

Health and Safety Statement Policy/ Statement

LIMERICK



EDUCATE TOGETHER NATIONAL SCHOOL

This document is intended to provide details of the practices and procedures of Limerick Educate Together National School (LETS NS) which relate to Health and Safety.

It is a legal requirement under the Safety, Health & Welfare at work Act 2005 for every employer, in conjunction with employees to prepare a Health & Safety policy. This policy represents the Board of Management's commitment to safety & health, and specifies the practices, the organisation & the resources necessary for maintaining & reviewing safety & health standards. The Board of Management will make this policy available to all employees, outside service providers & inspectors of the H.S.A. The Board of Management of LETS is cognisant of its "duty of care" in this school and this is an integral part of our policy.

Principal	Mike Quealy
Board of Management Chairperson	Marek McGAnn
School Phone Number	(061) 300889
Address	Mungret, Co. Limerick

Introductory Statement

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 students, 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, students, contractors and visitors to the school. 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: 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
- provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively
- maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school
- continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective
- consult with staff on matters related to safety, health and welfare at work
- provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

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

Aims

The Board of Management of LETS N.S. wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health
- There shall be safe access to and from places of work
- Plant and Machinery may be operated safely in so far as is possible
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees
- Plans for emergencies shall be complied with and revised as necessary. (see Critical Incident Policy)
- This statement will be reviewed by the Board of Management on an annual basis, or as necessity arises
- Employees shall be consulted on matters of health and safety.

An AP1 or AP2 post holder will act as staff safety officer.

The Board of Management of LETS N.S. recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public. The Board of Management may delegate some of the responsibilities to the principal, safety officer or another person.

Responsibilities of the Board of Management

In discharging its responsibilities, the Board of Management will:

- Make itself familiar with the requirements of the appropriate legislation and codes of practise
- Create and monitor a management structure for health and safety
- Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the school and that this is implemented
- Periodically assess the effectiveness of the policy and ensure through review that any necessary changes are made
- Identify and evaluate risks relating to policy accidents and incidents

In particular, the BOM undertakes to provide as far as is reasonable:

- A safe place for all users of the premises to work including safe means of entry and exit
- School, equipment and systems of work that are safe
- Safe arrangements for the handling, storage and transportation of substances
- Safe and healthy working conditions that take account of appropriate statutory requirements, code of practise and guidance
- Supervision, training and instruction so that all staff and students can perform their related activities in a healthy and safe manner

- Provide safety and protective equipment & clothing with instruction and supervision where appropriate

Responsibilities of Employees

All staff are expected to familiarise themselves with the Health & Safety aspects of their work and to avoid conduct that would put themselves or anybody else at risk.

In particular members of staff will:

- Be familiar with the Health & Safety Policy and all safety requirements laid down by the BOM
- Ensure that staff, students, visitors & contractors are applying Health & Safety regulations, rules and routines effectively
- See that all school machinery and equipment are in good, safe working order and adequately guarded and not make or allow improper use of such school machinery and equipment
- Use correct equipment/ tools for the task to be undertaken and any protective equipment of safety devices which may be needed
- Report any defects on the premises, school, equipment and facilities to the appropriate person i.e. Principal, Safety Officer or caretaker via the Health & Safety logbook which the Safety Officer will keep in their room. This will be brought to monthly staff meetings.
- Take an active interest in promoting health and safety and suggest ways of reducing risk. All teachers through the SPHE curriculum must ensure that children are regularly made aware of Health & Safety practises around the school premises

Responsibilities of Principal

The Principal has the responsibility of the day to day development and implementation of safe working practices and conditions for all staff, students and visitors. The Principal will take reasonably practicable steps to ensure that the Health and Safety Policy is implemented.

Responsibilities and Entitlements of Safety Representatives (Section 25 Safety, Health and Welfare at Work Act, 2005)

Peter Sadlier is the current staff Safety Officer of LETS N.S. and will be responsible for the day to day implementation of the Health & Safety Policy & conduct reviews where appropriate in consultation with the Principal and the Safety officer on the Board of Management (Marek Mc Gann). The safety representative is entitled to:

- Represent the employees at the place of work in consultation with the employer in relation to health and safety

- Inspect the place of work on a regular basis or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Make representations to the employer on matters relating to safety, health and welfare
- Carry out an annual school audit using the template in Appendix 2
- Have a designated Health and Safety logbook which will be brought to monthly staff meetings. Any health and safety issues will be noted at these times

Carrying out a Risk Assessment

Each year the Board of Management will ensure that a risk assessment is carried out by the safety officers, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards. The format from the HSA for primary school will be utilised in recording the process.

‘Guidelines on Managing Safety, Health and Welfare in Primary Schools’ available on:

http://www.hsa.ie/eng/Education/Guidelines_on_Managing_Safety_Health_and_Welfare_in_Primary_Schools.pdf

Please refer to Part 2, Pages 18 - 110.

As part of the general approach to safety, other policies & practices which have a bearing on safety, health and welfare have been put in place and communicated to employees, pupils, parents and others using the premises.

These include Acceptable Usage (AUP), Anti-bullying, Child Protection, Code of Behaviour, Critical Incident Management Plan, Parental Involvement, Relationship & Sexuality Education (R.S.E.), Special Educational Needs, Substance Use Policy and Vetting (Garda Clearance). This is not an exhaustive list.

These policies are monitored and updated regularly. Also, a school environment audit is carried out annually in January/February also using the HSA format from their publication ‘Guidelines on Managing Safety, Health and Welfare in Primary Schools’ available on http://www.hsa.ie/eng/Education/Guidelines_on_Managing_Safety_Health_and_Welfare_in_Primary_Schools.pdf - refer to Part 2, Pages 5-8.

Health and safety are considered when any policy/plan is being drawn up e.g. PE, Visual Arts, etc. The duty of care is also considered in all areas and aspects of school life.

Procedures to deal with emergencies

Emergency contact procedures:

- Contact details are updated annually by the school's secretary. The contact details are kept on Aladdin and class teachers retain a hard copy of their own class. A copy of staff emergency contact details are also kept in the Critical Incident Management Plan. The Principal, Deputy Principal and secretary have access to all records on Aladdin. Each individual class teacher has access to their own class' information on Aladdin. Post holders engaging in pre and post school-hours supervision have access to parent contact details of all pupils
- The secretary usually contacts parents/guardians in case of an emergency, though depending on the severity of the emergency, the Principal or a teacher may contact them

Fire-drill and school evacuation procedures

(See p. 45-49 A Guide to Insurance, Safety and Security in the School, Church and General)

- Fire-drills held on a regular basis
- Teachers and pupils aware of the designated assembly points following evacuation of the building. Assembly points will be clearly marked. Procedures for evacuation displayed near the door of each room
- The school revises these procedures after each drill
- New staff are notified of these procedures by the Deputy Principal at the first staff meeting each year. Staff taking up positions during the school year are informed by the Principal
- Pupils are notified of these procedures by the class teachers at the start of the year and they are regularly reminded throughout the year
- A Serious Accident Procedure & Accident Report Form is available in the CPSMA Management Board Members' Handbook p. 285. A report of this kind must be made to the HSA in respect of the following types of incident:
 - An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment
 - An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident
 - An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment

A Critical Incident Management Plan is in place in the school. Please refer to the plan. A copy of this and relevant accompanying information is available in the Critical Incident Management Plan folder located in the office.

Exceptional closures: In the event of an exceptional closure, parents receive a text to their mobile device

Procedures to Deal with Emergencies:

Emergency contact procedures:

- The secretary will be responsible for updating contact details on an annual basis. These details are kept on an IT system called Pupil Manager which sits on the PCs in the Secretary's office and the Principal's office. Paper details are kept in a box file on the secretary's desk. These are available to everybody. These details include contact details for parents, guardians and emergency contact numbers.
- The secretary also updates the "Text a Parent" database. This database may be accessed by secretary or principal in the event of a school emergency.

Fire Safety

In terms of fire safety, the following measures will be taken:

- Fire Issue Responsibility of Fire Drill Safety Officer (at least one per term). All staff and pupils are made fully aware of the evacuation procedures. Visible clearly marked signs e.g. exit, assembly point etc. (H&S Officer, Fire Marshals, Caretaker)
- Supply and Servicing of Fire Extinguishers (Board of Management).
- All equipment is checked annually and records kept. (H&S Officer, Caretaker)
- Exit routes to be kept clear (Principal and staff)
- A school Evacuation plan to be displayed with assembly signs clearly marked (Safety officer)
- Class List available to take in the event of a fire (Class Teachers)
- Number of children absent in each class (Class Teacher, An Rolla Principal)
- Unplugging of electrical equipment/ switching sockets off (Class Teachers –classrooms) (Secretary –office) (Principal-office) (Staffroom-Caretaker) (Common areas-Principal and staff)
- Fire Extinguishers are checked regularly by Apex company personnel (H&S Officer, Caretaker)

Serious Accident Procedure & Accident Report Form

- All serious accidents must be reported in writing using the accident report form (see Appendix 1). A serious accident is one in which parents are contacted with regard to injuries sustained by a child. The completed forms are kept in a book called Accident Report Book which is pinned to the notice board of the Principal's office. The Principal must be informed of accidents where deemed appropriate by the supervising adult/s. If the supervising adult/class teacher deems it appropriate to contact a child's parents/guardians, either verbally or in writing, the Principal must be informed.

- Any accident in the school which results in a staff member being injured and unable to perform his/her normal duties for more than 3 consecutive days will be reported to the Health and Safety Authority. Such accidents will be reported by completing the online Accident Reporting from the HAS website www.hsa.ie. Accidents will be reported promptly—fatal or potentially fatal accidents will be reported immediately, by telephone in the first instance, while non-fatal accidents will be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.
- Dangerous occurrences will also be reported to the HSA using form IR3 which can be downloaded from the Publications and Forms section of the Health and Safety Authority.

Health issues

Registration Form

- There is a section allowing parents to identify any allergies/illnesses of a new child

Managing specific health issues

- Staff are made aware of the health issues in relation to certain pupils by the Principal and/or previous class teacher at staff meetings and/or on a one-to-one basis

Administration of Medication – refer to the Administration of Medicine Policy

- Forms are completed by parents and signed on behalf of the Board of Management by the Chairperson, Principal or dedicated post holder
- A copy is maintained for each child and all administration is documented and witnessed

Sickness or Injury:

- If children are sick or injured, the secretary usually contacts parents/guardians, though depending on the severity, the Principal or a teacher may contact them
- Illnesses and contagious infections such as rubella, chicken pox etc. - See 'Infectious diseases in the Primary School: Health Service executive (H.S.E.)

Head-lice:

- Parents are notified by text, email or note. They are reminded to check their child's hair regularly and of ways in which to treat them if they are present

School hygiene:

- Children are encouraged to wash their hands when toileting, after returning from outdoor activities and before eating. Children are allowed to use hand sanitiser during notable outbreaks of infectious illnesses such as seasonal flu. The use of wash facilities and soap are available in each classroom

General cleanliness of school environment

The school employs cleaners to ensure a consistent standard of cleanliness throughout the school, including refuse bins, toilets, classrooms, floors etc.

First Aid:

- Several members of staff have a qualification in First Aid.
- Updating/renewing certificates of these qualifications will be tracked by the Safety Officer during annual checklist completion

Healthy eating – refer to the Healthy Eating Policy

- Water: There is an adequate supply of drinking water in the school for staff and pupils
- Children are encouraged to bring an adequate supply of drinking water, to drink it regularly during the day and to refill if necessary

Safety and welfare issues

Pupils :

Assembly and Dismissal of Pupils

- Assembly: Children assemble each morning between 8.30 a.m. and 8.40 a.m in the yard and courtyard areas. They are supervised by post-holders/senior members of staff. Class teachers collect their class at 8.40a.m. and lead them to their classroom.
- Dismissal: Junior Infants are collected from their classroom to courtyard doors at 1.30p.m by a parent/guardian/designated person. The teacher calls individual children as their parent/guardian/designated person arrive at the door and they are escorted off the premises by this person
- Senior Infants are brought to the park-side exit door of the school at 1.30p.m. On seeing a parent/guardian/designated person, the teacher calls the child and they are escorted off the premises by this person
- 1st – 6th class children are brought to either the front or the back collection point of the school at 2.20p.m. On seeing a parent/guardian/designated person, the child tells the teacher. The teacher then gives permission for the child to walk independently to that person. They are escorted off the premises by the parent/guardian/designated person
- 2nd class are brought to the side of the school at 2.30p.m. On seeing a parent/guardian/designated person, the child walks independently to that person. They are

escorted off the premises by the parent/guardian/designated person. If the child does not see their parent/guardian/designated person, they notify the teacher and wait with him/her at 2.30p.m.

- 3rd-6th class are brought to the front or rear exit points at 2.30p.m. from where they walk independently to their parent/guardian/designated person, to the school bus or cycle/walk home on their own or in groups
- In the event of a child not being collected, they are brought to the office, where the post holder on duty calls home

Ensuring pupil safety on the grounds

Traffic flow - There is traffic flow system whereby parents can pull up safely for set down but parking and walking with children is discouraged.

Road crossing – There are zebra crossings on the school grounds to facilitate safe pedestrian access to/exit from the school, the bike sheds or the car park

Parking - There are designated 'Set-down' areas and a 'Staff Parking' area. There are also clearly-marked designated spaces for those with disabilities.

Parents are asked to set-down rather than park where possible. Parents are asked to park on the lay-bys on the avenue leading up to school from the main road or to park near to the school and walk through the park from where they can enter the yard through the park gate which is unlocked at 8:30.

Footpaths – The school can be accessed by all from the entrance. There are ramped footpaths, curb ramps and tactile tiles to ensure safe access for all. The ramped footpaths have partial grip surfaces.

Pupils leaving the school premises during the school day e.g. dentist or doctor appointment

The parent notifies the teacher by note in advance of the departure e.g. earlier that morning

- On arriving to collect the child, the parent speaks to the secretary
- Depending on the situation, the secretary either calls the child to the office through the intercom, calls to the classroom to tell the teacher or directs the parent to the classroom. This varies dependent on the age and individual needs of the child

Supervision of Pupils: See Guidelines from Allianz website, www.allscoil.ie

- Supervision in the event of a teacher being absent
- Children are supervised the allocated member of the SET team until either a substitute teacher arrives or they are divided between the classes
- The supervision roster for playground duty is clearly displayed in the staff room
- This roster is kept by the Principal for the school-year as part of the school records

Incident / accident book:

- Yard book – Records of incidents at yard time are kept in yard book. Minor accidents are written in the rear of the book.
- In-class – individual records are kept by the teachers.
- Serious Incident/Accident – Records are written in the Incident Report Book kept by the First Aid equipment in the Staff Room (see Appendix 5). These records are written by the principle staff member involved. The Principal reads this and retains a separate copy if deemed necessary

Code of Behaviour and Anti Bullying Policy

- Refer to school's policy for dealing with behaviour which causes a risk to others

Allegations or Suspicions of Child Abuse:

- Refer to Child Protection Policy and Child Protection Guidelines. Also refer to CPSMA Management Board Members' Handbook.
- The school's Child Protection Policy, in line with Child Protection Guidelines, is followed in the case of an allegation or suspicion of child abuse

School tours / outings:

- Upon starting in the school, parents sign permission for their children to attend incidental outings
- Prior to the tour/trip, teachers contact the site of the tour and discuss any safety concerns
- Teachers brief the children on safety aspects of the trip in the days prior to the trip
- A note outlining the itinerary, cost, appropriate clothing and any other safety concerns is sent to parents prior to going on tour. Permission slips are also attached. These must be returned to the class teacher prior to the trip
- Teachers/secretary contacts venue to ensure that they are compliant with all regulations pertaining to insurance and that their policy is appropriate too our group and current. It is good practice to seek an email stating that the venue is compliant
- Teachers bring an emergency contact list, first aid box and phone with them on tour
- Teachers regularly carry out headcounts e.g. getting on/off the bus, changing locations, before the bus departs, after lunch and toilet breaks
- Teachers ensure all children are wearing their seatbelts prior to the bus departing each location

Safety and welfare issues contd.

Staff

- The school ensures that all successful staff at interview have recently been vetted by the gardaí and that existing staff renew their clearance as directed by The Teaching Council at scheduled intervals.
- The school endeavours to maintain a high standard in its 'duty of care' to all staff by encouraging a positive and safe environment and taking precautions to ensure that this exists e.g. clear signs, planned evacuation procedures etc.

Positive Staff Relations: Refer to 'Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000 and the CPSMA Management Board Members' Handbook

Practices to support positive staff relations in the school include:

- Internal communication staff meetings, circulation of minutes, emails
- Process of decision-making – insofar as is possible, staffed are called upon to make decisions on the basis of consultation and consensus within the school community e.g. adoption of school plans etc.
- Effective school policies and procedures – all teachers are aware and have a soft copy of school plans, policies, practices and procedures that pertain to positive relations in the school.
- Staff are made aware of the procedures to address cases of adult bullying/ harassment or to initiate a grievance procedure at staff meetings, informal meetings, discussions with the Principal, through access to policies and reminders to read policies.
- These procedures are as follows: Stage 1 – Decide to address the problem
Stage 2 – Informally address the problem
Stage 3 – Involvement of the Principal and/or Chairperson of the Board of Management
Stage 4 - Referring the matter to Board of Management for further investigation

Assaults on Teachers/School Employees: See CPSMA Management Board Members' Handbook:

Practices that create and maintain a culture where risks of acts of violence are reduced are as follows;

- Good practice for the conduct of communication between home and school in order to build and maintain healthy relationships with parents
- Only admitting parents/visitors to the school (outside of whole school community gatherings) in a controlled and secured manner, ie. by parents/ visitors presenting at reception, signing in, receiving and wearing a visitor's lanyard for the duration of their stay e.g. early collections/ returning children to school after appointments, 'appointment-only' meetings etc.
- Arrangement and facilitating parent-teacher meetings as needed outside or annual PT meetings, IEP meetings, ie. at the initiation of a Student Behavioural Support File or review

of same, upon the decision to suspend a pupil and also a pre-return to school meeting with parents of a child whom has completed a period of suspension

- A detailed Code of Behaviour is available is available to view online and reviewed as necessary
- A clear complaints procedure is in place
- Parents should always go to the class teacher first. In most cases, things can be resolved at this level. The teacher will inform the principal of any serious complaints. At this stage, if a parent feels that the issue has not been resolved, they are entitled to make an appointment with the principal to discuss the matter. If they still feel unhappy with the outcome concerns can be brought to the Board of Management of the school. In order to do this, the concerns must be put in writing and addressed to the Chairperson of the Board of Management.
- In the event of an incident occurring, the procedures outlined below should be followed: The incident should be immediately reported to the Principal. All staff are encouraged to then debrief with a trusted colleague of their choice. The details of the incident are recorded by the teacher in their own notes and the Principal in their notes. Where necessary, immediate medical assistance should be sought
- The matter should be reported to the Gardaí, where appropriate. The report would normally be made by the teacher who was assaulted. However, the Principal may also report it
- The Board of Management should be notified of the incident and where necessary, an emergency meeting of the Board should take place. The Board should notify its legal advisers of the assault. The Board's insurance company should also be notified
- Where the assault is by a pupil the matter should be dealt with in accordance with the school's Code of Behaviour and as provided for in Rule 130(5) of the Rules for National Schools. Repeatedly aggressive pupils should be referred, with the consent of the parents, for psychological assessment in order to assess the pupil's social and emotional needs and to determine how these can be best met
- Where the assault is committed by a parent/guardian, the parent/guardian should be immediately instructed in writing not to make direct contact with the teacher/school pending full consideration of the matter by the Board. Subsequently, the Board should correspond with the parent/guardian stating:
 - That the Board considers the matter unacceptable
 - What action the Board intends to take
 - Outlining what pre-conditions before access to the school is restored

Applications for leave of absence, in relation to a member who has been assaulted, should be forwarded to Primary Payments Section of the Department of Education & Skills. Where an employee's personal property is damaged in the course of an assault, compensation for its replacement value may be paid by the Board of Management under their Insurance Policy.

Working Environment:

- Employees work in a reasonably comfortable and safe environment that is well heated and ventilated, appropriately lit, suitable chairs etc.
- There are safeguards in place for pregnant staff members e.g. they are notified immediately in the event of an infectious diseases and encouraged to seek immediate medical advice on how to proceed
- Manual handling training is to be updated. This is something for that the Board of Management will look into in the coming year. Training was provided in the school year 2018/2019 in how to use fire extinguishers. Due to the increase in staff numbers and new location, the Board of Management will look into providing further training in the near future.
- The caretaker is provided with appropriate PPE and instructions of use for same which is kept in his store.
- Procedures are followed by cleaners and any workers using/ storing hazardous or flammable substances. Safety Data Sheets will be stored along with said substances in an SDS sheet folder and signed by those working with them.

Equipment and materials:

- Lawnmowers, ladders and any other equipment associated with school maintenance will be stored in a safe area i.e. the locked outside store room and is not accessible to children. Designated teaching staff, board members, parent association members, cleaners and the caretaker have access to this
- Solvents, chemicals, cleaning agents are stored in the Cleaners' Store Rooms. These storage areas are kept locked. The key holders with an internal master key have access to this
Computers, laptops and other technologies are stored safely – Refer to the Teaching Laptop & iPad Policy.

Success criteria of Safety, Health & Welfare Policy The policy will be successful if it has:

- Created of a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- Ensured understanding of the school's duty of care towards pupils
- Protected the school community from workplace accidents and ill health at work
- Outlined procedures and practices in place to ensure safe systems of work
- Complied with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas:
 - Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.
 - Ensuring competent employees, who will carry out safe work practices
 - Ensuring safe access and escape routes

- Ensuring safe handling and use of hazardous substances and equipment
- Provision of safe equipment including maintenance and use of appropriate guards
- Provision of appropriate personal protective equipment.
- Provision of necessary training/ instruction for the safe carrying out of duties in the school

Roles and Responsibility:

The people who have particular responsibilities for aspects of the policy and how they fulfil their role are:

- The Board of Management
- BOM Safety Officer –Marek Mc Gann
- School Safety Officer– Peter Sadlier
- Each member of staff

Risk Assessment and Controls: The full details of risk assessment and controls put in place, controls outstanding and the assessment of levels of identified risks, potential changes to practice and areas where the school may need to make purchases, carry out works or provide further training can be seen in the Risk Assessment carried out in the school year 2022/2023. It is not included in this policy as it has multiple documents.

Implementation Date:

Timetable for Review: The Health and Safety Policy will be reviewed biannually or as the need arises. The next review for this policy will take place during the last term of this year 2018/'19. The HSA recommended that a review should be conducted when any changes have been made to work practices, personnel or where a practice is no longer valid or under the direction from the HSA inspector. It is recommended by the HSA that the statement be reviewed at least annually.

Ratification & Communication This revised plan was ratified at a Board of Management meeting in term 1 of the 2022/2023 School year.

Signed	30.03.23
Marek McGann (Chairperson)	
Michael Quealy (Principal)	