risk Control**

Measures intended to reduce the risk to an acceptable level.

### **5.3 Risk Assessments**

A Risk Assessment was conducted in the school in May 2024. The following table lists those responsible for undertaking the Risk Assessment in different areas of the school:

Area of the school	Person(s) Responsible	Date completed
1. Art	H & S Co-ordinator in consultation with relevant staff member	May 2024
2. Canteen	H & S Co-ordinator in consultation with relevant staff member	May 2024
3. Cleaning	H & S Co-ordinator in consultation with relevant staff member	May 2024
4. Computer Rooms	H & S Co-ordinator in consultation with relevant staff member	May 2024
5. Home Economics	H & S Co-ordinator in consultation with relevant staff member	May 2024
6. Maintenance	H & S Co-ordinator in consultation with relevant staff member	May 2024
7. Physical Education	H & S Co-ordinator in consultation with relevant staff member	May 2024
8. Science	H & S Co-ordinator in consultation with relevant staff member	May 2024
9. Technologies	H & S Co-ordinator in consultation with relevant staff member	May 2024

10. Transition Year	H & S Co-ordinator in consultation with relevant staff member	May 2024
11. Administration/Principal	H & S Co-ordinator in consultation with relevant staff member	May 2024
12. General Classrooms	H & S Co-ordinator in consultation with relevant staff member	May 2024
13. Offices	H & S Co-ordinator in consultation with relevant staff member	May 2024
14. Pregnancy/Post-natal	H & S Co-ordinator in consultation with relevant staff member	May 2024
15. Slips, Trips, Falls	H & S Co-ordinator in consultation with relevant staff member	May 2024
16. First Aid	H & S Co-ordinator in consultation with relevant staff member	May 2024
17. Fire	H & S Co-ordinator in consultation with relevant staff member	May 2024
18. Asbestos	H & S Co-ordinator in consultation with relevant staff member	May 2024

The Health & Safety Co-ordinator liaises with the Principal, Deputy Principal and Safety Representative regarding each of the areas above.

Please note that an overview of the risk assessments is located at the back of this folder. A copy of each individual risk assessment is available in a supplementary folder, signed by the staff member who undertook the risk assessment in that area.

Risk Assessments are brought to the attention of all staff in the school. This includes teaching and non-teaching staff.

#### **5.4 Risk Assessment Supports**

St. Mary's Secondary School actively promotes and supports risk assessments by;

- Allocating time at staff meetings to discuss and communicate the importance of regular risk assessments with staff;
- Allocating a member of the Assistant Principal team in the school to lead on health & safety;
- Using assembly time with students to communicate important information regarding safety, health and welfare on the school premises;
- Liaising with parents/guardians and the Parents Association to communicate important information regarding safety, health and welfare on the school premises;
- Making the Safety Statement available to all visitors prior to visiting the school premises.

#### **5.5. Following up on Risk Assessments**

The Principal/Deputy Principal and Board of Management review all Risk Assessments. Where necessary, actions that are required to address hazards are dealt with by consulting with the relevant person(s) (e.g. caretaker, cleaner, etc.) and external experts if deemed necessary. Such work shall be undertaken without delay where necessary.

## **Safety Audit**

The Safety, Health and Welfare at Work Act 2005 places the onus on the employer to identify hazards in the work area and to make an assessment of the risk involved. As the hazards present in the working environment can vary with time it is important that a system or procedure is in place in order to ensure that hazards are identified on a continuing basis.

### Safety inspections

The Principal and Deputy Principal, together with other teachers, as necessary, shall organise a safety inspection at least once in every school year.

These inspections will consist of an examination of;

- Housekeeping, including floors, walkways, stairs, classrooms, in particular the “practical rooms”;
- Records of safety equipment, tests and servicing, e.g. dust extraction;
- Safe places of work above ground level e.g. roof etc;
- Machinery Guarding, a safety feature;
- Correct safety procedures/ manual handling/equipment operation;
- Fire exits and equipment (to ensure unimpeded access);
- Suitability of personal protective equipment;
- Use of personal protective equipment;
- Hand tools;
- Electrical installations, including testing of residual current devices (RCD’s/ ELCB’s);
- Storage of gases and chemicals;
- Control of contractors;
- Any accidents in the area since the previous audit;
- Any other hazard;
- Action taken on the improvements recommended since the previous audit. See “Guidelines on Managing Safety and Health in Post Primary School Part 2 Tools and Templates”

### **Personal Protective Equipment (P.P.E.)**

To ensure that all staff use personal protective equipment (P.P.E.) where required. It is the policy of the school to use P.P.E. when further risk reduction is not feasible.

### Control Measures

- All safety equipment purchased by the school will be to approved standards e.g. C.E Mark.
- It is essential that all protective measures are correctly selected, and users are instructed in their correct use. In this respect, training will be provided as found necessary.
- Whenever possible, appropriate manufacturer’s guidance will be needed. In cases where this is inadequate, additional information will be provided by the school.
- All personal protective equipment and clothing shall be used in a safe and proper manner and maintained in a clean and serviceable condition.
- All equipment and clothing must only be used for the purpose they were intended.
- All faulty or damaged protective equipment and clothing must not be used and shall be reported and replaced as soon as possible.
- Staff shall not interfere with or alter any item of protective equipment or clothing.
- The school will ensure that adequate supplies of all the necessary protective clothing and equipment are available for issue as required.

- It is the school's policy that all management staff, visitors and staff will wear prescribed safety equipment in parts of the premises, designated in writing by the college as being areas where risk of injury is significant.
- All management and supervisory staff will set a good example in the wearing of eye protection, protective footwear, etc. as required.

*Note. The use of personal protective equipment is a last resort i.e. P.P.E. will be used only if it is not practicable to eliminate the hazard and risk in the first instance.*

### **Responsibility**

Persons responsible for implementation of this safety policy:

Principal, Deputy Principal, Teaching Staff, Non-Teaching Staff

### **Information and Guidance**

Safety Health and Welfare at Work Act 1989.

Safety Health and Welfare at Work (General Application) Regulations 1993.

Safety Health and Welfare at Work Act 2005

## **6. Emergency Procedures, Fire Safety, First Aid, Accidents and Dangerous Occurrences**

### **6.1 Emergency Procedures**

#### **6.1.1 General Emergency Evacuation Procedures**

In the event that the school building needs to be evacuated, via a fire alarm or for any other reason such as flooding or a bomb scare, the following procedures shall be followed:

1. On hearing the fire alarm, or an instruction to evacuate the building, all students and staff will make their way calmly to the nearest exit.
2. Close all windows in the rooms.
3. The last person to leave the classroom must close the door.
4. Students should then walk calmly to the nearest available escape route in single file and remain with their teacher at the assigned assembly points ..... See maps in classroom for correct route.
5. Walk quickly – do not run or stop to collect belongings

Assembly point 1 = Beside visitor entrance gate

Assembly point 2 = Beside barrier

Assembly point 3 = School side of PE Hall

Assembly point 4 = Camogie pitch side of PE Hall

Assembly point 5 = In back yard / Convent side of School

6. Students must **stand with their Class** while Staff take a **roll call**.

7. Staff fill in record sheet and give to most senior Staff member at the assembly point
8. **Health and Safety officer will collect information** from each assembly point.
9. The **building must not be re-entered** until Staff are notified it is safe to do so by the relevant emergency services/ Principal/ Deputy Principal.

( Principal/ Deputy Principal in the case of a Fire Drill )

10. The Principal / Deputy Principal will liaise with emergency services on their arrival should the need arise.

**The following evacuation procedures apply specifically to an evacuation following the fire alarm being sounded.**

#### **6.1.2 Report of fire**

Staff discovering a fire or other emergency for which the buildings should be evacuated should

- activate the alarm **using the nearest break glass fire alarm.**
- Then notify the **main office** of the exact location of the incident.

#### **6.1.3 Fire Fighting**

The safe evacuation of persons is an absolute priority.

Staff may only attempt to deal with small fires **if it is safe to do so without putting themselves at risk** and using portable fire-fighting equipment.

**Ensure the alarm is raised BEFORE attempting to tackle a fire.**

*NB. Staff should be aware of the type and location of fire extinguishers and know how to use them correctly.*

#### **On hearing the fire alarm: continuous ringing bell.**

All staff, students, and any other person in the school must respond to any alarm.

The **Principal / Deputy Principal** will check the fire panel and, **if safe to do so** go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.

**The Office Staff** will summon the emergency services (**DIAL 999**) as necessary;

Staff will supervise the evacuation of students/visitors to the designated assembly points.

#### **PROCEDURE IF YOU ARE WITH YOUR CLASS eg during normal class time**

- **Close all windows** in the rooms.
- The last person to leave the classroom must **close the door.**
- Students should then **walk calmly** to the nearest available escape route in single file and remain with their teacher at the assigned assembly points ..... See maps in classroom for correct route.
- **Walk quickly – do not run or stop to collect belongings**

*Assembly point 1 = Beside visitor entrance gate*  
*Assembly point 2 = Beside barrier*  
*Assembly point 3 = School side of PE Hall*  
*Assembly point 4 = Camogie pitch side of PE Hall*  
*Assembly point 5 = In back yard / Convent side of School*

#### **On arrival at the assembly area**

- Students must **stand with their Class** while Staff take a **roll call**. Staff fill in record sheet and give to most senior Staff member at the assembly point
- **Health and Safety officer will collect information** from each assembly point.
- The **building must not be re-entered** until Staff are notified it is safe to do so by the Fire Brigade / Principal/ Deputy Principal.  
( Principal/ Deputy principal in the case of a Fire Drill )
- The Principal / Deputy Principal will liaise with the Fire Brigade on their arrival should the need arise.

#### **PROCEDURE AT BREAK, LUNCH, BETWEEN CLASSES OR FIRE DRILLS AT THESE TIMES**

Exit the building by the nearest Emergency Exit and go to designated Year Group or Staff Zone

*1<sup>st</sup> and 2<sup>nd</sup> Yrs = Beside visitor entrance gate*  
*3<sup>rd</sup> and 4<sup>th</sup> Yrs = Beside barrier*  
*5<sup>th</sup> and 6<sup>th</sup> Yrs = Outside PE Hall*  
*Staff = Front of School building*

- Teachers collect Students that they had in their **previously timetabled Class** from Student Zones.
- Roll Call must be taken for Class noting if any Student was present in previous Class but now absent. This Student is therefore **unaccounted for**.  
Note : If Roll Call wasn't taken in previous Class, use the Roll call on VS Ware from either 9:00 am or 2:00 pm Class
- The names of any unaccounted for students must be given to Health and Safety Officer/ Principal / Deputy Principal at the entrance barrier.
- Principal / Deputy Principal will liaise with Safety Officer and any unaccounted-for Students names must be given to Fire Brigade should the need arise.

#### **If Teacher of a previous Class is not in the building e.g. during a free Class**

- Any student from unaccompanied Class tells a member of Staff who then highlights this to Principal / Deputy Principal. Teachers who are not with Students may be assigned to this Class to take roll call.
- Roll Call must be taken for Class noting if any Student was present in previous Class but now absent. This Student is therefore **unaccounted for**.  
Note : If Roll Call wasn't taken in previous Class use the Roll call from either 9:00 am or 2:00 pm Class
- The names of any unaccounted-for students must be reported to Health and Safety Officer/ Principal / Deputy.

- Principal / Deputy Principal will liaise with Safety Officer and any unaccounted-for Students names must be given to Fire Brigade should the need arise.

**Exception to this procedure = 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> yr students at lunchtime.**

As it is impossible to identify which of these students have left the building at lunchtime, a roll call of students present will be taken without having to crosscheck earlier roll call.

**General evacuation for people with special needs**

**Mobility Impairment**

Those people who **require only limited assistance** should evacuate the building using the nearest exit.

If they have to move **at a slower pace** they should allow other persons to exit the building before them and then continue their evacuation to a place of safety with the aid of an SNA if available or other available Staff Members.

**Visual disability**

People with a visual disability will usually **require the assistance of one person (SNA if available)**. On stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them

**Hearing disability**

People with a hearing disability should be escorted out of the building by Staff.

**Note : an emergency evacuation chair is present at :**

- 1. top of stairwell beside sewing room B34**
- 2. top of stairwell beside Library B18**

**\*\*\*\*\* Do not use the lifts during any evacuation.**

**6.1.4 Incident involving serious injury or death on school grounds**

In the event that an incident occurs involving a serious injury or death on school grounds, the following procedures will apply:

1. The school Principal will notify the Gardaí and Health and Safety Authority.
2. The Board of Management and the Safety Representative will be notified. The Safety Representative will be advised of their right to inspect the school building having given reasonable notice to the Board of Management and provided that it does not instruct other investigations; e.g. investigations carried out by the Health and Safety Authority.
3. The school Principal will oversee communication and contact with the families of the person(s) who have been injured or the deceased.
4. The school's critical incident policy may be initiated, following a discussion between the Board of Management and Senior Management team.

**6.1.5 Critical Incident Policy**

The Critical Incident Plan is reviewed annually. The review is led by the Principal and involves staff and the Board of Management.

**N.B. In the event of a critical incident that involves the school, its personnel or any of its students, the school's Critical Incident Policy will be activated.**

The Critical Incident Policy also details the procedures for liaising with families of those affected by the incident.

## **6.2 Fire Safety**

St. Mary's Secondary School conducts two fire drills per school year. The Principal determines when these are to take place in consultation with the Deputy Principal, Assistant Principal with responsibility for Health and Safety and the Caretaker. A record of these drills is also kept and records the outcomes and further actions required. Two drills per year are facilitated. The first is in early September and the second after Christmas.

Fire-fighting equipment is tested annually. Renewal and maintenance is carried out as part of the annual checks. The school's smoke alarm system is inspected four times per year by Apex Fire.

Evacuation procedures, detailed at 6.1 of this Safety Statement are communicated to stakeholders as follows:

Students: Students are regularly reminded of the evacuation procedures during the start of year assembly and at assemblies throughout the year. Students are brought to their relevant fire assembly point to familiarise themselves with these procedures.

Teaching/Non-Teaching Staff: Teaching and Non-Teaching Staff are informed and reminded about evacuation procedures at the beginning of each school year and regularly during staff meetings, at least once per term. The Safety Statement is shared with all staff also.

Visitors: All Visitors will be referred to the school's website which contains the school's Safety Statement. Visitors will also be reminded of the nearest fire exit by the member of school personnel who is liaising with the visitor.

A map of the school's fire emergency exits is found in Appendix F.

### **Fire Assembly Points**

Fire Assembly Points are located as follows:

*Assembly point 1 = Beside visitor entrance gate*

*Assembly point 2 = Beside barrier*

*Assembly point 3 = School side of PE Hall*

*Assembly point 4 = Camogie pitch side of PE Hall*

*Assembly point 5 = In back yard / Convent side of School*

### **Emergency Lighting System**

All emergency exits have lights that highlight the location of the exit, especially if the area is dark. The emergency lighting system is the subject of a proposed upgrade that the Board of Management are working through in this school year.

### **Recording Drills**

A minimum of two fire drills per year are carried out in St. Mary's. The Health and Safety Co-ordinator records each drill and files documentation relating to each fire drill, including a review of each drill.

These are reviewed with the Principal initially and with all staff at the next staff meeting, following the Fire Drill.

### **Communication of Evacuation Procedures**

Evacuation procedures are communicated to students via regular assemblies and at the start of each school year.

Staff are reminded of evacuation procedures at staff meetings.

### **6.3 First Aid**

Thirteen (13) fully stocked first aid kit is available. The school shall undertake to stock the kit adequately to cover the number of people employed by the school. A person shall be designated as the trained first aid person at specified locations and shall be trained appropriately. The exact location of all first aid boxes shall be known to all staff in each workplace and a specific notice, identifying their whereabouts, will be posted to include the name of the qualified person or appointed person.

The following contents will be provided in the first aid box:

- o Sterilised unmediated dressings (small, medium and large)
- o Adhesive wound dressings in assorted sizes.
- o Adhesive plasters.
- o Absorbent sterilised cotton wool in 15g packets.
- o Triangular bandages – unbleached calico 1,300 × 950mm.
- o Antiseptic cleaning solution.
- o Antiseptic cream.
- o Sterilised eye pads in sealed packets.
- o Rubber or pressure bandages.
- o Scissors (blunt nosed)
- o Eye bath
- o Safety pins
- o Small bowl or dish.
- o Latex disposable gloves (for use by the first aider)

This will be monitored on a regular basis to ensure supplies are replenished.

It should also include:

- Names of staff with responsibility for first aid treatment.
- Telephone numbers of nearest doctor, casualty hospital and eye clinic.
- Summary of advice on first aid treatment.

- Ensure that first aid procedures are practised on an annual basis
- First Aiders (or other staff) are not empowered to dispense analgesics, pills or medication. Supplies of such items will not be kept in the first aid boxes. Individual staff who believe they might have need of these items must be responsible for their own supplies.

Record Keeping Details of accidents are kept in the Accident Report folder in the Principal's office. Accident Reports are made on the form at Appendix A of this policy.

#### **6.4 Accidents and Dangerous Occurrences**

When a serious accident occurs or where there has been an incident where a serious accident could have occurred, the following procedures should be carried out:

1. Observe the accident location and the status of the injured person.
2. If there is a risk of further injury and the area cannot be made safe, seek appropriate advice and move the injured person to safety.
3. Call for immediate assistance or emergency advice.
4. See that first aid is administered by a competent person.
5. If required ensure that the ambulance has been called- make sure that the exact location has been given. Call other emergency services as appropriate.
6. Notify the family of the injured person(s).
7. Notify the Health and Safety Authority where necessary.
8. Notify the Safety Representative.
9. Gather all information immediately about the accident and what led up to it, obtain witness statements, and write down as they are given.
10. Complete accident report form. *(Please use Appendix A of this Statement)*
11. If the Health and Safety Authority (HSA) are to inspect the location of the accident do not move anything unless further serious risks are to be avoided.
12. Notify the Board of Management and arrange a BOM meeting as soon as possible.
13. Notify the insurance company and seek further guidance on further reports and investigation.

***These procedures will be overseen by the Principal. The Deputy Principal will oversee this in the Principal's absence.***

#### **6.5 Accident and Investigation**

All accidents to persons, (whether or not in the employment of the school) resulting in injury, however, slight, shall be recorded by the appropriate member of staff/ safety officer and a copy of the accident report sent to the school principal. Where practicable, all accidents will be investigated and recorded on the accident report form. If an accident causes any person to be absent for more than three days or is prevented from performing his/ her normal duties of employment for this period, written notice must be given to the Health and Safety Authority (HSA).

The school principal shall ensure that the relevant accident form has been completed and passed on to the insurance company. Depending on the report received the insurance company may carry out an investigation on the accident or incident. In the event of a serious accident or one which could have resulted in a serious injury the Principal may carry out his / her own investigation.

#### **7. Instruction, Training and Supervision**

Inadequately trained staff members are a hazard to themselves and their colleagues. School management shall identify the training needs of their staff and ensure they are fulfilled. All new personnel shall receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff of their responsibilities and to be equipped to deal with emergencies. All safety training should be monitored and updated by the safety officer in conjunction with the Principal and Board of Management. The school will keep training records to include:

- Name of the employee being trained.
- Date of training and the amount of time taken.
- Training details and method used.
- Signature of the trainer and employee to ensure that the training has been carried out, documented and understood (please see appendix 2). Staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues.

The following will be used to assist in the identification of training needs:

1. Accident / incident analysis data
2. Observation of activity or task
3. Review of legislation relating to school education and recommendations
4. Training identified through risk assessments

The school Principal should ensure that the following induction training is carried out for all new and temporary members of staff:

1. Show new staff members where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his / her responsibilities.
2. Ascertain if a new staff member has any disability or illness which could prevent him / her carrying out certain operations safely or require additional protective measures.
3. Advise the new staff member of any potentially dangerous areas in the workplace.
4. The training and instruction required for each individual must be considered. Where required relevant, specialist training will be given to a member of staff.
5. Show the new members the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record accidents, however trivial they may appear at the time.
6. Outline to the new staff member the fire and evacuation procedures and identify assembly areas.

### **8. Communication and Consultation**

Primary responsibility for implementation of the Safety Statement rests with the Principal. The Safety statement will be reviewed on an annual basis by the Principal, staff and Board of Management. Section 26 of the Safety, Health and Welfare at Work Act 2005, states that employers must consult with their employees in establishing arrangements for securing co – operation on safety, health and welfare. Staff are consulted on and invited to contribute to risk assessment and review procedures by:

- Assisting with the process of undertaking Risk Assessments;
- Invitation to submit comments/feedback or ask questions/queries in during periods of review (in person and via email)
- Invitation to raise any concerns with the Principal of the school at any time.
- Staff may also raise concerns via the Safety Representative.

Communication at school level takes place via:

- Staff meetings
- Consultation between individual members of staff, the school Principal
- Board of Management meetings
- Assembly with Students
- Communication with guest speakers/contractors
- Posters/signage around the school

#### Communication at National Level

- JMB
- NAPD
- Unions – Joint Consultative Committee

#### **9. Monitoring, Review and Update**

The Board of Management in St. Mary's Secondary School are committed to pursuing continuous improvement with regards to safety, health and welfare at work.

The aim of this safety statement is to ensure good practices in relation to health, safety and welfare in the school building and when representing the school. This in turn helps to ensure the health and safety of staff, students and visitors in the school.

In trying to achieve this, the following measures are in place to assist with monitoring and review:

- The Safety Statement and Risk Assessments will be reviewed and updated at least annually;
- A review can be requested, in writing, at any time by a staff member or the Board of Management;
- New hazards, should they arise, will be included in the Safety Statement as soon as they are identified;
- Where an accident or dangerous occurrence occurs, a review will be undertaken, to be led by the Principal, to assess if any further measures can be taken in future and what, if any, corrective actions are required;
- Fire Safety Equipment will be inspected periodically;
- A minimum of two fire drills will take place in each school year;
- Feedback will be sought from staff with regards to training that staff may require;
- Safety, Health and Welfare will be set as an agenda item on Board of Management meetings;
- To ensure that information gathered is assessed and dealt with speedily;
- Safety features (e.g. fire extinguishers), equipment and stock in Science laboratories, Home Economics rooms and the canteen are checked regularly;
- To provide a record to assist in assessing health and safety activities;
- To set agreed health and safety objectives and targets;
- The implementation of a system of regular review;
  - Identification of hazards;
  - Assessment of risk;
  - Implementation of control measures;

# Appendices

## Appendix A: Accident/Incident Report Form

### Injured Party Details

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

D.O.B. \_\_\_\_\_ Gender \_\_\_\_\_

Status (Please tick as appropriate)

Student  Staff Member  Visitor  Contractor

Other (please specify): \_\_\_\_\_

Date of Accident/Incident \_\_\_\_\_ Date reported to school management \_\_\_\_\_

Type of Accident	Tick	Main Agent which caused accident
Injured/damaged by a person		
Struck by/contact with		
Caught in/under		
Slip/trip/fall		
Sharps		
Road Traffic Accident/Crash		
Exposure to substances/environments		
Manual Handling		
Property Damage		

Type of injury	Tick
Fatality	
Bruise	
Concussion	
Internal Injury	
Abrasion, Graze	
Fracture	
Sprain	
Torn Ligaments	
Burns	
Scalds	
Frostbite	
Trauma	
Occupational Disease	
Injury not ascertained	
Other (please specify)	

Part of Body Injured	Tick
Head (except eyes)	
Eyes	
Face	
Neck/back/spine	
Chest/abdomen	
Shoulder	
Upper arm	
Elbow	
Lower arm, wrist	
Hand	
Finger (one or more)	
Hip joint, thigh, kneecap	
Knee joint	
Lower leg	
Ankle	
Foot	
Toe (one or more)	
Multiple injuries	
Trauma, shock	
Other (please specify)	

Consequences	Result	Anticipated Absence
<input type="checkbox"/> Fatal	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> 1-4 days
	<input type="checkbox"/> Excused	<input type="checkbox"/> 4-7 days
<input type="checkbox"/> Non-fatal	<input type="checkbox"/> Light Duty	<input type="checkbox"/> 8-14 days
	<input type="checkbox"/> Medicine	<input type="checkbox"/> More than 14 days
		<input type="checkbox"/> None

	Yes/No/Not Applicable (NA)
Has the accident been reported to the Health and Safety Authority?	
Have you informed your insurance company?	

**Detailed description of accident/incident**

Please provide a full description of:

- the work/activity being carried out when the accident occurred;
- the equipment in use (if any);
- Detail how the accident occurred.

**Attach**

- Injured party's report
- Witness list (level of detail required will vary depending on the severity of the accident)
- Witness statements (level of detail required will vary depending on the severity of the accident)
- Sketch or photograph of the scene, equipment etc. where appropriate.

Investigating Staff Member \_\_\_\_\_

Name (Capital Letters) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Note 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](http://www.hsa.ie). Further information can be found in Part 1 of the Guidelines in the FAQs on Accident and Reporting.*

*Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto [www.dataprotection.ie](http://www.dataprotection.ie).*

**Appendix B: Training Record**

Reason for Training

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Name of Participants:

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Date of training: \_\_\_\_\_

Facilitator: Name \_\_\_\_\_

Association/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Renewal date: \_\_\_\_\_





# Safety Statement Checklist


	Y/N	Implemented
Does your school have a safety statement?		
Is it current? ( i.e. reviewed in the last year)		
Is it authorised/signed/ratified by the Board of Management/ETB?		
Is the safety statement available to all staff, including those carrying out non-teaching work activities at the school?		

1 - Safety, Health and Welfare Policy		
	Y/N	Implemented
Does the safety statement contain a clearly defined safety, health and welfare policy?		
Does the safety, health and welfare policy include a declaration of the commitment of the Board of Management/ETB, to ensuring the safety, health and welfare of all staff (teaching and non-teaching) and non-workers who may be affected by a work activity in the school, so far as is reasonably practicable?		
Does it include a commitment by the Board of Management/ETB to comply with all relevant statutory requirements that relate to occupational safety, health and welfare, including a commitment to manage school activities in line with school policies and procedures?		
Does it include a commitment by the Board of Management/ETB to consult with staff on matters related to safety, health and welfare at work?		

2 - School Profile		
	Y/N	Implemented
Does the safety statement contain a brief description of the significant features of the school with particular reference to safety, health and welfare, including:		
• school size		
• planning procedure		
• provision for persons with special needs		
• school buildings and facilities		
• organisational structures /chart		
• list of regular visitors providing services to school, e.g. external tutors, contractors or educational service providers		
• adult education		

3 - Resources to be applied to Safety, Health and Welfare in the School		
	Y/N	Implemented
Does the safety statement list the current resources in place to support safety, health and welfare in the school?		

4 - Roles and Responsibilities for Safety, Health and Welfare		
	Y/N	Implemented
<ul style="list-style-type: none"> <li>Does the safety statement include a list of the names, positions and duties of all persons with responsibilities for safety, health and welfare (e.g. fire drills, first-aid, maintenance of equipment, etc.) in the school including:</li> </ul>		
<ul style="list-style-type: none"> <li>Board of Management/ETB</li> </ul>		
<ul style="list-style-type: none"> <li>Principal/Deputy principal(s)/Teaching staff</li> </ul>		
<ul style="list-style-type: none"> <li>Non-teaching staff</li> </ul>		
<ul style="list-style-type: none"> <li>Other school users including students, parents, volunteers and visitors</li> </ul>		
<ul style="list-style-type: none"> <li>Contractors</li> </ul>		
<ul style="list-style-type: none"> <li>Safety Representative</li> </ul>		
<ul style="list-style-type: none"> <li>Safety Committee</li> </ul>		
A detailed description of each role is included in Part A, Section 4 of these Guidelines)		

5 - Risk Assessment		
	Y/N	Implemented
Does the safety statement include a description of the school's procedures for carrying out risk assessments in all areas of school activity?		
Does the safety statement include:		
<ul style="list-style-type: none"> <li>details of persons responsible for carrying out the risk assessments in each area of activity</li> </ul>		
<ul style="list-style-type: none"> <li>an outline of the school's information and resources to support risk assessment</li> </ul>		
<ul style="list-style-type: none"> <li>a description of the school's procedures for following up on reports of risk assessments</li> </ul>		
Does the safety statement include copies of all current risk assessments?		
Are these brought to the attention of all staff (teaching and non-teaching)?		

## 6 - Emergency Procedures, Fire Safety, First-Aid, Accidents and Dangerous Occurrences




		Y/N	Implemented
<b>6.1</b>	<b>Emergency Procedures</b>		
	Does the safety statement include a detailed account of the school's plan for responding to an emergency or critical incident including:		
	<ul style="list-style-type: none"> <li>a list of persons responsible for coordinating and implementing the plan and details of their specific duties</li> </ul>		
	<ul style="list-style-type: none"> <li>a list of the steps in the school's procedures for dealing with a variety of emergency and critical incident situations including fire, flood, bomb scare and other incidents such as serious injury or death</li> </ul>		
	<ul style="list-style-type: none"> <li>procedures for liaison with families of those affected by the incident</li> </ul>		
	<ul style="list-style-type: none"> <li>details of local and national emergency and support services such as Gardai, Fire Service, Ambulance, NEPS (National Educational Psychological Service), local doctors and hospitals</li> </ul>		
	<ul style="list-style-type: none"> <li>a list of the resources used by the school in drawing up its critical incident management plan</li> </ul>		


		Y/N	Implemented
<b>6.2</b>	<b>Fire Safety</b>		
	Does the safety statement contain an account of the school's procedures for managing fire safety? This should include details of the regular practice of the school's evacuation plans or fire drills including:		
	<ul style="list-style-type: none"> <li>the persons responsible for conducting the fire drills and their duties</li> </ul>		
	<ul style="list-style-type: none"> <li>timing and frequency of fire drills. <i>(This is to be determined by the school in the light of its own circumstances)</i>. Two drills per year are recommended</li> </ul>		
	<ul style="list-style-type: none"> <li>procedures for providing for the evacuation of persons with disabilities or other additional needs</li> </ul>		
	<ul style="list-style-type: none"> <li>lists of fire assembly points and how they are identified</li> </ul>		
	<ul style="list-style-type: none"> <li>location of directional fire signs</li> </ul>		
	<ul style="list-style-type: none"> <li>a description of the school's emergency lighting system</li> </ul>		
	<ul style="list-style-type: none"> <li>a map identifying the school's emergency exits</li> </ul>		
	<ul style="list-style-type: none"> <li>a map identifying the locations of fire-fighting equipment</li> </ul>		
	<ul style="list-style-type: none"> <li>procedures and persons responsible for maintaining a record of fire drills undertaken, outcomes reviewed and actions taken as a result</li> </ul>		
	<ul style="list-style-type: none"> <li>a description of how the evacuation procedures will be communicated to all parties</li> </ul>		
	<ul style="list-style-type: none"> <li>a record of training undertaken by staff in relation to fire safety</li> </ul>		

	Does the safety statement contain a statement of how the school provides and maintains appropriate fire-fighting and detection equipment including:		
	<ul style="list-style-type: none"> <li>• frequent testing of fire-fighting equipment</li> </ul>		
	<ul style="list-style-type: none"> <li>• renewal and maintenance of equipment</li> </ul>		
	<ul style="list-style-type: none"> <li>• training of staff in the use of fire-fighting equipment</li> </ul>		
	<ul style="list-style-type: none"> <li>• procedures for checking of the school's electrical systems by a competent person/s</li> </ul>		
	<ul style="list-style-type: none"> <li>• a copy of the school's Fire Register, containing a record of all appropriate records of maintenance, inspection and testing of fire safety and emergency equipment</li> </ul>		

		Y/N	Implemented
<b>6.3</b>	<b>First-aid</b>		
	Does the safety statement outline:		
	<ul style="list-style-type: none"> <li>• the locations of first-aid equipment and supplies in the school</li> </ul>		
	<ul style="list-style-type: none"> <li>• procedures for ensuring that first-aid kits are compliant with current legislation and guidance</li> </ul>		
	<ul style="list-style-type: none"> <li>• agreed procedures concerning when first-aid may be administered and by whom</li> </ul>		
	<ul style="list-style-type: none"> <li>• name/s of person/s responsible for maintenance of first-aid kits</li> </ul>		
	<ul style="list-style-type: none"> <li>• procedure for ensuring that an appropriate number of trained occupational first-aiders are available to the school (as a guideline 1 for up to 99 employees if a risk assessment shows it necessary; 1 for between 100 and 399 staff)</li> </ul>		
	<ul style="list-style-type: none"> <li>• names and duties of occupational first-aiders</li> </ul>		
	<ul style="list-style-type: none"> <li>• names and duties of general first-aiders (if risk assessment shows it necessary)</li> </ul>		

		Y/N	Implemented
<b>6.4</b>	<b>Accidents and dangerous occurrences</b>		
	Does the safety statement set out clearly how the school responds, investigates and reports on accidents and dangerous occurrences, including near misses arising from the work activities of the school:		
	This section should include the following:		
	<ul style="list-style-type: none"> <li>• the procedure to be followed by the school in the event of an accident or dangerous occurrence including the administration of first-aid, calling of doctor, emergency services, contact with parent/ guardian/family of injured parties</li> </ul>		
	<ul style="list-style-type: none"> <li>• the procedure for recording and retaining information relating to accidents and dangerous occurrences</li> </ul>		
	<ul style="list-style-type: none"> <li>• the procedure for reporting of accidents and dangerous occurrences internally to the Board of Management/ETB</li> </ul>		
	<ul style="list-style-type: none"> <li>• the procedure for reporting of accidents and dangerous occurrences externally to bodies such as the Health and Safety Authority, the State Claims Agency, the school's insurers or other bodies as appropriate</li> </ul>		

7 - Instruction, Training and Supervision		
	Y/N	Implemented
Does the safety statement include:		
<ul style="list-style-type: none"> <li>an account of how the school provides information, instruction, and training for staff in relation to safety, health and welfare at work</li> </ul>		
<ul style="list-style-type: none"> <li>a procedure for assessing training needs in relation to safety, health and welfare issues</li> </ul>		
<ul style="list-style-type: none"> <li>a procedure whereby if a risk assessment identifies that training is necessary, it is provided</li> </ul>		
<ul style="list-style-type: none"> <li>a record of all training undertaken by staff in relation to safety, health and welfare</li> </ul>		

8 - Communication and Consultation		
	Y/N	Implemented
Does the safety statement contain an account of how the school community is made aware of the contents of the safety statement and is consulted on safety, health and welfare matters:		
Does it include:		
<ul style="list-style-type: none"> <li>the school's procedures for inviting staff to contribute to the risk assessment process and any review of the safety statement that takes place</li> </ul>		
<ul style="list-style-type: none"> <li>the school's procedures for facilitating the input of staff into improvements on the way safety, health and welfare is managed</li> </ul>		
<ul style="list-style-type: none"> <li>an account of how the school communicates information on safety, health and welfare to all members of the school community (for example, location of notices, posters, first-aid station points, assembly points, notices to visitors)</li> </ul>		

## 9 - Monitoring, Review and Update



	Y/N	Implemented
<p>Does the safety statement include a description of how the school ensures that its safety management system is being implemented? This is an account of the various measures taken throughout the school year to monitor or check that aspects of safety, health and welfare management are being carried out effectively.</p> <p>For example, does it include:</p>		
<ul style="list-style-type: none"> <li>• agreed health and safety objectives and targets set</li> </ul>		
<ul style="list-style-type: none"> <li>• how health and safety objectives are monitored for progress and continuous improvement</li> </ul>		
<ul style="list-style-type: none"> <li>• agreement that safety, health and welfare matters are discussed as an agenda item at Board of Management/ETB meetings</li> </ul>		
<ul style="list-style-type: none"> <li>• a review of fire drills and evacuation exercises, regular checking of safety features of potentially dangerous equipment in laboratories and workshops etc.</li> </ul>		
<ul style="list-style-type: none"> <li>• periodic inspections of fire safety equipment</li> </ul>		
<ul style="list-style-type: none"> <li>• risk assessment of new hazards as they arise and a record of new control measures identified and implemented</li> </ul>		
<ul style="list-style-type: none"> <li>• regular meetings of the safety committee where one exists</li> </ul>		
<ul style="list-style-type: none"> <li>• a review of accidents and dangerous occurrences for lessons learned, corrective actions and after-care of those involved</li> </ul>		
<ul style="list-style-type: none"> <li>• monitoring instruction, training and supervision arrangements in accordance with training needs identified?</li> </ul>		
<p>Does the safety statement include a description of how the school conducts a periodic wholesale review of its management of safety, health and welfare?</p>		



**Appendix E: Health & Safety Log**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

