

Loreto Secondary School St Michaels, Navan



Health and Safety Policy DRAFT 2018/2019

Table of Contents

Health & Safety Statement	4
School Profile	5
Safety and Health Management System.....	6
Safety Management Structure	7
Board of Management Responsibility	8
Deputy Principal Responsibility.....	9
Safety Committee Responsibilities	9
Safety Representative Responsibilities	10
Teaching/Non-teaching staff	11
Safety Training	13
Safety Induction Training	13
Safety Audit	14
Safety inspections	15
Personal Protective Equipment (P.P.E.)	16
Accident / Incident Procedures	17
Accident and Investigation	17
First Aid.....	18
Record	Keeping19
Resources	19
Emergency Procedures	19
APPENDIX	21

Training Record	
Audit Checklist	
Year Planner	
Health and Safety Log.....	

Health & Safety Statement

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 pupils, 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 pupils 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, pupils, 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.

Chairperson, Board of Management

St Michael's Loreto Convent

Date: _____

School Profile

St Michael's Loreto Convent provides a comprehensive system of post-primary education for girls in the community. The School has a complete range of the most up-to-date equipment and facilities necessary for the teaching of a comprehensive curriculum to Leaving Certificate Higher Level in all our subjects.

The school has pupils who come from the surrounding catchment area

Address: St Michael's Loreto Convent, Athlumney, Navan, Co. Meath

Emergency Contact Details

Hospital:

Name: Navan Hospital

Phone No: 046 9078500

Fax: 046 9071088

Fire Brigade:

Name: Navan Fire

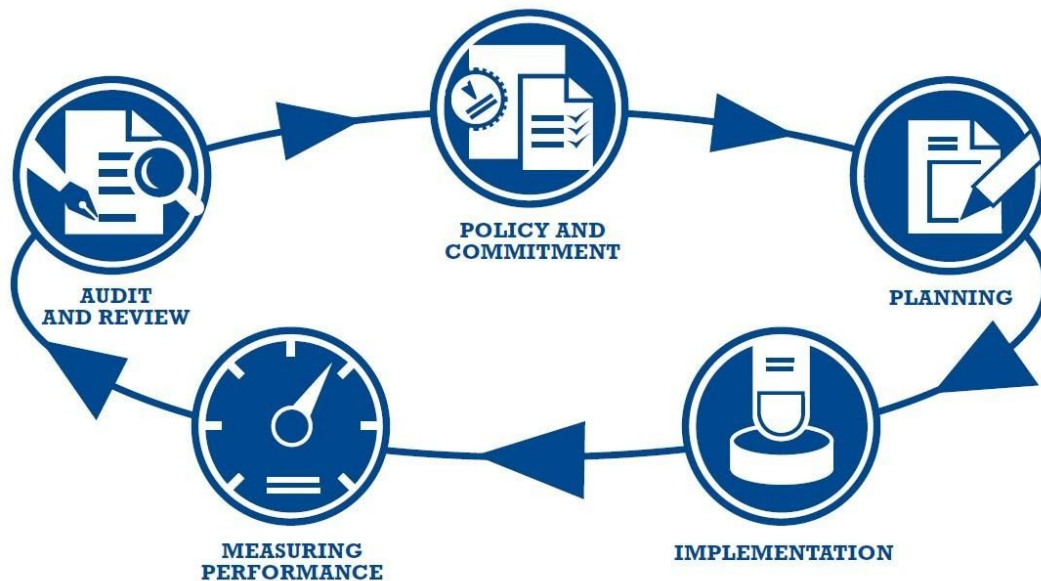
Address: Kells Road
Navan

Phone No: 046 9051068

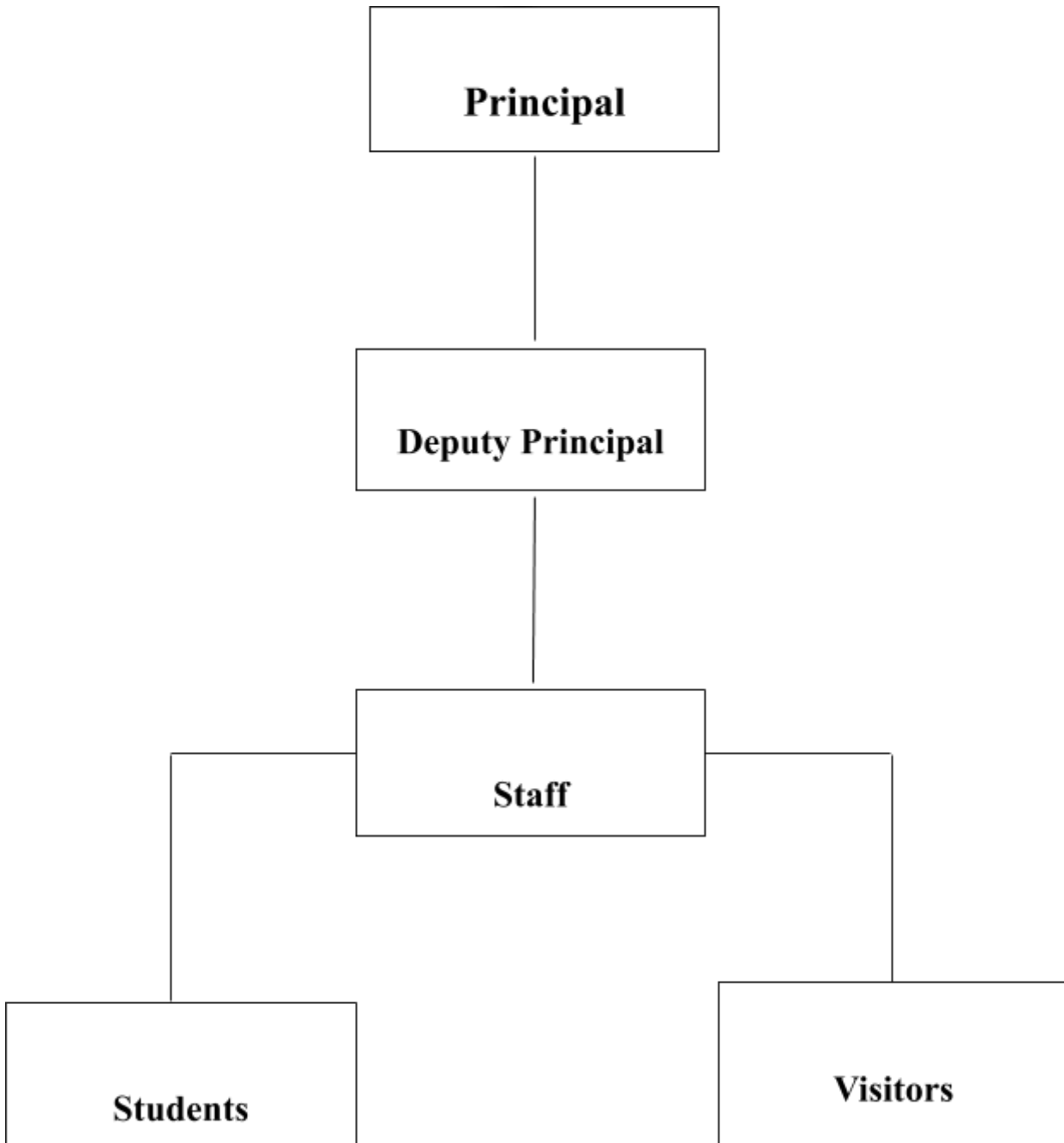
Emergency Call : 999

Safety and Health Management System

The School Safety and Health Management System (SMS) 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. This process is undertaken by the safety committee



Safety Management Structure



Board of Management Responsibility

The Board of Management responsibilities are as follows:

- 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 SMS and the safety statement;
- sets health and safety objectives;
- receives regular reports on safety and health matters and matters arising from same are discussed;
- reviews the safety statement at least annually and implement changes that are required for workers' safety;
- reviews the school's health and safety performance;
- allocates adequate resources to deal with health and safety issues;
- appoints competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.

Principal's Responsibility

Ultimate responsibility for the implementation of the School's Safety rests with the Principal.

The principal's responsibilities are as follows:

- Complies with the requirements of the 2005 Act;
- Reports to the Board of Management on safety and health performance;
- Manages safety and health in the school on a day-to-day basis;
- Communicates regularly with all members of the school community on safety and health matters;
-  Ensures all accidents and incidents are investigated and all relevant statutory reports completed;
-  Organises fire drills, training, etc.
- Carries out safety audits.
- Chairs the meetings of the safety committee
- Ensure adequate protective equipment is available.
- Ensure that the services of external consultants are used where special training or assistance is required.
- Ensure that Health and Safety Authority inspectors are provided with any information requested.

- Ensure that Control measures called for in the hazard audit sheets are implemented.

Record all reportable accidents to staff and dangerous occurrence's within the school buildings and grounds. This is done on the standard "Accident Report Form" as are enclosed in Appendix 1 of the Safety Statement.

- Report accidents involving staff which result in absence from work for more than 3 consecutive days directly to the Health and Safety Authority via the online system.
- Keep records of :

- Safety committee Meetings (see appendix 2)

- Details of Employee Training (see appendix 3)

Deputy Principal Responsibility

The Deputy Principal responsibilities are as follows:

- In the absence of the Principal, assume the responsibilities of the Principal.
- Ensure that Safety, Health and Welfare is given due consideration for all activities.

Safety Committee Responsibilities

A safety committee facilitates the consultation process by assisting in drafting and/or reviewing the safety statement, risk assessments, policies and procedures within the SMS on behalf of the employer. The Board of Management must sign off on the safety statement prior to implementation within the school. They also consult on other safety matters, e.g. review of the accident and incident register and programming of work within the school which impacts on safety, health and welfare.

The safety committee will help plan, monitor and evaluate safety and health throughout the year. To do this it may:

- Agree how scheduled meetings will be convened, minuted and reported upon during the school year

- Outline the planning programme for the coming year. This calendar may take the form of a narrative of all planned safety and health actions for the year (including risk assessments, safety audits, planned walk-through inspections, fire drills, training etc.; see appendix 3,4 & 5.

Outline roles and responsibilities of all in line with legislation, e.g. the employer, employees, any person acting on behalf of the Board of Management, e.g. the Principal, safety officer or safety coordinator (if appointed), safety representative, contractors, pupils and visitors;

- Prepare reports for the Board of Management and staff meetings, as well as other relevant meetings;
- Ensure that current information regarding risk assessments, control measures, accident reports, audits and reviews of the SMS are evaluated and appropriate actions taken;
- Seek to address significant and/or longer term developments. These may be implemented over a longer period of time or in phases and may have sizeable resource implications, (e.g. replacing substandard infrastructure, introducing new equipment, refurbishing key locations);
- Examine whether resources are being used effectively to remedy high risks identified in the risk assessment;
- Examine whether resources are being used effectively for maintaining and improving the SMS;
- Provide ongoing evaluation of safety and health practice in the school and the safety committee's procedures and their effectiveness.

Safety Representative Responsibilities

The Safety Representative is elected by staff as their voice in the Safety committee. The responsibilities of the Safety Representative are as follows:

- Represent the staff in consultation with the employer on matters relating to safety, health and welfare.
- Make representations on matters relating to safety, and welfare which affects:
 - Their members
 - Persons employed at their workplace
- Represent staff in consultation with officers of the Health and Safety Authority.
- Receive information from the Health and Safety Authority.

- Accompany a Health and Safety inspector on his/her tour of the school if he/she is requested. As such the employer is obliged to let the Safety Representative know as soon as a Health and Safety inspector comes on site.
- Attend meetings of safety committees
- Investigate potential hazards, accidents and dangerous occurrences at the school.
- Ensure that all staff are aware of their duties under the Safety Policy.
- Cooperate with the Principal in ensuring that adequate personal protective equipment and first aid is available
- Ensure that all staff receives adequate training in Health, Safety and Welfare as necessary.

Teaching/Non-teaching staff

Staff responsibilities are as follows:

- 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 pupils of the safety procedures associated with individual subjects, e.g. Science, Technology subjects, Physical Education (PE);
- ensure that pupils follow safe procedures, e.g. use personal protective equipment (PPE) and adhere to laboratory rules;
- 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)
- formally check classroom/immediate work environment to ensure it is safe and free from fault or defect;
- check that equipment is safe before use;
- ensure that risk assessments are conducted for new hazards, e.g. new machine or chemical product;
- select and appoint a safety representative(s);
- co-operate with the school safety committee;
- report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety statement.

Hazard Identification and Control

Hazard Identification and Risk Assessment

The School management recognise that its activities and premises may present a health and safety risk and shall identify the areas where control measures are required. The appointed safety officer shall carry out inspections in all areas on a regular basis and report the findings to the school principal.

Identification of hazards 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 and rated as major / serious/ minor.

Procedures

It is the policy of this 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

Safety Training

Inadequately trained staff members are a hazard to themselves and their colleagues. Management shall identify the training needs of their staff and ensure they are fulfilled.

All safety training should be monitored and updated by the safety officer in conjunction with the school principal and Board of Management.

The school will keep training records to include:

1. Name of the employee being trained.
2. Date of training and the amount of time taken.
3. Training details and method used.

School 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

Safety Induction Training

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 work place.
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.

Training and Consultation

The safety Officer and the safety committee will oversee the implementation of the Safety Statement.

Primary responsibility for implementation, however, remains with the school Principal.

The Safety statement will be reviewed on an annual basis by the school Principal and safety officer.

Section 13 of the Safety, Health and Welfare at Work Act 1989, states that employers must consult with their employees in establishing arrangements for securing co-operation on safety, health and welfare. The safety committee is used as an appropriate mechanism for consultation on all health and safety issues.

Communication at School level

- Staff meetings
- Safety committee meetings (where a safety committee is in place)
- Consultation between individual members of staff, the School Principal and/ or Safety Officer 🏢
Board of Management meetings

Safety Audit

The safety Health and Welfare at Work Act 1989 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.

Objectives

- To implement a system of regularly reviewing
 - Identification of hazards
 - Assessment of risk
 - Implementation of control measures
- To ensure that information gathered is assessed and dealt with speedily
- To provide a record to assist in assessing health and safety activities

Procedures

- The safety representative is responsible for conducting safety inspections of the school premises and activities on a regular basis and ensure that hazards identified are recorded
- The safety representative will be responsible for reporting hazards identified to the school principal following which control measures will be agreed.
- The school principal shall decide on the control measures to be put in place
- The safety representative shall monitor the effectiveness of the agreed control measures in future safety inspections.

Safety inspections

The safety officer, together with other teachers, as necessary, shall organise safety inspections on regular basis in conjunction with the school principal, and the safety committee. 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 (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 policy that all management staff, visitors and staff will wear prescribed safety equipment in parts of the premises, designated in writing by the school 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.

Accident / Incident Procedures

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.
6. Notify the safety representative.
7. Gather all information immediately about the accident and what led up to it, obtain witness statements, and write down as they are given.
8. Complete accident report form.
9. 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.
10. Notify the insurance company and seek further guidance on further reports and investigation. -
Time date and location of accident - How it happened.

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 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.

(See Appendices for copy of accident report form)

First Aid A fully stocked first aid kit is available in the Staffroom. 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:

Sterilised unmediated dressings (small, medium and large)

- Adhesive wound dressings in assorted sizes.
- Adhesive plasters.
- Absorbent sterilised cotton wool in 15g packets.
- Triangular bandages
- Antiseptic cleaning solution.
- Antiseptic cream
- Sterilised eye pads in sealed packets.
- Rubber or pressure bandages.
- Scissors (blunt nosed)
- Eye bath
- Safety pins
- Small bowl or dish.
- Latex disposable gloves (for use by the first aider)

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 staffs who believe they might have need of these items must be responsible for their own supplies.

Record Keeping

Details of accidents must be entered in the Accident Book. The book will be kept in a suitable place, preferably alongside first aid equipment.

Defibrillator Trained Personal

Allana Nugent

Mark Leacy

Sheila Carroll

Resources

St Michaels 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 safety Committee 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.

Emergency Procedures

A. Alarm will be sounded.

- I. Emergency services will be telephoned from Principal's Office
- II. Roll Books, Permission to Leave Book and late book will be taken from the Office by Secretary

B. Evacuation will commence as follows:

- I. Pupils will leave their rooms in singlefile.
- II. Teacher will close windows and doors
- III. Designated person will check toilets.

IV. During evacuation, the following must be observed:

- a. Comply with all instructions issued by Teacher and any other person in charge.
- b. No running.
 - c. No talking, laughing or shouting.
 - d. No overtaking.
 - e. No picking up coats, bags, etc.
 - f. **No going back.**

C. Assembly will take place as follows.

- I. All class will be grouped in their year groups and should stay together for the duration of evacuation plan.
- II. Class groups will line up in alphabetic order opposite the appropriate year number at the fire assemble point

D. Roll call will be as follows:

- I. Teachers will be given class lists
- II. Each teacher will use the class list to check the class group
- III. Only with the permission of the Principal will any Teacher return to find any missing person.

These instructions do not preclude an attack on a fire by Staff with the available appliances, where this can be done without personal risk.

Fire fighting must always be secondary to life saving.

The Board of Management of St Michael's Loreto Convent ratified this policy on

Signed: _____

Date: _____

Chairperson BOM

APPENDIX

Appendix 2

Training Record

Reason for Training

Name of Participants:

Date of training: _____ Facilitator:

Name _____

Association/Company: _____

Address: _____

Phone No: _____

Renewal date: _____

Appendix 3

Audit Checklist

School Year: _____

1	Safety Statement	Yes	No
1.1	Does your school have a safety statement?		
1.2	Is it current? (i.e. reviewed in the last 12 months)		
1.3	Is it authorised/signed/ratified by the Board of Management/VEC?		
1.4	Does it contain a clearly defined safety and health policy?		
1.5	Does the safety and health policy include a commitment to prevent injury and ill-health and continual improvement in safety and health management and performance?		
1.6	Does it include a commitment to comply with identified legislative requirements that relate to occupational safety and health hazards?		
1.7	Does it provide a framework for setting and reviewing safety and health action plan?		
1.8	Is the safety statement documented - in a written format either on paper or electronically?		
1.9	Is the safety statement communicated to all persons within the school?		
1.10	Is the safety statement communicated to interested parties, visitors, and contractors?		
1.11	Have formal risk assessments been completed?		

2	Hazard identification, risk assessment and determining controls	Yes	No
2.1.	Has your school a written procedure for conducting hazard identification, risk assessment and determining of control measures?		
2.2	Does this procedure take into account routine and non-routine activities? (Routine activities are defined as commonplace tasks, chores, or duties as must be done regularly or at specified intervals; typical or everyday activities. Non-routine activities are defined as tasks that are not done regularly or at specified intervals; they are atypical activities).		
2.3	Does this procedure take into account activities of all persons with access to the school?		
2.4	Are the risk assessments documented and kept up to date?		

3	Legal and other requirements	Yes	No
3.1	Is there a written procedure for identifying and assessing the legal and other safety and health requirements?		
3.2	Is the information kept up to date?		
3.3	Is the relevant information communicated to interested parties?		

4	Action Plan	Yes	No
4.1	Has your Board of Management/VEC a written safety and health action plan?		
4.2	Are the safety and health tasks identified in the action plan assigned a timeframe for completion?		
4.3	Is each task assigned to a person with responsibility for completion of the task?		
4.4	Does the plan show a commitment to prevent work related-injury and ill-health?		
4.5	Has the Board of Management/VEC established, implemented and maintained a programme for achieving the requirements of the safety and health action plan?		
4.6	Are the tasks, as set, reviewed regularly at planned intervals and adjusted, where necessary to ensure the action plan and its requirements are being achieved?		

5	Resources, roles, responsibilities, accountability and authority	Yes	No
5.1	Are safety and health roles and responsibilities defined?		
5.2	Are safety and health roles and responsibilities assigned to individuals?		
5.3	Are safety and health roles and responsibilities documented?		
5.4	Are safety and health roles and responsibilities communicated to individuals?		

6	Competence, training and awareness	Yes	No
6.1	Are employees appropriately competent?		
6.2	Does the Board of Management/VEC identify staff safety and health training needs and set this out in a written plan? e.g. fire safety, first aid etc.		
6.3	Once training needs are identified, is the appropriate training provided to meet these needs?		
6.4	Are training records retained?		

7	Communication	Yes	No
7.1	Has the Board of Management/VEC established a formal procedure for internal communication among the various levels and functions of the school?		
7.2	Has the Board of Management/VEC established a formal procedure for communication with contractors and other visitors to the school?		

8	Participation and consultation	Yes	No
8.1	Has the Board of Management/VEC established a formal procedure for the participation of staff in hazard identification, risk assessment and the implementation of control measures?		
8.2	Has the Board of Management/VEC established a procedure for the involvement of staff in incident investigation?		
8.3	Has the Board of Management/VEC established a procedure for the participation of staff in the development of safety and health policies? Does this procedure ensure adequate attention is paid to the needs of individuals with disabilities?		
8.4	Has the Board of Management/VEC established a procedure for consulting staff if any changes are made that affect safety and health policy?		
8.5	Has the Board of Management/VEC established a procedure for the representation of staff on safety and health matters?		
8.6	Has the Board of Management/VEC established a procedure for consulting with contractors (building, maintenance, window cleaning) on safety and health issues?		

9	Emergency preparedness and response	Yes	No
9.1	Has the Board of Management/VEC established procedures to identify potential emergency situations? e.g. floods, fire, bomb threat, fatalities, serious incidents, suicide etc.		
9.2	Does this procedure establish how the school should respond to such emergency situations?		
9.3	Has the emergency plan taken into account the needs of relevant interested parties? e.g. emergency services, neighbours etc.		
9.4	Is the procedure subject to periodic review and update and revised where necessary?		
9.5	Is the emergency evacuation plan displayed throughout the school?		
9.6	Has the emergency evacuation procedure been developed to cover all areas, processes and identify those people who may be at greater risk, e.g. visually impaired, individuals with disabilities, or those working in noisy environments and have these procedures been communicated to the school community?		
9.7	Is there an audible fire warning system in your school?		
9.8	Are fire assembly points identified and clearly demarcated?		
9.9	Are directional fire signs displayed (pictorial only, must not contain text)?		
9.10	Does your school have emergency lighting systems in place?		
9.11	Are fire exits kept clear at all times?		
9.12	Are fire drills carried out? (recommended 2 per year)		
9.13	Are the outcomes of fire drills recorded, e.g. time taken, reports of faults or hindrances that require action?		
9.14	Is all first-aid fire fighting equipment (fire hose reels, emergency lighting, fire extinguishers, fire blankets etc.) in place?		
9.15	Are all fire installations and equipment inspected and serviced as per requirements?		

10	Performance, measurement and monitoring	Yes	No
10.1	Are written procedures in place for the measurement and monitoring of health and safety performance – ongoing/periodic review of the school safety and health plan via safety committee meetings etc.?		
10.2	Is safety and health reviewed throughout the school year, e.g. term progress reports prepared by the safety committee, review of accidents?		
11	Incident investigation	Yes	No
11.1	Are written procedures in place to investigate and record incidents in order to determine underlying safety and health deficiencies and to identify corrective actions required?		
11.2	Are the safety and health tasks identified in the action plan assigned a timeframe for completion?		
	Are formal procedures in place to communicate results to the relevant parties, e.g. Board of Management/VEC		
11.3	Are accident reports documented and recorded in a timely manner?		
11.4	Are reportable accidents and dangerous occurrences reported to the Health and Safety Authority when necessary?		
11.5	Are all accidents reported to State Claims Agency? (Only a requirement for Community and Comprehensive schools)		
12	Non-compliance, corrective action and preventive action	Yes	No
12.1	Are written procedures in place for dealing with actual and potential non-compliance and for taking corrective action and preventive action? e.g. inspections, outcomes of fire drills etc.		
12.2	As new hazards are identified, are they risk assessed?		
13	Control of Records	Yes	No
13.1	Are there written procedures in place for the identification, storage, protection, retrieval, retention and disposal of records? (to include safety statement, risk assessments, policies, training records and accident report forms)		
14	Safety and Health Reviews	Yes	No
14.1	Are safety and health reviews conducted at planned intervals to ensure the school is conforming to safety and health requirements?		
14.2	Are safety and health reviews documented?		
15	Management Review	Yes	No
15.1	Does the Board of Management/VEC, at planned intervals, review the safety and health management system?		
15.2	Are the results of the safety and health reviews presented to the Board of Management/VEC?		
15.3	Are the results of the safety committee feedback reviewed?		
15.4	Is the feedback from other interested parties, e.g. fire services, contractors reviewed?		
15.5	Are decisions of the Board of Management/VEC review communicated formally to the school?		

[illegible]

[illegible]

Appendix 5

Health and Safety Log

Date : _____

Date : _____
