

## Tool 1 (B) School safety and health management audit tool

A safety and health audit is a comprehensive review of all aspects of safety and health management across the school as a whole. This initial review can be used in two ways:

- It can be used by the Board of Management/VEC to establish the school's current status in relation to compliance with safety and health legislation and to help identify current gaps in managing safety.
- It can also be used by the Board of Management/VEC at the end of the school year to review the school's safety progress and assist with planning for the forthcoming year.

**School Year:** \_\_\_\_\_

1	Safety Statement	Yes	No
1.1	Does your school have a safety statement?		
1.2	Is it current? ( i.e. reviewed in the last 12 months)		
1.3	Is it authorised/signed/ratified by the Board of Management/VEC?		
1.4	Does it contain a clearly defined safety and health policy?		
1.5	Does the safety and health policy include a commitment to prevent injury and ill-health and continual improvement in safety and health management and performance?		
1.6	Does it include a commitment to comply with identified legislative requirements that relate to occupational safety and health hazards?		
1.7	Does it provide a framework for setting and reviewing safety and health action plan?		
1.8	Is the safety statement documented - in a written format either on paper or electronically?		
1.9	Is the safety statement communicated to all persons within the school?		
1.10	Is the safety statement communicated to interested parties, visitors, and contractors?		
1.11	Have formal risk assessments been completed?		

2	Hazard identification, risk assessment and determining controls	Yes	No
2.1.	Has your school a written procedure for conducting hazard identification, risk assessment and determining of control measures?		
2.2	Does this procedure take into account routine and non-routine activities?  (Routine activities are defined as commonplace tasks, chores, or duties as must be done regularly or at specified intervals; typical or everyday activities.  Non-routine activities are defined as tasks that are not done regularly or at specified intervals; they are atypical activities).		
2.3	Does this procedure take into account activities of all persons with access to the school?		
2.4	Are the risk assessments documented and kept up to date?		

<b>3</b>	<b>Legal and other requirements</b>	<b>Yes</b>	<b>No</b>
<b>3.1</b>	Is there a written procedure for identifying and assessing the legal and other safety and health requirements?		
<b>3.2</b>	Is the information kept up to date?		
<b>3.3</b>	Is the relevant information communicated to interested parties?		

<b>4</b>	<b>Action Plan</b>	<b>Yes</b>	<b>No</b>
<b>4.1</b>	Has your Board of Management/VEC a written safety and health action plan?		
<b>4.2</b>	Are the safety and health tasks identified in the action plan assigned a timeframe for completion?		
<b>4.3</b>	Is each task assigned to a person with responsibility for completion of the task?		
<b>4.4</b>	Does the plan show a commitment to prevent work related-injury and ill-health?		
<b>4.5</b>	Has the Board of Management/VEC established, implemented and maintained a programme for achieving the requirements of the safety and health action plan?		
<b>4.6</b>	Are the tasks, as set, reviewed regularly at planned intervals and adjusted, where necessary to ensure the action plan and its requirements are being achieved?		

<b>5</b>	<b>Resources, roles, responsibilities, accountability and authority</b>	<b>Yes</b>	<b>No</b>
<b>5.1</b>	Are safety and health roles and responsibilities defined?		
<b>5.2</b>	Are safety and health roles and responsibilities assigned to individuals?		
<b>5.3</b>	Are safety and health roles and responsibilities documented?		
<b>5.4</b>	Are safety and health roles and responsibilities communicated to individuals?		

<b>6</b>	<b>Competence, training and awareness</b>	<b>Yes</b>	<b>No</b>
<b>6.1</b>	Are employees appropriately competent?		
<b>6.2</b>	Does the Board of Management/VEC identify staff safety and health training needs and set this out in a written plan? e.g. fire safety, first aid etc.		
<b>6.3</b>	Once training needs are identified, is the appropriate training provided to meet these needs?		
<b>6.4</b>	Are training records retained?		

<b>7</b>	<b>Communication</b>	<b>Yes</b>	<b>No</b>
<b>7.1</b>	Has the Board of Management/VEC established a formal procedure for internal communication among the various levels and functions of the school?		
<b>7.2</b>	Has the Board of Management/VEC established a formal procedure for communication with contractors and other visitors to the school?		

8	Participation and consultation	Yes	No
8.1	Has the Board of Management/VEC established a formal procedure for the participation of staff in hazard identification, risk assessment and the implementation of control measures?		
8.2	Has the Board of Management/VEC established a procedure for the involvement of staff in incident investigation?		
8.3	Has the Board of Management/VEC established a procedure for the participation of staff in the development of safety and health policies? Does this procedure ensure adequate attention is paid to the needs of individuals with disabilities?		
8.4	Has the Board of Management/VEC established a procedure for consulting staff if any changes are made that affect safety and health policy?		
8.5	Has the Board of Management/VEC established a procedure for the representation of staff on safety and health matters?		
8.6	Has the Board of Management/VEC established a procedure for consulting with contractors (building, maintenance, window cleaning) on safety and health issues?		

9	Emergency preparedness and response	Yes	No
9.1	Has the Board of Management/VEC established procedures to identify potential emergency situations? e.g floods, fire, bomb threat, fatalities, serious incidents, suicide etc.		
9.2	Does this procedure establish how the school should respond to such emergency situations?		
9.3	Has the emergency plan taken into account the needs of relevant interested parties? e.g. emergency services, neighbours etc.		
9.4	Is the procedure subject to periodic review and update and revised where necessary?		
9.5	Is the emergency evacuation plan displayed throughout the school?		
9.6	Has the emergency evacuation procedure been developed to cover all areas, processes and identify those people who may be at greater risk, e.g. visually impaired, individuals with disabilities, or those working in noisy environments and have these procedures been communicated to the school community?		
9.7	Is there an audible fire warning system in your school?		
9.8	Are fire assembly points identified and clearly demarcated?		
9.9	Are directional fire signs displayed (pictorial only, must not contain text)?		
9.10	Does your school have emergency lighting systems in place?		
9.11	Are fire exits kept clear at all times?		
9.12	Are fire drills carried out? (recommended 2 per year)		
9.13	Are the outcomes of fire drills recorded, e.g. time taken, reports of faults or hindrances that require action?		
9.14	Is all first-aid fire fighting equipment (fire hose reels, emergency lighting, fire extinguishers, fire blankets etc.) in place?		
9.15	Are all fire installations and equipment inspected and serviced as per requirements?		

10	Performance, measurement and monitoring	Yes	No
10.1	Are written procedures in place for the measurement and monitoring of health and safety performance – ongoing/periodic review of the school safety and health plan via safety committee meetings etc.?		
10.2	Is safety and health reviewed throughout the school year, e.g. term progress reports prepared by the safety committee, review of accidents?		

11	Incident investigation	Yes	No
11.1	Are written procedures in place to investigate and record incidents in order to determine underlying safety and health deficiencies and to identify corrective actions required?		
11.2	Are the safety and health tasks identified in the action plan assigned a timeframe for completion?		
	Are formal procedures in place to communicate results to the relevant parties, e.g. Board of Management/VEC		
11.3	Are accident reports documented and recorded in a timely manner?		
11.4	Are reportable accidents and dangerous occurrences reported to the Health and Safety Authority when necessary?		
11.5	Are all accidents reported to State Claims Agency? (Only a requirement for Community and Comprehensive schools)		

12	Non-compliance, corrective action and preventive action	Yes	No
12.1	Are written procedures in place for dealing with actual and potential non-compliance and for taking corrective action and preventive action? e.g. inspections, outcomes of fire drills etc.		
12.2	As new hazards are identified, are they risk assessed?		

13	Control of Records	Yes	No
13.1	Are there written procedures in place for the identification, storage, protection, retrieval, retention and disposal of records? (to include safety statement, risk assessments, policies, training records and accident report forms)		

14	Safety and Health Reviews	Yes	No
14.1	Are safety and health reviews conducted at planned intervals to ensure the school is conforming to safety and health requirements?		
14.2.	Are safety and health reviews documented?		

15	Management Review	Yes	No
15.1	Does the Board of Management/VEC, at planned intervals, review the safety and health management system?		
15.2	Are the results of the safety and health reviews presented to the Board of Management/VEC?		
15.3	Are the results of the safety committee feedback reviewed?		
15.4	Is the feedback from other interested parties, e.g. fire services, contractors reviewed?		
15.5	Are decisions of the Board of Management/VEC review communicated formally to the school?		