

**Managing
Safety, Health & Welfare
in
Schools
Statement**

School Profile

Ballaghlea NS is a 2-story building with 100 pupils on roll. There is one small playground on the school site and a large playing facility across the main N63 road. Flashing lights warn traffic of schoolchildren crossing, there is a reduced speed limit, and 2 staff members wearing high-viz cross with the pupils. A child with limited mobility would not be placed in an upstairs classroom. Pupils are reminded frequently of safety on the stairs.

Resources for Safety, Health & Welfare in the School

- Principal and Deputy Principal are health and safety officers.
- Safety, health and welfare is on the agenda at all staff meetings.
- Checklists are available for all areas / personnel to fill in.
- Safety signage is in place where needed.
- High-viz jackets are available .
- Fire Drills carried out and fire safety equipment maintained and checked.
- Staff regularly do First Aid Training.

Safety, Health & Welfare Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to 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, health and welfare matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety, health and welfare? 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, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: _____

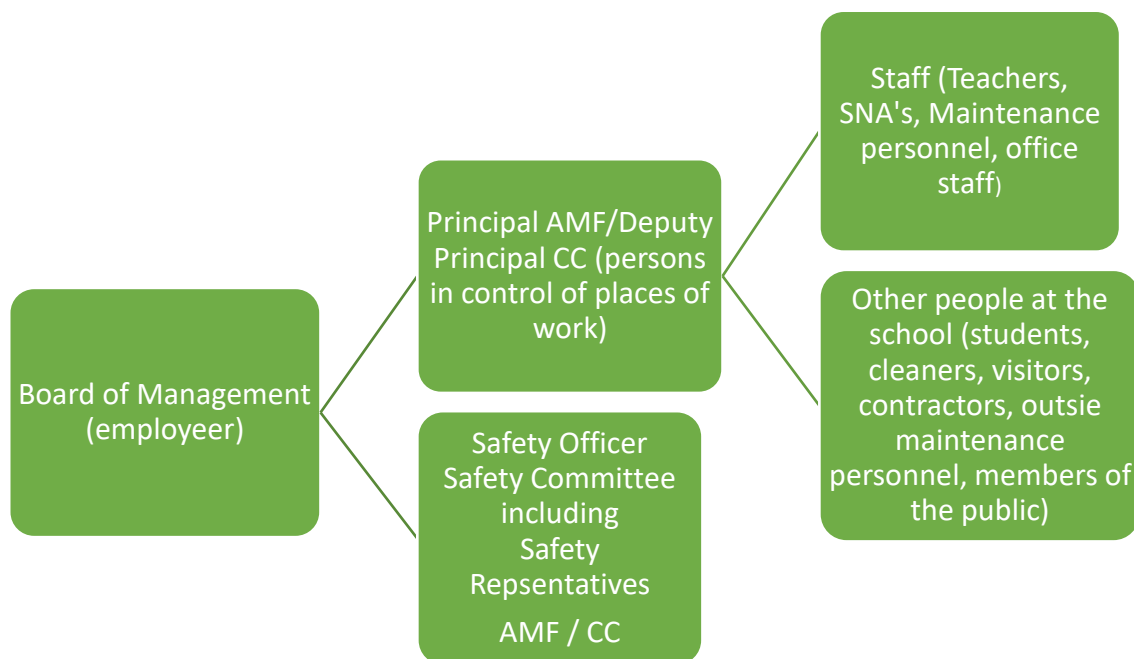
Chairperson, Board of Management

School _____

Date: _____

Roles and Responsibilities

There is a duty on everyone at work to co-operate effectively in developing and promoting safety, health and welfare. An organisation chart illustrates the hierarchy of duties in the workplace.



Safety, health and welfare is everyone's responsibility. The above chart reflects a whole school approach to the promotion and development of safety, health and welfare in schools.

Board of Management:

- complies with its legal obligations as employer under the 2005 Act;
- ensures that the school has written risk assessments and an up to date safety statement;
- reviews the implementation of the Safety Management System and the safety statement;
- receives reports on safety, health and welfare matters at meetings
- reviews the safety, health and welfare statement at least annually;.

- appoints competent persons as necessary, to advise and assist the board of management on safety, health and welfare at the school

Designated person for safety, health and welfare acting on behalf of the Board, Anne-Marie Farrell & Catriona Collins.

- complies with the requirements of the 2005 Act;
- reports to the board of management on safety, health and welfare performance;
- manages safety, health and welfare in the school on a day-to-day basis;
- communicates regularly with all members of the school community on safety health and welfare matters;
- ensures all accidents and incidents are investigated and all relevant statutory reports completed;
- organises fire drills, training, etc;
- carries out safety audits.

Teachers / Special Needs Assistants / Non-teaching staff:

- comply with all statutory obligations on employees as designated under the 2005 Act;
- co-operate with school management in the implementation of the safety statement;
- inform students of the safety procedures associated with individual subjects, rooms, tasks; • ensure that students follow safe procedures.
- ensure that risk assessments are conducted for new hazards.
- report accidents, near misses and dangerous occurrences to relevant persons as outlined in the safety, health and welfare statement.

Other School Users:

Other school users such as students, parents, volunteers and visitors should comply with school regulations and instructions relating to safety, health and welfare.

Contractors:

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- Schools must make available the relevant parts of the safety, health and welfare statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- Schools must provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out.

Emergency procedures Checklist:

Emergency procedures must be developed in advance, clearly communicated and understood, and practised on a planned basis.

Checklist:

- Has the school a formal procedure in place to deal with e.g. fire, flood, bomb scare, major incident (car crash, suicide)?
- Does the procedure set out clearly
 1. what is to be done
 2. who is to do it
 3. who will liaise with families
 4. who will co-ordinate actions on the day (set out all persons' roles)
 5. follow-up care (where necessary), emergency service details etc?
 6. Has the school a critical incident management plan.

Checklist:

- Does the school have an emergency evacuation plan?
- Has it been communicated to all parties and is it on display?
- Does it provide for those with disabilities or other special needs?
- Are fire assembly points identified?
- Are fire assembly points clearly marked?
- Are directional fire signs displayed in the school?
- Does the school have emergency lighting systems in place?
- Are fire exits kept clear?
- Does the school hold a minimum of two fire drills per year?
- Are these drills timed?
- Are outcomes of fire drills recorded and actions taken where necessary?
- Is the emergency evacuation plan reviewed regularly?
- Is fire-fighting equipment (fire hose reels, emergency lighting, fire extinguishers, fire blankets etc.) available?
- Are all fire installations and equipment inspected and serviced as per legal requirements?
- Have all staff received training in the use of fire-fighting equipment?

Communications Tool

Sample safety statement record of receipt

The Board of Management is obliged, under the Safety, Health and Welfare at Work Act 2005 to provide a safe and healthy school environment for staff, students and visitors to the school. In this regard, the Board of Management in co-operation with the school community has drawn up a safety statement, which is a written statement specifying how safety, health and welfare is managed in this school. The safety statement will be reviewed and updated annually.

Staff are reminded of the responsibilities of each employee under the Safety, Health and Welfare at Work Act 2005 which include:

- complying with safety, health and welfare legislation in the 2005 Act and other relevant legislation
- taking reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work
- co-operating with his or her employer or any other person as necessary to assist that person in complying with safety, health and welfare legislation as appropriate
- taking account of the training and instructions provided by the Board of Management
- correctly using any article or substance and protective clothing and equipment provided for use at work or for his/her protection
- reporting a breach of safety, health and welfare legislation or any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person, which comes to his/her attention

Each staff member is requested to sign the form below and return it to Anne-Marie Farrell

by _____

I have read and understood the safety statement for Ballaghlea National School,
dated _____

Signed by (staff member's name in BLOCK CAPITALS): _____

Signature: _____

Date: _____

Safety, Health and Welfare Training Record

Training course: _____

Date of course: _____

Course provider: _____

Names of attendees	Signatures of attendees

[illegible]