Tool 7: Communications

Staff are reminded of the responsibilities of each employee under the Safety, Health and Welfare at Work Act 2005 which include:

* complying with safety, health and welfare legislation in the 2005 Act and and other relevant legislation
* taking reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work
* co-operating with his or her employer or any other person as necessary to assist that person in complying with safety, health and welfare legislation as appropriate
* taking account of the training and instructions provided by the Board of Management
* correctly using any article or substance and protective clothing and equipment provided for use at work or for his/her protection
* reporting a breach of safety, health and welfare legislation or any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person, which

comes to his/her attention

Each staff member is requested to sign the form below and return it to

by

I have read and understood the safety statement for school, dated

Signed by (staff member’s name in BLOCK CAPITALS: Signature:

Date:

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# Tool 7(A) Sample safety statement record of receipt

The Board of Management is obliged, under the Safety, Health and Welfare at Work Act 2005 to provide a safe

and healthy school environment for staff, students and visitors to the school. In this regard, the Board of Management in co-operation with the school community has drawn up a safety statement, which is a written statement specifying how safety, health and welfare is managed in this school. The safety statement will be reviewed and updated annually or more frequently if necessary.

# Tool 7(B) Methods of Communicating Safety, Health and Welfare Information

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## Meetings

Board of Management Staff Parents’Council/Association Parent-Teacher

In-School Management

School Self-evaluation and Planning Steering Committee Pastoral Care/Care Team

Special Needs/Learning Support School Advisory Group (Staff) Other teams/groups

## Information dissemination (oral)

Safety, health and welfare briefings School assemblies

Public address system Lectures

Classes

## Information dissemination (written)

Safety Statement Notices Memoranda

Newsletters (internal & external) Correspondence

Reports Subject plans School plan Policies

Teacher/induction handbooks Student journals

Website Email