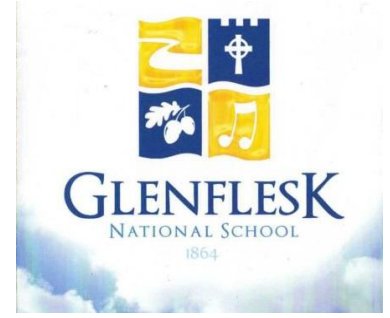




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Safety, Health and Welfare Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management 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

Date: _____



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Guidelines on Managing Safety, Health and Welfare in Glenflesk NS

Glenfesk NS safety, health and welfare management audit tool

A safety, health and welfare audit is a comprehensive review of all aspects of safety, health and welfare management across the school as a whole. This initial review can be used in two ways:

- It can be used by the board of management to establish the school's current status in relation to compliance with safety, health and welfare legislation and to help identify current gaps in managing safety.
- It can also be used by the board of management at the end of the school year to review the school's safety progress and assist with planning for the forthcoming year.

School Year: 2025/2026

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?	✓	
1.4	Does it contain a clearly defined safety, health and welfare policy?	✓	
1.5	Does the safety, health and welfare policy include a commitment to prevent injury and ill-health and continual improvement in safety, health and welfare management and performance?	✓	
1.6	Does it include a commitment to comply with identified legislative requirements that relate to occupational safety, health and welfare hazards?	✓	
1.7	Does it provide a framework for setting and reviewing safety, health and welfare 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, health and welfare 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 the board of management a written safety, health and welfare action plan?	✓	
4.2	Are the safety, health and welfare 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	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, health and welfare roles and responsibilities defined?	✓	
5.2	Are safety, health and welfare roles and responsibilities assigned to individuals?	✓	
5.3	Are safety, health and welfare roles and responsibilities documented?	✓	
5.4	Are safety, health and welfare roles and responsibilities communicated to individuals?	✓	

6	Competence, training and awareness	Yes	No
6.1	Are employees appropriately competent regarding safety, health and welfare?	✓	
6.2	Does the board of management identify staff safety, health and welfare 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 established a formal procedure for internal communication within the school?	✓	
7.2	Has the board of management 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 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 established a procedure for the involvement of staff in incident investigation?	✓	
8.3	Has the board of management established a procedure for the participation of staff in the development of safety, health and welfare policies? Does this procedure ensure adequate attention is paid to the needs of individuals with disabilities?	✓	
8.4	Has the board of management established a procedure for consulting staff if any changes are made that affect safety, health and welfare policy?	✓	
8.5	Has the board of management established a procedure for the representation of staff on safety, health and welfare matters?	✓	
8.6	Has the board of management established a procedure for consulting with contractors (building, maintenance, window cleaning) on safety, health and welfare issues?	✓	

9	Emergency preparedness and response	Yes	No
9.1	Has the board of management 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) See Part 1, page 53, FAQ No 39.	✓	
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 equipment and 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 safety, health and welfare performance - ongoing/periodic review of the school safety, health and welfare plan?	✓	
10.2	Is safety, health and welfare reviewed throughout the school year?	✓	

11	Incident investigation	Yes	No
11.1	Are written procedures in place to investigate and record incidents in order to determine underlying safety, health and welfare deficiencies and to identify corrective actions required?	✓	
11.2	Are the safety, health and welfare 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?	✓	
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?	✓	

12	Non-compliance, corrective action and preventive action	Yes	No
12.1	Are written procedures in place for dealing with actual and potential noncompliance 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, Health and Welfare Reviews	Yes	No
14.1	Are safety, health and welfare reviews conducted at planned intervals to ensure the school is conforming to safety, health and welfare requirements?	✓	
14.2.	Are safety, health and welfare reviews documented?	✓	

15	Management Review	Yes	No
15.1	Does the board of management, at planned intervals, review the safety, health and welfare management system?	✓	
15.2	Is the feedback from other interested parties?, e.g. fire services, contractors reviewed?	✓	
15.3	Are decisions of the board of management review communicated formally to staff and parents?	✓	

