

# Tool 7: Communications

## Tool 7(A) 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 or more frequently if necessary.

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 \_\_\_\_\_

by \_\_\_\_\_

I have read and understood the safety statement for \_\_\_\_\_ school, dated \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

# Tool 7(B) Methods of Communicating Safety, Health and Welfare Information

## Meetings

- Board of Management
- Staff
- Parents' Council/Association
- Parent-Teacher
- In-School Management
- School Self-evaluation and Planning Steering Committee
- Pastoral Care/Care Team
- Special Needs/Learning Support
- School Advisory Group (Staff)
- Other teams/groups

## Information dissemination (oral)

- Safety, health and welfare briefings
- School assemblies
- Public address system
- Lectures
- Classes

## Information dissemination (written)

- Safety Statement
- Notices
- Memoranda
- Newsletters (internal & external)
- Correspondence
- Reports
- Subject plans
- School plan
- Policies
- Teacher/induction handbooks
- Student journals
- Website
- Email