

Suggested steps for using the *Guidelines* continued:

- 3 - Prepare a briefing for the full staff, teaching and non-teaching. After this meeting, each employee could be asked to conduct an initial risk assessment in his/her own work area. Teachers could be encouraged to involve students in identifying and reporting hazards to staff.
- 4 - Review the completed risk assessment templates and then plan how to put in place any new measures to control the risks. Practical suggestions for control measures will be found in each of the risk assessment templates in Part 2 and these can be used along with any relevant guidance documents from the Department of Education and Skills and other sources.
- 5 - Review and update the school's Safety Statement, recording the actions taken to control risks and any new procedures now in place for managing safety, health and welfare in the school.
- 6 - Continue this process each year or more frequently when new hazards occur or when new guidance material on safety, health and welfare is published by the Department of Education and Skills, the H.S.A. or other relevant sources.

Why Should I read the *Guidelines*?

Managing safety, health and welfare effectively in schools brings with it huge benefits. When good systems are in place to prevent accidents, injury and ill-health to staff, students and visitors, the whole school becomes a better place in which to work and learn. The *Guidelines* show how to put good systems in place for managing safety, health and welfare.



POLICY AND
COMMITMENT



PLANNING



IMPLEMENTATION

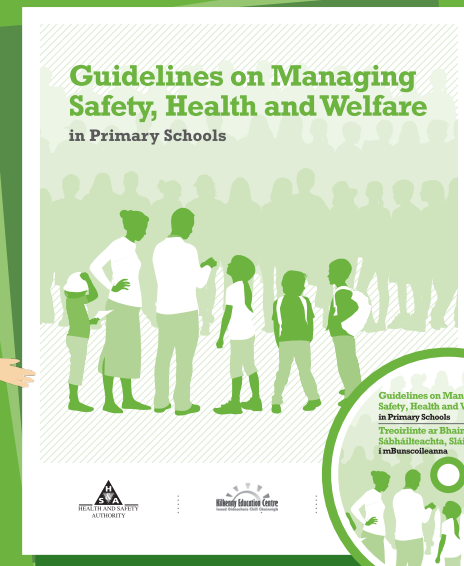


MEASURING
PERFORMANCE



AUDIT
AND REVIEW

Guidelines on Managing Safety, Health and Welfare in Primary Schools



If you have a query on health and safety, please contact the H.S.A.'s workplace contact unit on **1890 289 389**. If you would like to take a short on-line course on managing safety in schools, or if you are teaching safety in the curriculum, check out our **FREE** courses and in-classroom resources on:

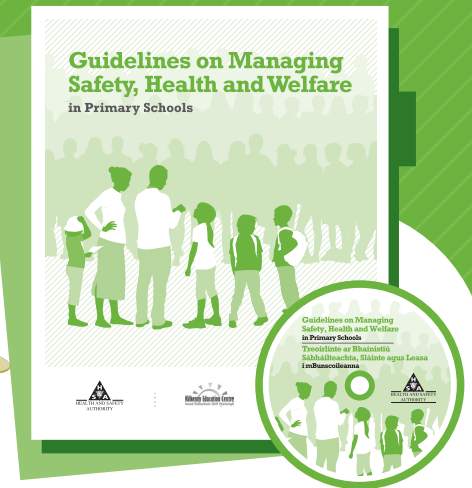
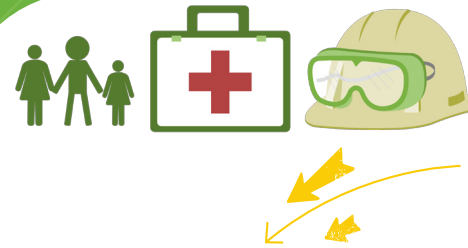
www.hslearning.ie

www.hsa.ie/education



Guidelines on Managing Safety, Health and Welfare in Primary Schools

are now available in every primary school.



What are the *Guidelines* and what do they contain?

The document is a resource provided by the Health and Safety Authority and is available in hard copy, DVD and online at www.hsa.ie.

The *Guidelines* provide:



→ information on a school's legal obligations regarding safety, health and welfare



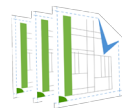
→ answers to frequently asked questions about safety, health and welfare in schools



→ a sample Safety, Health and Welfare Policy



→ a list of what a Safety Statement should contain



→ risk assessment templates to help schools to identify hazards, assess risks and put measures in place to control the risks



→ checklists, audit tools, report forms and other templates to support the school in managing safety, health and welfare effectively.

Who is responsible for managing safety, health and welfare in our school?

The Board of Management is responsible for managing safety, health and welfare in the school. All members of the school community, including, teachers, special needs assistants, ancillary staff, students, parents and visitors have a role to play in securing their own safety, health and welfare and that of others.

How does the Board of Management begin the process of managing safety, health and welfare more effectively using the *Guidelines*?

The Board of Management might consider taking the following steps:

- 1- Decide who will lead the process on behalf of the Board. This could be the principal or the deputy principal, or an employee or member of the Board appointed to act as a Safety, Health and Welfare Officer or a Safety, Health and Welfare Committee.
- 2 - This person or group reads The *Guidelines*. To begin they might consider the following approach:
 - Look at the Foreword, Contents and Introduction to Part 1.
 - Look at the list of what a Safety Statement should contain on page 46 of Part 1.
 - Look at some sample Risk Assessment Templates from Part 2.
 - Examine the Sample Planner on page 4 of Part 2
 - If specific questions arise at this stage, you might locate the answers to them in the F.A.Q. section from pages 39 to 53 of Part 1.
 - Once you have a sense of the structure of the *Guidelines*, it would be important to read through all of Part 1 with a particular focus on the Five Steps of the Safety, Health and Welfare Management System from pages 15 to 37.