

# Tool 8: Monitoring

The board of management, working with the safety committee, should establish monitoring structures and procedures to monitor the school's safety, health and welfare performance. This is to ensure that planned actions contained within the school's safety, health and welfare plan have actually taken place, or where they have not, that they are scheduled to be addressed.

Monitoring can be achieved in a number of ways, e.g. conducting formal inspections and checks of all school areas at pre-defined time to establish any faults or defects, inspections and checks of equipment, extraction units, fire installations etc. and reviewing of accidents, near misses and dangerous occurrences to monitor corrective actions taken.

\*See Part 1 of the Guidelines, Step 4: Measuring performance

## Tool 8(A) Sample inspection template

Item inspected	Pass	Fail	Comment/safety action required	Responsibility	Date closed

Signed \_\_\_\_\_ Date: / /