



Safety Statement Checklist



A school acts on its commitment to safety, health and welfare by implementing its safety statement. To review how effectively it is managing safety, health and welfare, a school should ensure that (i) **its safety statement** has documented all relevant areas for consideration and action and (ii) **agreed actions** have been implemented. The items in the **checklist** below are based on the suggested sections of a school's safety statement. The checklist can be downloaded from www.hsa.ie/education. It can be used by a school wherever it is in the process, e.g. reviewing the safety statement at the beginning of the school year, throughout the year, or drafting a new safety statement.

The checklist contains two 'check' columns to be used as appropriate. Placing a **Y (yes)** or **N (no)** under the first column heading '**Y/N**' confirms whether or not, the school's safety statement contains that item.

Ticking below the second column heading '**Implemented**' confirms that where an action has been described in the safety statement, that action has been carried out **in the current school year**. Writing '**No**' in that column means that the action described in the safety statement has not yet been carried out during the current school year.

Once the checklist has been completed, the list of items marked **N** will form the basis for the school's action plan to either amend its safety statement or take action described in the safety statement.

School Year:



Safety Statement Checklist



	Y/N	Implemented
Does your school have a safety statement?		
Is it current? (i.e. reviewed in the last year)		
Is it authorised/signed/ratified by the Board of Management/ETB?		
Is the safety statement available to all staff, including those carrying out non-teaching work activities at the school?		

1 - Safety, Health and Welfare Policy



	Y/N	Implemented
Does the safety statement contain a clearly defined safety, health and welfare policy?		
Does the safety, health and welfare policy include a declaration of the commitment of the Board of Management/ETB, to ensuring the safety, health and welfare of all staff (teaching and non-teaching) and non-workers who may be affected by a work activity in the school, so far as is reasonably practicable?		
Does it include a commitment by the Board of Management/ETB to comply with all relevant statutory requirements that relate to occupational safety, health and welfare, including a commitment to manage school activities in line with school policies and procedures?		
Does it include a commitment by the Board of Management/ETB to consult with staff on matters related to safety, health and welfare at work?		

2 - School Profile



	Y/N	Implemented
Does the safety statement contain a brief description of the significant features of the school with particular reference to safety, health and welfare, including:		
<ul style="list-style-type: none"> school size 		
<ul style="list-style-type: none"> planning procedure 		
<ul style="list-style-type: none"> provision for persons with special needs 		
<ul style="list-style-type: none"> school buildings and facilities 		
<ul style="list-style-type: none"> organisational structures /chart 		
<ul style="list-style-type: none"> list of regular visitors providing services to school, e.g. external tutors, contractors or educational service providers 		
<ul style="list-style-type: none"> adult education 		

3 – Resources to be applied to Safety, Health and Welfare in the School



Y/N Implemented

Does the safety statement list the current resources in place to support safety, health and welfare in the school?

4 – Roles and Responsibilities for Safety, Health and Welfare



Y/N Implemented

Does the safety statement include a list of the names, positions and duties of all persons with responsibilities for safety, health and welfare (e.g. fire drills, first-aid, maintenance of equipment, etc.) in the school including:

- Board of Management/ETB
- Principal/Deputy principal(s)/Teaching staff
- Non-teaching staff
- Other school users including students, parents, volunteers and visitors
- Contractors
- Safety Representative
- Safety Committee

(A detailed description of each role is included in Part A, Section 4 of these Guidelines)

5 – Risk Assessment



Y/N Implemented

Does the safety statement include a description of the school's procedures for carrying out risk assessments in all areas of school activity?

Does the safety statement include:

- details of persons responsible for carrying out the risk assessments in each area of activity
- an outline of the school's information and resources to support risk assessment
- a description of the school's procedures for following up on reports of risk assessments

Does the safety statement include copies of all current risk assessments?

Are these brought to the attention of all staff (teaching and non-teaching)?

6 – Emergency Procedures, Fire Safety, First-Aid, Accidents and Dangerous Occurrences



Y/N Implemented

6.1 Emergency Procedures		Y/N	Implemented
Does the safety statement include a detailed account of the school's plan for responding to an emergency or critical incident including:			
<ul style="list-style-type: none"> a list of persons responsible for coordinating and implementing the plan and details of their specific duties 			
<ul style="list-style-type: none"> a list of the steps in the school's procedures for dealing with a variety of emergency and critical incident situations including fire, flood, bomb scare and other incidents such as serious injury or death 			
<ul style="list-style-type: none"> procedures for liaison with families of those affected by the incident 			
<ul style="list-style-type: none"> details of local and national emergency and support services such as Gardaí, Fire Service, Ambulance, NEPS (National Educational Psychological Service), local doctors and hospitals 			
<ul style="list-style-type: none"> a list of the resources used by the school in drawing up its critical incident management plan 			

6.2 Fire Safety		Y/N	Implemented
Does the safety statement contain an account of the school's procedures for managing fire safety? This should include details of the regular practice of the school's evacuation plans or fire drills including:			
<ul style="list-style-type: none"> the persons responsible for conducting the fire drills and their duties 			
<ul style="list-style-type: none"> timing and frequency of fire drills. (<i>This is to be determined by the school in the light of its own circumstances</i>). Two drills per year are recommended 			
<ul style="list-style-type: none"> procedures for providing for the evacuation of persons with disabilities or other additional needs 			
<ul style="list-style-type: none"> lists of fire assembly points and how they are identified 			
<ul style="list-style-type: none"> location of directional fire signs 			
<ul style="list-style-type: none"> a description of the school's emergency lighting system 			
<ul style="list-style-type: none"> a map identifying the school's emergency exits 			
<ul style="list-style-type: none"> a map identifying the locations of fire-fighting equipment 			
<ul style="list-style-type: none"> procedures and persons responsible for maintaining a record of fire drills undertaken, outcomes reviewed and actions taken as a result 			
<ul style="list-style-type: none"> a description of how the evacuation procedures will be communicated to all parties 			
<ul style="list-style-type: none"> a record of training undertaken by staff in relation to fire safety 			

Does the safety statement contain a statement of how the school provides and maintains appropriate fire-fighting and detection equipment including:			
<ul style="list-style-type: none"> frequent testing of fire-fighting equipment 			
<ul style="list-style-type: none"> renewal and maintenance of equipment 			
<ul style="list-style-type: none"> training of staff in the use of fire-fighting equipment 			
<ul style="list-style-type: none"> procedures for checking of the school's electrical systems by a competent person/s 			
<ul style="list-style-type: none"> a copy of the school's Fire Register, containing a record of all appropriate records of maintenance, inspection and testing of fire safety and emergency equipment 			

		Y/N	Implemented
6.3	First-aid		
	Does the safety statement outline:		
	<ul style="list-style-type: none"> the locations of first-aid equipment and supplies in the school 		
	<ul style="list-style-type: none"> procedures for ensuring that first-aid kits are compliant with current legislation and guidance 		
	<ul style="list-style-type: none"> agreed procedures concerning when first-aid may be administered and by whom 		
	<ul style="list-style-type: none"> name/s of person/s responsible for maintenance of first-aid kits 		
	<ul style="list-style-type: none"> procedure for ensuring that an appropriate number of trained occupational first-aiders are available to the school (as a guideline 1 for up to 99 employees if a risk assessment shows it necessary; 1 for between 100 and 399 staff) 		
	<ul style="list-style-type: none"> names and duties of occupational first-aiders 		
<ul style="list-style-type: none"> names and duties of general first-aiders (if risk assessment shows it necessary) 			

		Y/N	Implemented
6.4	Accidents and dangerous occurrences		
	Does the safety statement set out clearly how the school responds, investigates and reports on accidents and dangerous occurrences, including near misses arising from the work activities of the school:		
	This section should include the following:		
	<ul style="list-style-type: none"> the procedure to be followed by the school in the event of an accident or dangerous occurrence including the administration of first-aid, calling of doctor, emergency services, contact with parent/ guardian/family of injured parties 		
	<ul style="list-style-type: none"> the procedure for recording and retaining information relating to accidents and dangerous occurrences 		
<ul style="list-style-type: none"> the procedure for reporting of accidents and dangerous occurrences internally to the Board of Management/ETB 			
<ul style="list-style-type: none"> the procedure for reporting of accidents and dangerous occurrences externally to bodies such as the Health and Safety Authority, the State Claims Agency, the school's insurers or other bodies as appropriate 			

7 - Instruction, Training and Supervision



Y/N Implemented

	Y/N	Implemented
Does the safety statement include:		
<ul style="list-style-type: none"> an account of how the school provides information, instruction, and training for staff in relation to safety, health and welfare at work 		
<ul style="list-style-type: none"> a procedure for assessing training needs in relation to safety, health and welfare issues 		
<ul style="list-style-type: none"> a procedure whereby if a risk assessment identifies that training is necessary, it is provided 		
<ul style="list-style-type: none"> a record of all training undertaken by staff in relation to safety, health and welfare 		

8 - Communication and Consultation



Y/N Implemented

	Y/N	Implemented
Does the safety statement contain an account of how the school community is made aware of the contents of the safety statement and is consulted on safety, health and welfare matters:		
Does it include:		
<ul style="list-style-type: none"> the school's procedures for inviting staff to contribute to the risk assessment process and any review of the safety statement that takes place 		
<ul style="list-style-type: none"> the school's procedures for facilitating the input of staff into improvements on the way safety, health and welfare is managed 		
<ul style="list-style-type: none"> an account of how the school communicates information on safety, health and welfare to all members of the school community (for example, location of notices, posters, first-aid station points, assembly points, notices to visitors) 		

9 – Monitoring, Review and Update



Y/N Implemented

Does the safety statement include a description of how the school ensures that its safety management system is being implemented? This is an account of the various measures taken throughout the school year to monitor or check that aspects of safety, health and welfare management are being carried out effectively.

For example, does it include:

- agreed health and safety objectives and targets set
- how health and safety objectives are monitored for progress and continuous improvement
- agreement that safety, health and welfare matters are discussed as an agenda item at Board of Management/ETB meetings
- a review of fire drills and evacuation exercises, regular checking of safety features of potentially dangerous equipment in laboratories and workshops etc.
- periodic inspections of fire safety equipment
- risk assessment of new hazards as they arise and a record of new control measures identified and implemented
- regular meetings of the safety committee where one exists
- a review of accidents and dangerous occurrences for lessons learned, corrective actions and after-care of those involved
- monitoring instruction, training and supervision arrangements in accordance with training needs identified?

Does the safety statement include a description of how the school conducts a periodic wholesale review of its management of safety, health and welfare?