

# LARGY COLLEGE

## SAFETY STATEMENT

The Safety, Health and Welfare at Work Act 1989 requires Largy College to prepare and issue a safety statement setting out its policy on safety. This statement together with the following will be known collectively as the 'safety statement':

- Hazard identification and risk reduction guidelines.
- Allocation of responsibilities.
- Consultation procedure.
- Health and Safety Arrangements

It is the College's policy to do all that is reasonably practicable to prevent injury to people, damage to property and to protect everyone (including staff, pupils, public, contractors and visitors) from foreseeable hazards. The Board of Management recognises its overall responsibility for Health and Safety at Largy College and meets this through:

- Provision and maintenance of safe and healthy working conditions, taking account of statutory requirements.
- Provision of training and instruction, where necessary, to enable employees to perform their work safely and effectively.
- Making available, where possible all necessary safety devices and protective equipment and supervise their use.
- Maintaining a constant and continuing interest in health and safety matters pertinent to the College's activities.
- Ensuring the safety and health of all pupils in this College.
- Keeping this Safety Statement and other safety documents under review.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their responsibilities in a reasonable and efficient manner.

Signed \_\_\_\_\_

Date \_\_\_\_\_

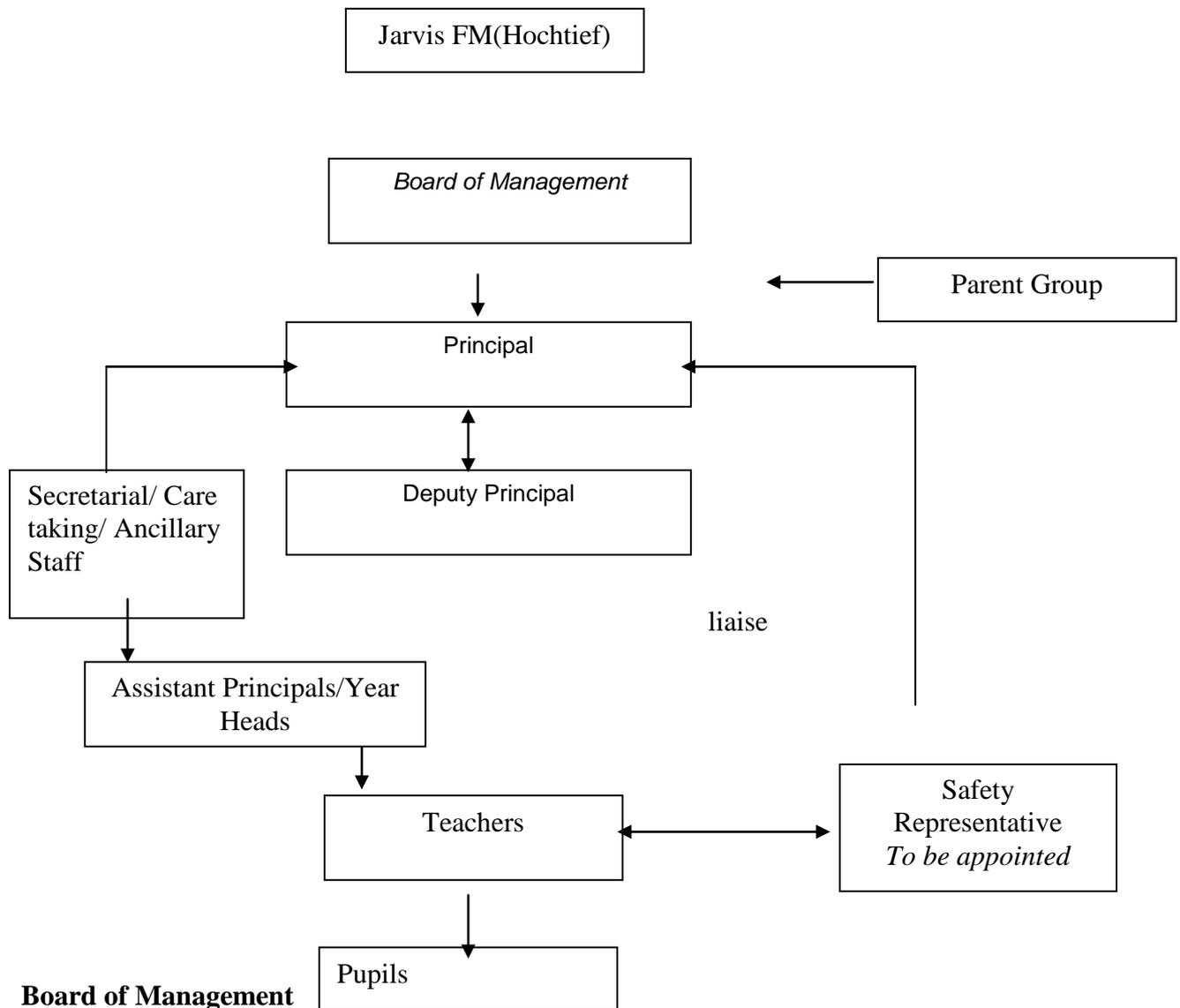
Title \_\_\_\_\_

## Safety Management Structure

All members of staff will be made aware of their respective roles in and responsibilities to the Health and Safety Management Systems at Largy College, and have access to this in the Safety Statement. Arrangements for consultation with the staff representatives on health and safety matters will be an integral part of the College's safety policy. This Safety Statement will be subject to review annually and will be revised and amended as necessary.

Persons responsible directly or by formal delegation for:

- The effective implementation of the policy ensuring that their areas of responsibility are run in accordance with the policy.
- Ensuring that subordinates are trained to manage the implementation of the policy.



## Largy College

The Board of Management has overall responsibility for ensuring effective health and safety management. Its main responsibilities are:

- Monitoring of Health and Safety Performance Largy College
- Inclusion of Health and Safety on the College Board's meeting agenda
- Prioritising actions on Health and Safety Issues where resources are required
- Ensuring actions are taken regarding Health and Safety obligations
- Ratifying the College's safety policy

### **Principal/Deputy Principal**

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests with the Principal in conjunction with the College Board. Obligations under the Safety, Health and Welfare at Work Act 1989 will rest in the main with the School Principal. These duties will fall to the Deputy Principal in the absence of the Principal. These are:

- Try to ensure that there are available, sufficient funds and facilities to enable the safety policy to be implemented.
- Ensure the day-to-day management of all health and safety matters in the College are in accordance with the health and safety Statement.
- Ensure regular inspections are carried out and such reports are submitted to the College Board as appropriate.
- Carry out accident investigations in conjunction with the relevant teacher/student as appropriate.
- Identify staff Health and Safety training needs.
- Liaise with the Facilities Management Company and pass on information received on health and safety matters to the appropriate people
- Liaise with College Board on policy and implementation issues.
- Co-operate with and provide necessary facilities for the safety representative.
- Check the effectiveness of the statement and ensure that responsibility is properly assigned
- Procure advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his attention.
- Ensure that this Safety Statement is available to and read by all staff and appropriate third parties.

### **Assistant Principals and Year Head Teachers**

Their main functions are;

- The day-to-day management of health and safety in accordance with the College's Health and Safety policy.
- Demonstrate at all times an exemplary approach to safety and health in order to engender in their students a total commitment to safety and health.
- Account to the Principal for any breach or omission regarding safety and health matters.
- Draw up and review departmental Health and Safety procedures regularly
- Carry out regular Health and Safety inspections of their appointed department/area, making reports to the Principal on any issues identified and ensuring that action is carried out.
- Pass on health and safety information received to the appropriate people
- Be aware of statutory regulations and the best available working practices and methods of training which should apply
- Ensure all injuries are recorded

### **All Employees**

Employees have general statutory obligations under the Safety, Health and Welfare at Work Act 1989, Part II Section 9, which includes the following: They must:

- Take reasonable care of their own safety, health and welfare and any other person who may be affected by their actions or omissions at work.
- Co-operate with the College Board of Management, Principal and any other person, in order to comply with any of the relevant statutory provisions.
- Use the safety equipment provided, or other items provided for their safety, health and welfare at work.
- Report to the Principal, without delay, any defects in equipment, place of work or systems of work, which might create a danger to the safety, health and welfare to themselves and others.
- They must not intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons arising out of work activities.

## Largy College

- Any form of dangerous pranks or unauthorised hazardous activities are totally prohibited on College premises.
- Keep work areas clean.
- Be careful when moving items.
- Not run on floors and steps and ensure that students in their care do the same.

### **Teachers**

Teachers will ensure that a reasonable account of health and safety is taken in all departmental procedures and arrangements. Their main functions are:

- Day-to-day management of health and safety in accordance with the health and safety policy.
- Checking classrooms/work areas are safe.
- Checking equipment is safe before use.
- Ensuring safe procedures are followed
- Ensuring protective equipment is used when needed
- Participating in inspections and health and safety committee meetings, if appropriate.
- Bringing problems to the Principal's attention.

### **Designated Safety Officer**

The Designated Safety Officer is responsible for the co-ordination of safety policy. This is achieved by:

- Ensuring that the safety and health policy is understood at all levels within the College.
- Advising the Board of Management and the Principal on matters relating to the safety, health and welfare of employees and students.
- Monitoring accidents and dangerous occurrences within the College and ensuring the completeness of records is maintained.
- Ensuring all safety and health documentation is kept up to date.
- Co-ordinating the SHE team.
- Assist the Principal in reviewing the safety and health management system on an ongoing basis.

- Consider the security, safety and health of those who use the premises when discussing any development of, or modification to the College property.
- Co-ordinate the emergency procedures for the College.
- Maintain a high degree of competency by observing current retail industry practice. Seek Head Office advice as required.
- Conduct ad hoc safety audits and hazard spotting inspections throughout the premises, and report to relevant personnel.
- Provide safety information and advice to the Principal and teachers on request
- Liaise with Facilities management in relation to contractors working in the College.
- Liaise with all visiting safety inspectors.
- Set example to others by ensuring that they observe good safety principles while conducting their business.

### **Documentation and Distribution of Safety Statement**

The Principal holds the master copy of the Safety Statement. Controlled copies of the Safety Statement will be issued to personnel as specified on the circulation list. It is College policy that all employees and pupils have access to those sections of the manual that are relevant to them. The Principal is responsible for the issue of new documentation and the retrieval and filing of obsolete documentation. To ensure that each copy of the Safety Statement contains a record of all changes they will record changes or amendments on an amendment list, which will then be circulated to all on the circulation list.

### **Provision of Safety Training and Instruction**

The College Board in conjunction with the V.E.C. undertakes that all necessary training, instruction and information will be supplied to each employee to secure their safety and health in the work place. The primary responsibility for this rests with management in co-operation with specialists as appropriate.

The College Board recognises that even with the best work arrangements, people may still need clearly defined safety procedures and instructions. For that reason, there is a

## Largy College

commitment by the College to identify safety-training needs, to carry out that training and to assess the competence of employees.

The V.E.C. and the College Board expects that all employees will co-operate in the training provided. Certain tasks require that strict safety procedures be followed. Where this arises the employees involved will receive special instruction from a competent person. It is essential that no person attempts a hazardous task without proper instruction and training. Both formal and on-the-job training programmes are designed so that employees become fully conscious of the need to work safely and have the necessary knowledge and skills to do so.

Induction training materials include information on the College's approach to safety and the safety procedures and requirements throughout the premises. On-the-job training focuses particularly on hazardous aspects of each job with a view to ensuring that employees are fully acquainted with the dangers arising from their day-to-day tasks.

Training courses are provided on fire prevention and basic fire fighting as necessary. These matters are also included in the induction-training course for new employees. The designated teachers will be responsible for evacuation procedures.

Additional training courses are provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency.

### **Provision of Practical and Safe Working Systems**

It is the policy of the College Board, in conjunction the Principal and or relevant teachers, when purchasing new equipment, altering existing equipment or changing a system of work, to study such proposed purchases or changes to ensure so far as is reasonably practicable, that they are without significant risk.

Systems of work include all routine work, electrical work, maintenance work and work by contractors on site. They will include consideration for the safety and health of visitors/customers.

### **Provision of Personal Protective Equipment**

## Largy College

It is the policy of Largy College to provide pupils and employees appropriate personal protective equipment and clothing and to replace it as required.

Relevant Subject Teachers are responsible for identifying and procuring the appropriate protective equipment for tasks, which cannot be made safe by any other practicable means.

Responsibility for ensuring that the equipment is used properly rests with the Principal and or relevant Subject Teacher who will ensure that all employees and students within his/her area of responsibility are properly instructed in the maintenance and use of protective clothing and safety equipment.

This policy will be regularly reviewed by the College and will be updated as required. The review will take account of experiences to date, changes in work arrangements and the use of new materials and processes.

### **Consultation**

Largy College is committed to meeting its obligations under Section 13 of the Safety, Health and Welfare at Work Act 1989 on consultation. The following consultation arrangements have been agreed:

- A Safety briefing Seminar is held on an annual basis to discuss and review health and safety arrangements and responsibilities at Largy College.
- In addition regular, scheduled meetings are held between the Principal and the College's Safety Representative who will be responsible for making representations on behalf of the employees and students on matters concerning the safety, health and welfare in the place of work.
- Largy College recognises the statutory rights of a Safety Representative as set out in Section 13 of the Act and is committed to co-operating with the person appointed. In accordance with the Regulations, the Safety Representative will be given access to any information in the possession of management that pertains to the safety, health and welfare of employees and pupils. The Safety Representative will be given the opportunity to receive appropriate training. The Safety Representative will not suffer any disadvantage through discharging these functions.

### **Safety Representative**

The nominated Safety Representative is to be appointed. Section 13(3) of the Safety, Health and Welfare at Work Act states that employees may select a Safety Representative who has the following rights under the legislation:

- May make representations on any aspects of safety, health and welfare at the place of work.
- May investigate accidents and dangerous occurrences.
- He/she shall not interfere with or obstruct the performance of any statutory obligation required to be performed by any persons under any of the relevant statutory provisions.
- May make oral or written representations to inspectors on matters of safety, health and welfare at work.
- May receive advice and information from inspectors on matters of safety, health and welfare at work
- May accompany an inspector on any tour of inspection other than a tour of inspection made by an inspector for the purpose of investigating an accident.
- Subject to prior notice to the employer, he may carry out inspections of the premises to determine any potential hazards on the premises.

### **Welfare**

The provision of welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Application) Regulations, 1993 and the Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations, 1995. To ensure the continued welfare of employees, toilet and kitchen areas are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas. Employees are reminded that:

- Any person who is under medical supervision, or on prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which may be a danger to themselves or colleagues.

## Largy College

- Illicit drugs and alcohol - employees are not allowed to attend the premises to carry out duties whilst under the influence of illicit drugs or alcohol.

### **Non-harassment/Bullying policy**

Largy College acknowledges its responsibilities in regard to bullying and harassment as referred to in the general duties in Section 6 and 12 of the Safety, Health and Welfare at Work Act 1989, Employment and Equality Act 1989, To this effect, the College has developed an 'Anti-Bullying Policy Statement' which in addition takes account of the Department of Education's Guidelines on Countering Bullying Behaviour in Primary and Post-Primary Schools. The policy statement is included in the school journal for communication to both pupils and employees.

### **Stress Policy**

Largy College adheres to all aspects of the 1989 Safety, Health and Welfare at Work Act, which obliges employers to identify and safeguard against all risks to health and safety, including stress. Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them. Causes of stress in the workplace can include:

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill defined work roles
- Highly demanding tasks
- The threat of violence

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards.

### **Smoking Policy**

## Largy College

No smoking is allowed in any enclosed area of the workplace or on the grounds. This policy is in accordance with The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions. Any person smoking and in breach of this regulation will face disciplinary measures and may be liable to dismissal.

### **Pregnant Employees**

Largy College adheres to the provision of the Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations, 2000. (SI 218/2000). These regulations apply to employees that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, an assessment of any hazardous activities relating to the employee will be carried out. The following hazards must be considered:

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures, which are abrupt or severe, or give, rise to excessive fatigue.
- Non-ionising radiation.
- Chemicals: In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents.

(Note: This is not an exhaustive list and all hazards will be considered).

A pregnant employee must not be exposed to these hazards unless they are adequately controlled. The Board undertakes to reduce any such hazard to a level, which will not harm the pregnant woman or the developing child or breast-fed child.

If any of these risks are present they will either be eliminated or safeguards will be put in place to protect the employee's health and safety. These safeguards include:

- Changing the place of work, working hours, etc.
- Moving the employee to other safe work.

If these safeguards are not possible then the employee will be granted safety and health leave. This is paid leave, which continues until either the condition changes or else the pregnant employee becomes eligible for paid maternity leave. (Note: Maternity leave is usually taken four weeks before and ten weeks after birth).

Pregnant women and nursing mothers will have the facility to lie down in the rest room as necessary.

## **First Aid**

The provision of first aid equipment required by legislation is provided in accordance with First Aid Regulations 1993, contained in Part IX of the General Application Regulations 1993. First Aid Boxes will be located in the:

- Staff Room
- Laboratories
- College Gym
- Secretary's Office
- Cookery Demonstration Class

A check will be carried out regularly to identify any replacement stocks needed. Following this check, a list of stocks required will be purchased. The restocking of the first aid boxes will be the responsibility of administration.

### **9.1 First Aiders**

Largy College has some trained First Aid personnel but also relies on the medical facilities at local hospitals where appropriate. A member of staff will always accompany students if parents/guardians are not immediately available.

Following an accident requiring first aid treatment, an accident report form must be completed. In the event of a serious injury the ambulance service must be called, the Principal notified and a full accident investigation carried out. Names of certified occupational First Aiders are:

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All first aiders are trained in occupational first aid and refresher training is provided every three years.

### **Emergency/Fire Procedures**

All Teachers will be briefed on the College's Evacuation procedures and are responsible for the safe evacuation of their respective class. Evacuation routes and assembly points have been identified for all areas. Maps detailing the escape routes will be prepared and will be located on each floor.

Evacuation drills take place at least once a year or more often if required. Employees will be reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

All emergency exits are clearly marked and unobstructed at all times. Emergencies identified include fire, gas leak, and bomb scare, Plans for other emergencies are being developed at present. These plans will be reviewed periodically and amended where necessary. Teachers will receive instruction on using fire equipment.

New teachers and employees will receive basic fire training and will be instructed on the following:

- Policy on smoking, electrical equipment etc. and how to raise the alarm.
- Actions to be taken on discovering a fire.
- Location and use of escape routes.
- The evacuation procedure.
- Assisting disabled people, visitors and others during evacuation
- Location and use of fire extinguishers.

## Largy College

A Fire Register will be kept in the Principal's Office. The fire register will include College details, specific duties for members of staff, a log of fire procedure notices and fire drills, an inventory of fire fighting equipment, details of the fire alarm system, a record of staff instruction/training and a maintenance/test/inspection schedule.

### List of Emergency phone numbers

- Ambulance
- Nearest General Hospital
- Gardaí
- Fire
- ESB 1850-372-999

### **Fire Equipment**

Fire extinguishers are provided and correctly sited to meet safety requirements. These appliances are provided to deal with incipient fires. Trained personnel using these appliances will tackle small fires if they feel they can do so without endangering themselves.

All fire fighting equipment is tested and serviced annually by specialised contractors. In accordance with the recommendation of the appropriate Irish Standard for fire equipment, 20% of extinguishers will be discharged each year and relevant employees trained in the safe and efficient use of the equipment.

Fire extinguishing appliances are readily identified, with easy access and will be unobstructed at all times. The appliances must not be interfered with in any way.

The location of fire extinguishers (fire points) are clearly visible throughout the premises.

### **Accident/Incident Reporting**

All incidents no matter how trivial, whether in relation to employees, pupils or visitors must be reported immediately to the Principal or in their absence, their deputy. An Accident Report form is available for this purpose and must be completed by the person responsible for the

## Largy College

area. In the case of school trips the teacher in charge is responsible for recording the accident on the appropriate form and for notifying the Principal.

This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required and as an aid in the identification of hazards so that the appropriate measures can be taken to prevent the accident from reoccurring.

Where an accident investigation is necessary, all employees are obliged to co-operate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident.

The Principal is responsible for completion, where necessary IR.1 form where an employee is absent from work for more than three calendar days due to an industrial injury or illness, as it is a statutory requirement (S1 No. 44. 1993) that formal notice is given to the Health & Safety Authority.

### **Visitors**

Largy College and Facilities management have a responsibility to ensure, as far as is reasonably practicable, the safety of visitors and contractors while on the site. To that end the following policies will apply:

- All visitors to report to Reception.
- Visitors may be asked to sign a Visitor's Book before entering the College.
- Visitors are to obey the College safety rules and emergency procedures at all times.

## **Contractors**

Contractors will not be allowed on the premises to carry out work until the School Principal in consultation with Facilities Management or designated representative has checked and is satisfied with their insurances. For major contracts, the provisions of the Safety, Health and Welfare at Work (Construction) Regulations, 2001 must be adhered to. The contractor must liaise with a School-appointed official and discuss and agree the safety precautions deemed necessary by either party. Contractors must take all due care of their own safety, the safety of their employees and all others affected by their work. Contractors must not use any equipment or the service of personnel belonging to or engaged by the College Board without prior approval being granted by the School-appointed official. Every contractor working on College premises must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the College. In this regard, it is the responsibility of the contractor to:

- Provide all necessary instruction, training and information on health and safety matters to their employees
- Provide competent and adequate supervision of their employees and activities.
- Provide all necessary safety equipment and clothing for their employees
- All plant and equipment brought onto the College site must be safe and in good working order and with any necessary certificates available for checking.
- Ensure that all accidents and dangerous occurrences are reported to the Principal
- Ensure that all College safety notices and alarms are followed at all times.
- Ensure that hazardous substances are not brought on to the premises without prior notice and permission.
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises.
- Ensure that all hazardous substances are removed from the premises.
- Monitor and assess the safety performance of their employees.
- The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.

**Contractor/Self-Employed Person**

All contractors and self employed persons shall provide their safety statement when requested to do so and shall:

- Conform generally with the duties and responsibilities as for employees.
- Provide evidence when requested, showing that appropriate employer's liability and public liability insurances is in place.
- Bring to the attention of the Principal, DSO and anyone else who may be affected by any process or use of materials, which may endanger health and safety while at work.
- Comply with the requirements of this safety statement, and co-operate with the College Board in providing a safe place of work and a safe system of operation.
- Ensure all their employees and others under their care are provided with and wear protective clothing and equipment appropriate to the task.
- Report any defect in the plant and equipment, place of work, or system of work without unreasonable delay.
- Only use competent and suitable persons on site.
- Obtain the consent of the Principal before engaging persons other than their direct employees on site.
- Ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.

Largy College

## **Risk Assessment**

**SECTION 15.1 Area/Dept./Activity: Sports**

Hazard & Risk	People at Risk	Existing Controls	Person Responsible	Current Risk		
				L	S	RR
<p><b><u>Hazards:</u></b> Injuries during sports studies/competitions. Slips trips and falls. Collision against equipment</p> <p><b><u>Hazard Type:</u></b> Physical/Psychosocial</p> <p><b><u>Injury/Illness:</u></b> Broken bones, bruising, Musculo-skeletal problems Entrapment in equipment</p>	<p>Employees Visitors Contractors</p>	<ul style="list-style-type: none"> <li>All activities are supervised by the responsible teacher unless pupils are attending special activities such as aerobics, swimming etc.</li> <li>All specialist activities are supervised by competent instructors employed by the College</li> <li>Provision and maintenance of safety requirements is the responsibility of the school.</li> <li>The College has provided insurance for sports, games and leisure centre activities</li> <li>The College's first aid policy is followed where a pupil is injured.</li> <li>It is the College's policy to seek information on pupils with medical conditions when commencing in first year.</li> <li>Parents provide a note to the teacher if for medical reasons they are unable to participate in PE classes.</li> </ul>				

**SECTION 15.2**

**Area/Dept./Activity: Sports**

Hazard & Risk	People at Risk	Existing Controls	Person Responsible	Current Risk		
				L	S	RR
<p><b><u>Hazard:</u></b> Lone working Injuries during sports studies/competitions Slips trips and falls. Manual handling Collision against equipment Fire</p> <p><b><u>Hazard Type:</u></b> Physical/Psychosocial</p> <p><b><u>Injury/Illness:</u></b> Broken bones, bruising, Death Entrapment</p>	<p>Employees Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• Competent instructors with training in first aid are employed by the College</li> <li>• First Aid kit provided in the Sports Hall</li> <li>• Overhead lighting and heating is provided</li> <li>• Storage room for holding sports equipment is kept locked.</li> <li>• The College has an arrangement with a local GP doctor and local hospital who can provide medical assistance in the event of an emergency.</li> <li>• While cleaning is in progress signage is erected</li> <li>• Any defects in changing area furniture, floor covering or walls are immediately notified to the Principal for repair.</li> <li>• The lifting and assembly of any gym equipment is done by personnel competent to do so. This includes manual handling training where the equipment is being moved while it is intact.</li> <li>• Fire detection and alarm system provided in the Sports Hall is linked centrally to the main school.</li> <li>• Fire extinguishers are provided and are wall mounted.</li> <li>• The automatic fire detection and alarm systems are checked and maintained in accordance with legislative requirements.</li> <li>• All fire extinguishers will be checked annually and records are kept and maintained. All fire equipment is checked on an annual basis.</li> <li>• Emergency evacuation plans specific for the area exist and details are posted throughout the building.</li> </ul>		2	3	6

Largy College

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# **Appendices**

## **1. Formats and Templates**

1.1 Safety Management System Review Template

1.2 Managing the interface with the Health and Safety Authority

1.3 Contractor Safety Review

## **Appendix 1**

### **Formats and Templates**

- 1.1 Safety Management System Review Template
- 1.2 Managing the interface with the Health and Safety Authority
- 1.3 Contractor Safety Review

**Appendix 1.1**  
Safety Management System Review Template

# GENERAL SAFETY MANAGEMENT SYSTEM AUDIT



**GENERAL SAFETY MANAGEMENT SYSTEM AUDIT**

QUESTION	VERIFICATION	COMMENTS
<p><b>1. Safety Management</b></p> <ul style="list-style-type: none"> <li>• What Safety Management Structure is in place?</li> <li>• Is there a full-time/part-time health and safety function?</li> <li>• Has management responsibility for health and safety been defined?</li> <li>• What previous assessments/audits have been undertaken?</li> <li>• Are adequate resources provided for health and safety?</li> <li>• How do Management keep up to date re. H&amp;S?</li> </ul>	<p>Review Organisation Chart Review any assessments /audits undertaken</p>	
<p><b>2. Safety Statement</b></p> <ul style="list-style-type: none"> <li>• Is there a Safety Statement?</li> <li>• How was it developed?</li> <li>• What does it cover?</li> <li>• Has it been communicated to managers/employees?</li> <li>• Are written records of risk assessments available?</li> <li>• How is the Safety Statement documentation controlled?</li> <li>• Is the Safety Statement subject to review/monitoring?</li> </ul>	<p>Review Safety Statement  Review written risk assessments</p>	
<p><b>3. Accident Reporting/Recording/Investigation</b></p> <ul style="list-style-type: none"> <li>• What procedures are established?</li> <li>• What records are maintained – and by whom?</li> <li>• What procedure is in place for reporting of prescribed accidents and dangerous occurrences?</li> <li>• Are all accidents investigated?</li> <li>• What mechanism is in place for taking corrective action?</li> <li>• Are accident statistics produced?</li> </ul>	<p>Review completed reports Confirm that corrective actions implemented</p>	
<p><b>4. Control of Contractors</b></p>		

**GENERAL SAFETY MANAGEMENT SYSTEM AUDIT**

<ul style="list-style-type: none"> <li>• What policy/procedures are in place for the control of contractors?</li> <li>• How is this communicated to contractors and subcontractors?</li> <li>• How do contractors demonstrate that safe systems of work will be adopted?</li> <li>• Is there regular communication between company management and contractors?</li> <li>• Is contractor safety performance monitored?</li> </ul>	<p>Review Policy/Procedures for control of contractors</p>	
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QUESTION	VERIFICATION	COMMENTS
<p><b>5. Training for Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Have Health and Safety training needs been identified?</li> <li>• Is there a Safety Induction for new employees?</li> <li>• Are new employees supervised where necessary?</li> <li>• Are records of training maintained?</li> <li>• Has health and safety training been provided for the following:                             <ul style="list-style-type: none"> <li>• First Aiders</li> <li>• Persons engaged in working with hazardous substances</li> </ul> </li> </ul>	<p>Review any training needs analysis</p>	
<p><b>6. Safety Consultation</b></p> <ul style="list-style-type: none"> <li>• Are arrangements in place for consultation on health and safety?</li> <li>• Has a Safety Representative been selected?</li> <li>• What is the role/function of the Safety Representative(s)?</li> <li>• Is he/she effective?</li> </ul>		
<p><b>7. Emergency Planning</b></p> <ul style="list-style-type: none"> <li>• Is there an up to date emergency plan subject to regular review?</li> <li>• Is it clear who can initiate the plan/procedures outside of normal hours?</li> <li>• Does the plan cover the range of emergencies which may affect the College?</li> </ul>		

**GENERAL SAFETY MANAGEMENT SYSTEM AUDIT**

<ul style="list-style-type: none"> <li>• Is communication with and responsibility transfer to the emergency services covered?</li> <li>• Are pollution control measures and other off site issues considered?</li> <li>• Is the plan rehearsed at regular intervals?</li> <li>• Has suitable training been provided to persons involved in executing the Plan?</li> </ul>		
<p><b>8. Safety Inspections/Audits</b></p> <ul style="list-style-type: none"> <li>• What type of inspections/audits are undertaken?</li> <li>• What is the scope of these inspections/audits?</li> <li>• Who carries out inspections/audits?</li> <li>• How are recommendations actioned?</li> <li>• Are statutory inspections carried out and records maintained?</li> </ul>	<p>Review any inspections/audits undertaken</p>	

Appendix 1.2  
Managing the interface with the Health and Safety Authority

**Sample Protocol for the Management of a Health and Safety Authority  
Visit**

Greet and welcome inspector and establish the motivation and rationale for the visit

Notify safety Representative and establish availability to meet with inspector

Arrange for inspection of College facilities

Notify and introduce teachers to inspector

Make safety file available to inspector including

- Incident records
- Records of safety consultation
- Risk assessments
- Safety Statement

Review inspection and documentation audit findings

# Largy College Draft Safety Statement

## Appendix 1.3 Contractor Safety Review

**Contractor Safety Review**

**SAMPLE CONTRACTOR MANAGEMENT AUDIT FORMAT**

**Listing of Contractors on Site**

**School :**

**Date**

<b>Contractor Safety</b>	Yes Part No N/A	Comments
Contractors have a site-specific risk assessments before commencing work.		
All Contractors have a Safety Statements and have submitted a copy to the company.		
Contractors have appropriate and documented evidence of current insurance.		
Contractors liaise on safety issues with the appointed contact person from the company.		
Contractors ensure that equipment brought on site is in a safe condition and has valid statutory certifications where necessary.		
Contractors make contact with the School Principal when arriving on site each day.		
Contractors ensure that only trained and competent personnel undertake work on site.		
Contractors inform the company of any intention to bring outside personnel onto any site.		
Contractors provide and wear protective equipment appropriate to the area where they are working.		
Contractors maintain equipment in good, safe working order.		
Contractors heed and obey safety signs and the instructions of the company.		
Contractors report all accidents and dangerous occurrences to the company without delay.		
Contractors' employees receive safety induction specific to the site.		