

Safety Statement

**Bennekerry National School,
Co. Carlow**

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1. SAFETY AND HEALTH POLICY

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, pupils, contractors and visitors to the school. It is based on the HAS guidelines for Primary Schools and our aim is to comply with the standards laid down in the guidelines.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

Chairperson, Board of Management

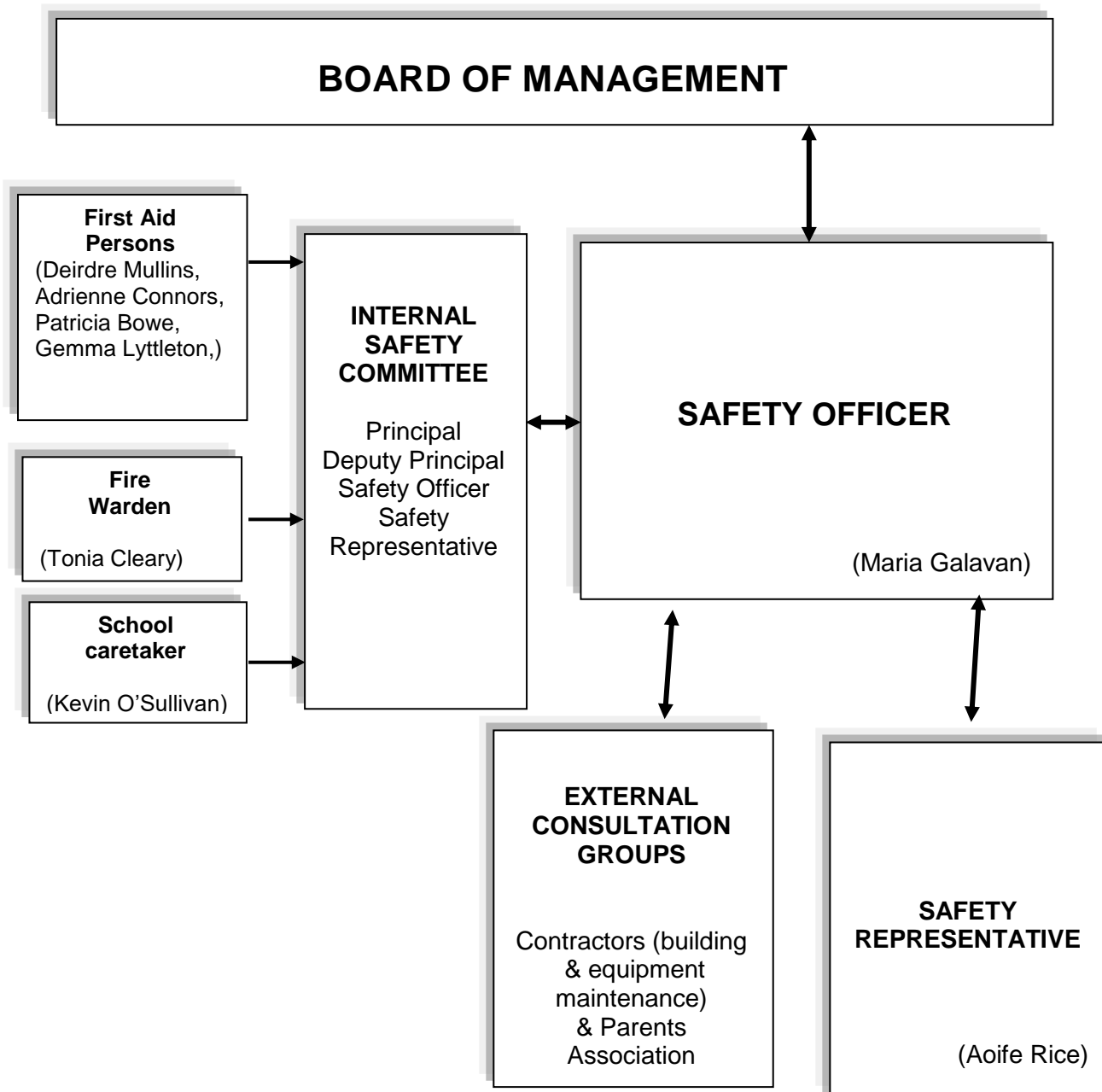
School Principal

Date

2. SCHOOL PROFILE

Bennekerry N.S. is a co-educational primary school, catering for pupils from Junior Infants to Sixth Class. The School operates under the Rules for National Schools which are drawn up by the Minister for Education and Skills. The school is under Catholic patronage and the Patron nominates a Board of Management for the school, comprised of nominees of the patron, parents, teachers and the local community.

3. RESOURCES FOR SAFETY AND HEALTH IN THE SCHOOL



4. ROLES AND RESPONSIBILITIES FOR SAFETY AND HEALTH

a. Board of Management

It is the Board of Management's responsibility to ensure the following:

- a) That a safety statement is set up & maintained in order to ensure that all work is carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and that all reasonable, practicable measures are taken to avoid risk to staff members, pupils or others who may be affected.
- b) To oversee and review the implementation of the Safety Management System and the safety statement for the school.
- c) To establish a set of safety and health objectives.
- d) To receive regular reports on safety and health matters and matters arising from same are discussed.
- e) To review the safety statement at least annually and when changes that might affect workers' safety and health occur.
- f) To review the school's safety and health performance.
- g) To allocate adequate resources to deal with safety and health issues.
- h) To appoint competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.

b. Safety Officer

It is the safety officer's responsibility, as the designated person for safety and health acting on behalf of the Board, to ensure the following:

- a) To comply with the requirements of the 2005 act.
- b) To report to the BOM on Health and Safety performance.
- c) To assist and review the implementation of the safety management system and the safety statement of the school.
- d) Review of H&S policies and H&S performance in a co-operated effort with the Principal and Safety Representative.
- e) Assist in the investigation of situations where there is reasonable fear of risk of personal injury to employees or students or where complaints have been made by employees, students and/or parents about potential hazards in a co-operated effort with the Principal and Safety Representative.
- f) To survey all accidents and incidents, overseeing their investigation by a competent person and all relevant statutory reports completed by a competent person.

c. School Principal

- a) To manage Health and Safety in the school on a day to day basis.
- b) To consult the Health & Safety Authority/inspector either orally or in writing about any aspect of Health, Safety and Welfare in the school and engage with the Health and Safety Authority/inspectors upon arrival at the school

d. Safety Representative Role

A designated teacher with duties relating to Safety and Health must fulfil the duties as assigned, however ultimate responsibility for safety and health rests with the Board of Management as the employer.

The responsibilities of the Safety Representative in Bennekerry National School are as follows :

- a) To organise fire drills, training, etc.
- b) To assist the Principal in the day to day management of Safety, Health and Welfare in the school.
- c) To facilitate regular communication with all members of the school community on safety and health matters.
- d) To discuss Health and Safety matters in confidence with other members of staff.

e. Staff Responsibilities

- a) To comply with all statutory obligations on employees as designated under the 2005 Act.
- b) To co-operate with school management in the implementation of the safety statement.
- c) To inform pupils of the safety procedures associated with individual subjects, e.g. Science, Technology subjects, Physical Education (PE) etc.
- d) To ensure that pupils follow safe procedures and adhere to school policies.
- e) Conduct risk assessments of their immediate work environment.
- f) Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect. This will be done at the beginning of each term using Tool 8 (HAS Guidelines on Safety, Health and Welfare in Primary Schools Numbers 1-9)
- g) Check that equipment is safe before use
- h) Ensure that risk assessments are conducted for new hazards, e.g. new machine or chemical product.
- i) Select and appoint a safety representative.
- j) Co-operate with the school safety committee.
- k) Report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety statement.

f. Safety Consultation Committee

- a) The internal safety consultation committee (principal, deputy principal, safety officer, safety representative) must ensure that the safety interests of all employees, pupils, visitors etc is represented in a structured manner.

g. Other school users

- a) Other school users, e.g. pupils and visitors should comply with school regulations and instructions relating to safety and health.

h. Contractors

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- a) Schools must make available the relevant parts of the safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- b) Schools must provide the school regulations and instructions relating to safety and health.
- c) Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out.
- d) Where schools are sharing a workplace with a contractor they must co-operate and coordinate their activities in order to prevent risks to safety and health at work.

5. RISK ASSESSMENT

Management recognises that its activities and buildings may present a health and safety risk and shall identify the areas where control measures are required in order to ensure a safe working environment.

Hazards will be identified in the school and risk assessments will be completed by management / safety Representative as required while all subsequent impacts, consequences & existing control measures raised will be reviewed & categorised into high, medium or low risk.

Management will subsequently ensure that all hazards identified are eliminated or controlled as far as is practicable so that they are reduced to an acceptable level.

Bennekerry National School will place particular attention on the following:

- a) "Hazard" is taken to mean "any substance, article, material or practice which has the potential to cause harm to the Safety, Health or Welfare of employees at work".
- b) "Risk" means "the potential of the hazard to cause harm in the actual circumstances of use".
- c) "Risk Assessment" is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High", "Medium" or "Low". This is to ensure prioritisation in the implementation of controls and allocation of resources.

Bennekerry National School's working copy of this Safety Statement is located on file in the Secretary's Office. It will be available for viewing by any employee, parent or contractor. A copy of the Safety Statement will also be left in the Staff Room. The Safety Statement will be introduced to all new employees during the induction period.

<u>Grade of Risk</u>	<u>Abbreviation</u>	<u>Characteristics</u>
High Risk	"H"	Possibility of fatality / serious / minor injury to a number of people. Possibility of significant material loss.
Medium Risk	"M"	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of a fatality / serious injury or significant material loss is unlikely although conceivable.
Low Risk	"L"	The possibility of injury or material loss is unlikely although conceivable.

5.1 General Hazards

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

- 1. Wet corridors
- 2. Climbing frames /PE Equipment
- 3. Trailing leads

4. Computers
5. Guillotine
6. Projectors
7. Fuse Board
8. Electric kettles
9. Boiler house
10. Ladders
11. Excess Gravel on school yard
12. Protruding units and fittings
13. External store to be kept locked
14. Lawnmower
15. Outside stores
16. Icy surfaces on a cold day
17. Mats in corridors
18. Windows opening out
19. Playground equipment

To minimise these dangers the following safety/ protective measures must be adhered to:

- a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- b) In addition, all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- c) Where applicable, Board of Management will ensure that members of the staff will have been instructed in the correct use of machinery and equipment.
- d) All machinery and electrical equipment are fitted with adequate safeguards.
- e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- f) Ladders must be used with another person's assistance. A guide on the correct use of ladders is given to all members of staff and is part of this Safety Statement.
- g) The use of glass bottles, containers etc. is prohibited in the classrooms and the playground. Broken glass to be removed immediately, if discovered.

- h) During an annual audit, using Tool 8 of the HAS Guidelines for Managing, Safety, Welfare and Health in Primary Schools, the Board of Management Safety Committee will ensure that the following are checked:
 - floors are even, non-slip and splinter-proof
 - PE equipment is in good condition and stacked securely and in position so as not to cause a hazard.
 - All PE and other mats are in good condition.
 - All school furniture is fit for purpose.
 - Check that there are no uneven/broken/cracked paving slabs and that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.
 - Manholes are safe
 - All play areas are kept clean and free of objects which may cause injury
 - Outside lighting works and is sufficient, all builder's materials / caretaker's maintenance equipment is properly stored, cleaning stores, external stores and container are securely locked

- Check that refuse is removed from the building each day and stored appropriately.
- Playground equipment is checked every week by the caretaker who keeps a log and a more in-depth check is done once a month as well as the annual audit.

5.1 Constant Hazards

5.1.1 Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Bennekerry National School that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

5.2.2 Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis, at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance, the user should check that:

- a) All safety guards, which are a normal part of the appliance, are in working order.
- b) Power supply cables/leads are intact and free of cuts or abrasions.
- c) Unplug leads of appliances when not in use.
- d) Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- e) Follow official guidelines issued by the health and Safety Authority.

5.2.3 Chemicals

It is the policy of the Board of Management of Bennekerry National School that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Caretaker/Principal where appropriate).

5.2.4 Drugs and Medication

It is the policy of the Board of Management of Bennekerry National School that all drugs, medications, etc. be kept in a secure cabinet which is out of reach of children. This cabinet is located in the Secretary's office. (Refer to Policy for Administration of Medicines)

5.2.5 Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staff Room separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded that:

- a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance, and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

5.2.6 Highly Polished Floors/Slippery Surfaces

It is the policy of the Board of Management of Bennekerry National School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Attention is drawn to the possibility of outside paths and surfaces being affected by frost in cold weather. Pupils will be regularly warned of the dangers of running in the school grounds during a frosty weather.

5.2.7 Smoking

It is the policy of the Board of Management of Bennekerry School that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

5.2.8 Broken Glass

All staff members shall minimise the danger arising from broken glass. Staff are asked to safely remove broken glass if discovered and report immediately to the Principal.

5.2.9 Visual Display Units

It is the policy of the Board of Management of Bennekerry School that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

5.2.10 Infectious Diseases

It is the policy of the Board of Management of Bennekerry School that all infectious diseases shall be notified, and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

5.2.11 Access to School

All visitors, including parents, entering the school premises are required to report to the Secretary's office before gaining admittance to the school. Visitors who will be working in the school environment and may

not constantly accompanied by a member of staff while on the premises will be asked to wear a lanyard to show that they are authorised to visit.

Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions. While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

5.2.12 Collecting Children

Collection:

Junior Infants are collected from their classrooms and Senior Infants are collected at the back door at 2pm. All other pupils walk up the footpath to the designated waiting area at 3pm.

Traffic Management: The following reminder is issued to parents at regular intervals

- Please exercise extreme caution at all times when dropping off and collecting pupils.
- Consider carpooling with friends or neighbours to reduce traffic.
- Parents should stand outside the pupil's designated waiting area at 3pm to leave ample room for the children coming out of school i.e. the area inside the bollards is intended for pupils only.
- Always reverse into a parking space rather than driving in and reversing out.
- Do not park close to the pedestrian crossing.
- Use the designated drop off areas for set down only.
- Do not use the pedestrian area around the bus parking space for parking or set-down at any time as moving vehicles in this area pose a serious risk to all students as they enter and exit the school premises, whether they travel by bus or by car. This applies even when the bus is not in situ.
- Avoid doing a U-turn anywhere in the vicinity of the school.
- The staff car park is strictly for the use of staff.
- Please show consideration to other parents by exiting the car park promptly in the mornings as soon as you have dropped off your child. This will ensure that there will be spaces available for others to do likewise.
- Be mindful of our neighbours living close to the school and ensure that the access to their homes remains unobstructed by school traffic at all times.
- Mini-buses collecting a number of pupils for after-school care may be driven into the school grounds and may be parked in the area at the back of the old school building. This is to facilitate safer collection of a group of pupils. The driver is responsible for opening and closing the school gate and for driving cautiously while on the school grounds. The mini-bus should be in place before the pupils are released from the building and the driver should collect the pupils from the classrooms or main school doors.
- Designated parking spots nearest to the front door may be used in the event of a person with a disability or reduced mobility, due to an accident or injury, wishing to gain access to the building.
- Pupils should be made aware of who is likely to collect them each day. If there is a change of plan and a different person will now collect, the parents/guardians should ring the school informing us of the change of plan. The secretary will pass this information on to the class teacher and pupil(s) in question.

- If, due to a court order or protection order, access to a particular pupil or pupils is denied to another person, the school must be informed of this situation and furnished with a copy of the court order or protection order.
- It is important to pass on this information to child minders or anybody else who collects your child.

Members of Staff are asked to drive into car spaces instead of reversing in towards the footpath.

6 EMERGENCY PROCEDURES, FIRE SAFETY, FIRST-AID, ACCIDENTS AND DANGEROUS OCCURRENCES

6.1.1 Emergency procedures

The Bennekerry National School Emergency response procedures have been developed in line with recommendations contained in the “Responding to Critical Incidents, Advice and Information Pack for Schools” and “Responding to Critical Incidents, Guidelines for Schools” (Dept of Education and Science/National Educational Psychological Service).

Emergency procedures have been prepared for fire, flood, bomb scare and other major incidents such as a car crash or suicide.

The emergency procedures set out clearly what is to be done, who is to do it, who will liaise with families, who will co-ordinate actions on the day (designated roles etc), follow-up care (where necessary) and local emergency service details etc.

“A critical incident can be defined as any incident or sequence of events, which overwhelms the normal coping mechanisms of the school and disrupts the running of the school”.

6.1.2 Accidents and Injury

An accident and injury policy has been developed by Bennekerry National School which addresses the procedures to be followed in the event of an accident or dangerous occurrence (i.e. first-aid, doctor called, parents/guardians called, ambulance called).

The principle procedures included in the school policy for accidents and dangerous occurrences include the following:

- a) Check list and standardised internal reporting and recording procedures for all types of accidents.
- b) Designated responsibility for ensuring that online reporting of accidents to the Health and Safety Authority is undertaken, i.e. IR1 and IR3 forms.
- c) Undertaking that all accidents are investigated and records are kept of all incidents and accidents.
- d) Corrective action is taken where required.
- e) Reports of such actions are made available to the Board of Management and to the Safety Committee.

6.1.3 Fire Safety

It is the policy of the Board of Management of Bennekerry National School that:

- a) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.

- b) The safety representative in consultation with the school Principal will ensure that fire drills shall take place at least once a term.
- c) Fire alarms shall be clearly marked. (Responsibility of the Safety Officer)
- d) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Responsibility of the Safety Representative)
- e) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in their classroom must ensure it is kept clear.
- f) A plan of the school shows assembly points outside the school.
- g) Assembly areas are designated in Basketball Court 2
- h) Exit signs shall be clearly marked.
- i) All heavy-duty electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary and Principal are responsible for the offices. Staff room is every teacher's responsibility. Cleaner to check when cleaning.

6.1.4 First Aid

It is the policy of the Board of Management of Bennekerry National School that a member of staff shall be trained to provide First Aid to staff and pupils.

- a) Notices are posted in office detailing:
 - Contact details of emergency services and relevant parties e.g. Ambulance, Doctor, Gardaí, Hospital, Priest.
- b) Procedures for accidents and injuries are contained in our school Accident and Injury Policy.

This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required.

A properly equipped First Aid Box available to staff at all times containing:

- sticking plasters
 - Sterile eye-pads
 - Tape
 - Individually wrapped triangular bandages
 - Safety pins
 - Individually wrapped, sterile unmedicated wound dressings (sizes no. 8, 9 and 3)
 - Individually wrapped disinfectant wipes
 - Antiseptic Wipes
 - Water-based burns dressing (small and large)
 - Sterile water
 - Crepe bandage (7cm)
 - Scissors
 - Thermometer
 - First Aid Chart
- *Three additional first aid kits are available for classes leaving the school premises during school hours.

Disposable gloves must be used by anyone administering first Aid.

A folder with Accident Report forms is kept within the secretary's office.

7. INSTRUCTION, TRAINING AND SUPERVISION

It is the policy of Bennekerry National School to provide all necessary instruction, training and supervision to school employees in relation to safety, health and welfare at work.

It is the policy of Bennekerry National School to regularly undertake training needs analysis, especially when staff members leave, in order to identify and address any gaps in the provision of an effective safety and health management system in the school. The preparation and review of risk assessments also provides the school with an indicator of staff training needs.

A formal process to identify the safety and health training needs of each group within the school community has been established at Bennekerry National School. This process includes the following:

- a) The provision of safety training to all individuals as necessary to enable them to carry out their duties as identified by the risk assessments and as set out in the safety statement.
- b) A record of all training, information and briefing sessions.
- c) A record of those in attendance at training sessions with signed attendance sheets.
- d) A schedule of dates when refresher training falls due.

In accordance with its statutory obligations Bennekerry National School will provide training in the following circumstances:

- a) On recruitment.
- b) The introduction of new systems of work, new work equipment or changes in existing work equipment or systems of work.
- c) The introduction of new technology.
- d) Refresher training is a short-term course aimed at recall and reinforcement of previously acquired knowledge and skills. It has to be carried out for certain courses after a defined period of time has lapsed from the initial training, e.g. refresher first-aid training should be taken every 2 years.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by the Board of Management.

Course	Required Attendees
Induction Training	All new staff
Manual Handling	Caretaker
Fire Drills/Awareness and use of Fire Extinguishers	All staff
Emergency Evacuation Training (Fire Drill)	All Staff
Child Protection Procedures	All Staff
First Aid Training	Selected staff

8. COMMUNICATION AND CONSULTATION

It is the policy of Bennekerry National School to bring the safety statement, in a form, manner and, as appropriate, language that is reasonably likely be understood, to the attention of:

- a) the school's employees, at least annually and, at any other time, following its amendment.
- b) newly recruited employees upon commencement of employment.
- c) other persons at the place of work who may be exposed to any specific risk to which the safety statement applies, e.g. contractors carrying out work at the school.
- e) all pupils, parents/guardians and visitors to the school.

It is also the policy of the Management of Bennekerry National School to consult with staff in preparation and completion of risk assessment, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding Health, Safety and Welfare at work to all staff as it becomes available.

9. REVIEW OF THIS SAFETY STATEMENT

This statement shall be regularly reviewed and revised as necessary by the Board of Management of Bennekerry National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: _____ Date: _____

Principal: _____ Date: _____

Safety Officer: _____ Date: _____

Safety Representative: _____ Date: _____

Bennekerry National School

This Policy Statement is in accordance with the Safety, Health and Welfare at work Act 2005 and subsequent amendments.

Members of the Board of Management:

Chairman:

Safety Officer:

Staff Nominee:

Principal:

Board Members:

Safety Statement

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 2005 in 2014 and updated in 2018.

