



**wwetb**  
Bord Oideachais agus Oiliúna  
Phort Láirge agus Loch Garman  
*Waterford and Wexford  
Education and Training Board*



## **SAFETY STATEMENT**

**KILNAMANAGH COMMUNITY NATIONAL SCHOOL**

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## Definitions

For the purpose of this Statement the following terms shall have the meanings assigned to them:

**Employer** – refers to an Education and Training Board;

**Centre** – means a School (Primary and Post Primary), FET Centre, Training Centre, Youthreach, Head Office or any other ETB centre providing services on behalf of the organisation;

**Centre Manager** – means Chief Executive, Principal, Training Centre Manager, Youthreach Co-ordinator, Adult Education Officer or any other post with responsibility for the operational running of a School (Primary and Post Primary), FET College, Training Centre, Youthreach, Head Office or any other ETB centre providing services on behalf of the organisation;

**Board of Management** – means a Board of Management in the case of Primary, Post Primary Schools;

**Student** – means a person enrolled or on work placement in a School (Primary and Post Primary), FET College, Training Centre, Youthreach, Head Office or any other WWETB centre providing services on behalf of the organisation.

## Introduction

*Section 20 of the Safety, Health and Welfare at Work Act 2005* requires an employer to prepare a written statement to safeguard:

- The safety and health and welfare of employees while they work;
- The safety and health and welfare of other people who might be at the workplace; including students, visitors, contractors and members of the public.

This safety statement represents a commitment to the safety, health and welfare of all persons who may be affected by the work of the centre. The areas that are to be covered by the safety statement are specific and set out in *Section 20 of the Safety, Health and Welfare at Work Act 2005*.

This Statement has been developed based on the identification of hazards and associated risk assessments carried out as per *Section 19 of the 2005 Act*.

This Statement may be supplemented by additional safety documentation and records within each school/centre/office to reflect the scope and range of services provided therein. There may also be instances where an alternative and/or additional operating procedure may be more suited to the environment of a centre. It is therefore essential that where the statement is supplemented with alternative or additional operating procedures that these are kept within the Safety Statement and form part of the Centre Safety Management System with clear reference as to which procedure applies. This Statement with centre operating procedures is the basis for a Centre Safety Management System.

This Statement:

- Specifies how the safety, health and welfare of all employees, students and visitors in and to this Centre will be secured and managed;
- Specifies the hazards identified and risks assessed by the Employer;
- Gives details of how the centre manages its safety and health responsibilities, including (a) a commitment to comply with legal obligations, (b) the protective and preventive measures taken (c) the resources provided for safety and health at the workplace and (d) the arrangements used to fulfil these responsibilities;
- Includes the plans and procedures to be used in the event of an emergency or serious danger;
- Specifies the duties of employees including the co-operation required from them on safety and health matters;
- Includes the names and job titles of people with their roles for safety and health or performing the tasks set out in the statement;
- Contains the arrangements made for appointing safety representatives, and for consulting with and the participation by employees on safety and health matters;
- Is in a written form, manner and language understood by all, and;
- Has due regard to the relevant safety and health legislation.

## Safety Statement – Kilnamanagh Community National School

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This safety statement should be read in conjunction with all other contractual obligations, policies and Codes of Conduct in existence at the school, centre and WWETB. Details of any changes to the Safety Statement must be recorded in the amendment history below.

This table to be used as an administrative mechanism to ensure that any amendments and/or additions based on WWETB School/Centre/Office needs in respect of safety procedures are recorded and available to members of staff in each location.

<b>Date</b>	<b>Person</b>	<b>Summary Of Changes</b>	<b>New Version Number</b>
Insert date of issue	ETBI		Master version 1
Insert date		Reformatted to align with ETB specific procedures	Master version 2
Insert date		Reformatted to align with school/centre/office specific procedures	Master version 3

## Legal and Other Requirements

This Safety Statement has been developed to enable the centre to comply with its core legal requirements as outlined within the Safety, Health and Welfare at Work Act 2005 and other ancillary legislation and regulation. This document has been developed in line with the HSA guidelines for Post Primary Schools and is applicable to all WWETB centres.

The 2005 Act introduced specific duties on both the employer and employee

*Part 2 (Chapter 1), 3 and 4 of the 2005 Act* details the general duties of the Employer.

The different requirements are divided into the following headings:

- *General Duties of Employers (Section 8);*
- *Information to Employees (Section 9);*
- *Instruction, Training & Supervision of Employees (Section 10);*
- *Emergencies and Serious and Imminent Dangers (Section 11);*
- *Protective and Preventive Measures (Section 18);*
- *Hazard Identification & Risk Assessment (Section 19);*
- *Safety statement (Section 20);*
- *Co-operation (Section 21);*
- *Health Surveillance & Medical fitness to Work (Section 22 & 23);*
- *Safety Representative (Section 25);*
- *Employee Consultation (Section 26);*
- *Penalisation (Section 27).*

The 2005 Act introduced specific duties on both the employer and employee.

*Chapter 2 of the 2005 Act* details the general duties of the Employee.

The different requirements are divided into the following headings:

- *General Duties of Employees (Section 13);*
- *Interference, misuse, etc. (Section 14);*
- *General Duties of Persons in Control of Place of Work (Section 15);*
- *Health Surveillance & Medical fitness to Work (Section 23);*
- *Safety Representative (Section 25);*
- *Employee Consultation (Section 26).*

## **Health and Safety Objectives**

When setting objectives and targets, the centre will ensure that they are consistent with the WWETB Health and Safety policy and take into account financial, operational and business requirements as well as technological options. The aim of such objectives will be to promote and ensure implementation of standards of safety, health and welfare which comply fully with statutes, regulations and codes of practice in place at the time and conforming with best practice in the provision of the services provided by the centre.

In order to determine whether or not the objectives and targets are being met they will be measured, where practical, to allow progress to be monitored. Objectives and targets will be set by the Centre Manager, in consultation with the Safety Committee, taking account of available resources within the centre, so far as is reasonably practicable.

The objectives of this policy are as follows:

- To provide systems of work that are planned, organised, performed and maintained.



# 1 WWETB Health and Safety Policy



## Health and Safety Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Waterford & Wexford Education and Training Board 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 on our premises 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, contractors and visitors to the building.

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.

Waterford & Wexford Education and Training Board, 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;
- 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.

Waterford and Wexford Education and Training Board 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: Kevin Lewis  
Kevin Lewis  
Chief Executive

Date: 13<sup>th</sup> May 2020

## 2 Centre Profile

<b>Name of School/Centre/Office</b>	Kilnamanagh Community National School	
<b>Address</b>	Oulart, Wexford, Y25 HT63	
<b>Name of Principal/Manager</b>	Ms. Bróna Kenneally	
<b>Name of Senior Management</b>		
<b>Number of students</b>	26	
<b>Number of buildings</b>	2 - there is also the Old School Building to be used as our isolation room and/or for class if needed	
<b>Facilities detailing number of classrooms, labs, workshops, gymnasiums, pools, outside pitches</b>	<b>Classrooms</b>	2
	<b>Offices</b>	1 shared as mentioned next
	<b>Shared rooms (GP room, Meeting Rooms, Staff room etc.)</b>	1 office/staff room/meeting room
	<b>Bathrooms</b>	3
	<b>Exits/Entrances</b>	3
<b>Provision for persons with special needs</b>		
<b>List of regular visitors providing services to centre e.g. external contractors or educational service providers</b>	Jones' Printer services, sanitation bins	
<b>Building used for other purposes outside normal School/Centre/Office hours including adult education and recreational facilities</b>	N/A	
<b>Adult Education (if applicable)</b>		
<b>Name of Health and Safety Rep(s)</b>	Jamie Lee Somers	
<b>Location of Defibrillators/ First Aid Kit</b>	Staff room/Office – first aid kit and spare for outside journeys kept in press in the hall	
<b>Name of Chief Fire Warden(s)</b>	Bróna Kenneally	
<b>External Fire Assembly Points</b>	At the front of the school, at the wall of the car park	



<b>Critical Incident Management Team</b>		
<b>Role</b>	<b>Name</b>	<b>Phone</b>
<b>Team leader</b>	Bróna Kenneally	087 3861430
<b>Garda liaison</b>	Bróna Kenneally/Valerie Boylan	0873861430/0539136555
<b>Staff liaison</b>	Bróna Kenneally/Jamie Lee Sommers/ Sharon McManus/Siobhán Moore	0873861430/0539316555
<b>Student liaison</b>	Sharon McManus/Jamie Lee Sommers/ Bróna Kenneally/Siobhán Moore	0873861430 /0539136555
<b>Administrator</b>	Valerie Boylan	0539136555

<b>First Aid Team/ Responders</b>		
<b>Name</b>	<b>Location</b>	<b>Phone</b>
Jamie Lee Somers In training	Kilnamanagh CNS	0539136555
Sharon McManus	Kilnamanagh CNS	0539136555
In training		

<b>Emergency Contacts</b>		
<b>Agency</b>	<b>Name</b>	<b>Phone</b>
<b>Garda</b>	Gorey Garda station	0539430690
<b>Hospital</b>	Wexford Hospital	0539153000
<b>Local GP</b>	Gorey Medical Centre	0539421303
<b>HSE</b>		1850 24 1850
<b>Employee Assistance Service</b>	Teachers and SNA's	1800 411 057
<b>Employee Assistance Service</b>	All other staff	1800 817 435

Safety Statement – Kilnamanagh Community National School

<b>Health and Safety Committee</b>		
<b>Name</b>	<b>Location</b>	<b>Contact Number</b>
Jamie Lee Somers	Kilnamanagh CNS	0539136555
Bróna Kenneally	Kilnamanagh CNS	0539136555
Valerie Boylan	Kilnamanagh CNS	0539136555
Sharon McManus	Kilnamanagh CNS	0539136555
Siobhán Moore	Kilnamanagh CNS	0539136555

<b>Fire Wardens</b>		
<b>Name</b>	<b>Location</b>	<b>Contact Number</b>
Bróna Kenneally	Kilnamanagh CNS	0873861430
Valerie Boylan		0539136555

### 3 Resources to be applied

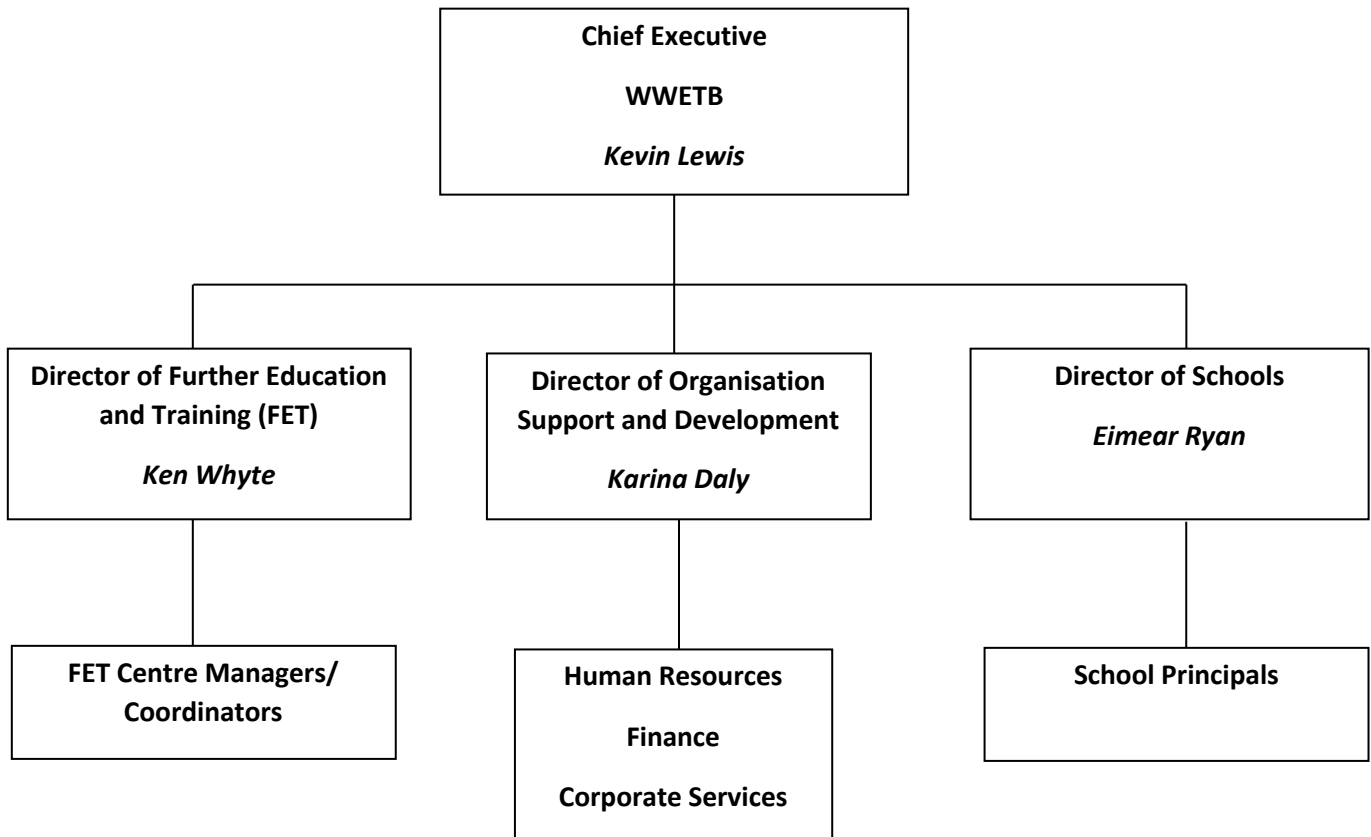
Safety Health and Welfare planning is an integral part of the centre’s existing planning and self-evaluation process which is reflected in this Safety Statement. The allocation of resources should be informed by and reflect the wider centre planning, priorities and decision.

<b>List and describe what resources are allocated per centre to support safety, health and welfare in the centre, e.g. human, financial, equipment, training.</b>	
<b>Human</b>	<p>Cleaner to the school to do extra hours for Covid – adds to 15 minutes per day extra</p> <p>Fire alarm service</p> <p>School alarm monitoring service</p> <p>Fire extinguishing service once a year</p> <p>Council send someone to check the water levels regularly</p> <p>Water filter is serviced once a year now as a new one had been placed</p>
<b>Financial</b>	<p>Our resources to pay for Covid related safety equipment is part of a Covid grant each school receives</p> <p>Our school’s minor works grant pays for any e.g. fire alarm/extinguisher or fire compliant work needed/water services</p>
<b>Equipment</b>	<p>Fire alarm, fire extinguisher, fire detectors, smoke alarms, first aid box, Covid sanitising equipment, cleaning equipment for Covid e.g. wipes, spray cleaner, Covid bins, masks</p>
<b>Training</b>	<p>To be finalised with WWETB for first aid training. In progress now 22-04-21</p>



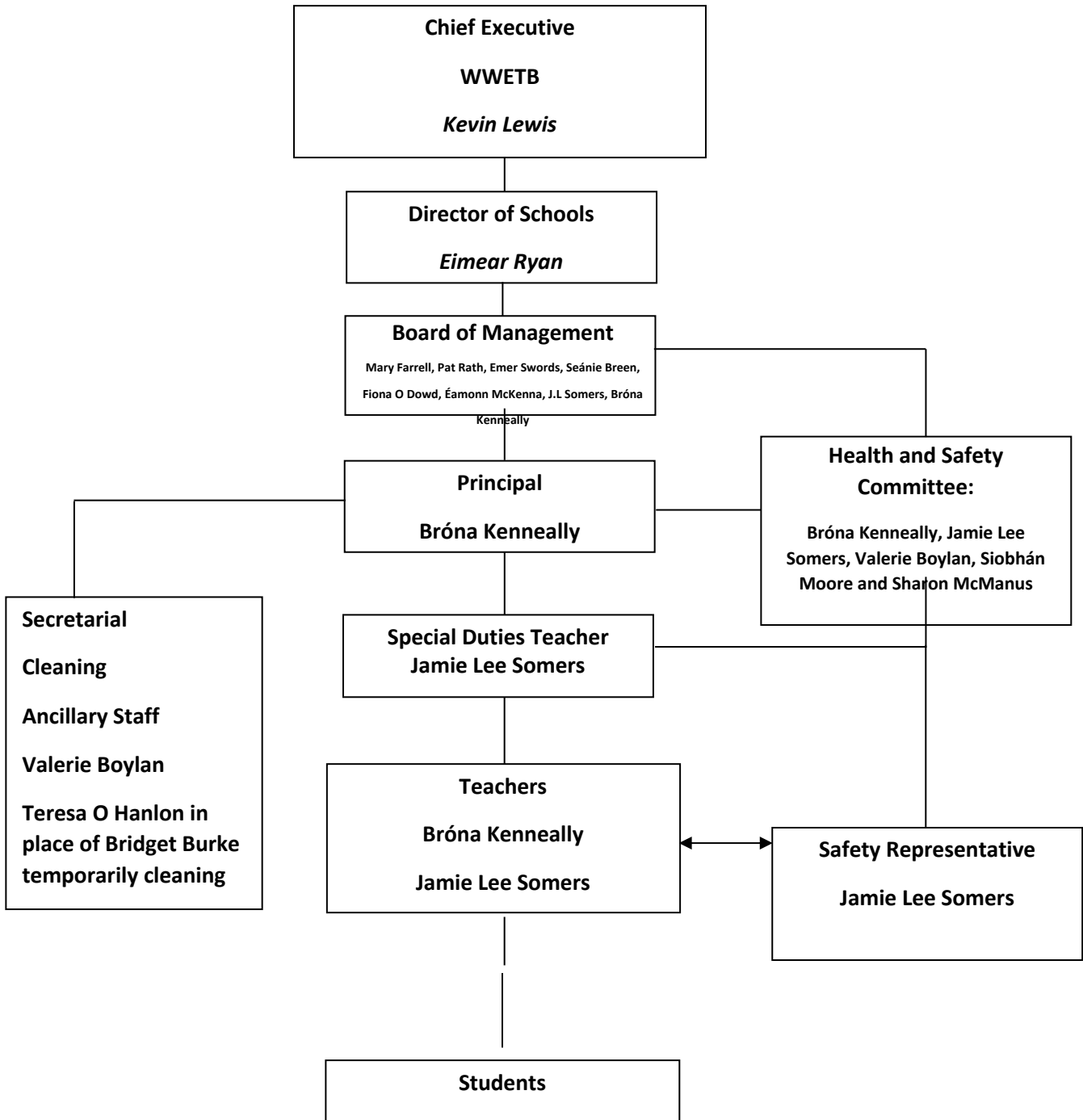
## 4.0 ROLES AND DELEGATED FUNCTIONS

### 4.1 WWETB Senior Management Structure





## 4.2 Centre Structure *Kilnamanagh CNS*



## **4.3 Explanation of WWETB Health and Safety Management Structure**

The following provides an overview of the health and safety management structure within WWETB.

### **4.3.1 Chief Executive, WWETB**

Kevin Lewis in his role as Chief Executive of WWETB is responsible for allocating the funding provided by the Department of Education to each Centre within WWETB.

Kevin Lewis is ultimately accountable, as far as is reasonably practicable, for ensuring that Schools, Centres and Offices have the financial resources required to adequately implement their health and safety management systems. Mr Lewis is also responsible for ensuring that the Principals, Centre Managers, Programme Coordinators and Managers effectively implement and maintain health and safety management systems in their area of responsibility.

The CE is assisted by the Executive Leadership Team which consists of the Director of Schools, Eimear Ryan; Director of Organisation Support and Development, Dr Karina Daly and Director of Further Education and Training, Ken Whyte.

### **4.3.2 School Board of Management Kilnamanagh CNS**

The purpose of the Board of Management is to assist the Principal in the effective administration of the School's policies, procedures and financial allocations. The Board/manager is a sub-committee of WWETB.

### **4.3.3 School Principal Kilnamanagh CNS**

The Principal is ultimately accountable for the effective implementation and administration of the School's Health and Safety Management System in order to ensure, as far as is reasonably practicable, the safety, health and welfare of all staff and students while at the School.

The Principal is responsible for ensuring the School's compliance with the Safety, Health & Welfare at Work Act 2005 and all other associated Regulations, Codes and Standards that apply to the School's activities.

The Principal is ultimately accountable to the Chief Executive but also has a reporting role to the School's Board of Management and the Director of Schools.

### **4.3.4 Deputy Principal/Special Duties Teacher Kilnamanagh CNS**

The Deputy Principal is responsible for assisting the Principal in the day to day implementation and administration of the School's health and safety management system. In the absence of the Principal, the Special Duties Teacher shall assume all the health and safety responsibilities of the Principal. The Special Duties teacher reports directly to the Principal.

### **4.3.5 Assistant Principals/Post Holders Kilnamanagh CNS**

Each Post Holder/Assistant Principal is responsible for the day to day implementation and monitoring of the School's health and safety policies, procedures and safety rules within the area that they are responsible for. Post Holders/Assistant Principals report to the Deputy Principal and/or Principal.

#### **4.4 Duties and Responsibilities**

##### **Kilnamanagh CNS**

#### **4.4.1 Principal**

The Principal has ultimate responsibility for the co-ordination of health and safety management in the School and is responsible for the planned implementation of effective health and safety standards in planning, administration and maintenance activities and in organising of work generally.

The Principal shall:

- Allocate the necessary financial, time and human resources to ensure the effective implementation and administration of the School's Safety Statement.
- Ensure an up-to-date signed safety statement is in place, the safety policy is on display and that all staff are briefed on their responsibilities as required by the Safety Statement.
- Ensure a safety induction is provided to all new employees on their commencement of work in the School and that all employees receive the necessary information, training and supervision so that they may conduct their work in a safe manner.
- Ensure that a risk management approach to all School activities is adopted and that safe systems of work are established and maintained for particular equipment and tasks, particularly in areas such as the practical teaching rooms.
- Liaise with caretakers and teachers to ensure that all School plant and equipment are maintained in safe working order, regularly inspected and tested and records of the same maintained.
- Coordinate the establishment and maintenance of fire prevention and emergency response systems for the School; ensure that all staff are trained in fire prevention and emergency response measures.
- Be informed of any health and safety issues, accidents or dangerous occurrences that may occur in the School, coordinate accident investigations in conjunction with the relevant personnel and implement corrective actions where required.
- Maintain the accident report register for the School and report accidents and dangerous occurrences to the Health and Safety Authority (H.S.A.), School Board/Manager and Director of Schools as required.
- Carry out an annual training needs assessment to identify staff health and safety training requirements, coordinate training programs and ensure training records are maintained.
- Liaise with the Board of Management/Manager and the Director of Schools with regards to the implementation of health and safety policies for safety matters that may arise.
- Consider and review all health and safety issues raised by School staff or safety representatives, approve the implementation of appropriate control measures as required.
- Provide support to the elected safety representative as well as, the health and safety post-holder in carrying out their duties.

- Ensure provision of information to and consultation with School staff on all matters that have the potential to affect their health and safety or that of students under their control.
- Only hire reputable contractors who have provided their up to date insurance and safety documentation during the tendering process.
- Ensure the School's compliance with the Safety, Health and Welfare at Work Act 2005, Safety, Health & Welfare at Work (General Application) Regulations 2007-2016 and associated Regulations and Codes of Practice.

#### **4.4.2 Deputy Principal/Special Duties Teacher Kilnamanagh CNS**

The Deputy Principal/Special Duties Teacher has the safety responsibilities as set out below. In addition, in the absence of the Principal at any time, the Deputy Principal shall also assume the health and safety responsibilities of the Principal as set out in this safety statement. The health and safety responsibilities of the Deputy Principal are:

- Assist the Principal in the day to day implementation and administration of the School's Safety Statement.
- Arrange for the Safety Statement including risk assessments to be periodically evaluated and revised at least annually or, as work conditions and practices may change or on the introduction of new plant or equipment to the School.
- Ensure that all staff have access to a copy of the Safety Statement.
- Provide a safety induction to new employees on their commencement of work in the School.
- Assist the Principal in maintaining a risk management approach to all School activities; and ensure that safe systems of work are maintained for particular equipment and tasks.
- In liaison with the nominated health and safety post-holder in the School, carry out a monthly documented health and safety inspection of the grounds and general common areas inside the School; liaise with the Principal to implement corrective action measures as required.
- In liaison with the nominated health and safety post-holder in the School, maintain the fire register for the premises, have the fire register up to date and available for inspection by the Fire Services, Health and Safety Authority or, WWETBs health and safety consultants at any time.
- Consider and review all health and safety matters raised by teachers, the School's safety representative or the nominated health and safety post-holder, assist in the identification and implementation of appropriate control measures that may be required.
- Ensure that sufficient numbers of staff are trained and hold the positions of First Aid Officer and Fire Warden.
- Ensure that an accident report form is completed for all accidents that may occur on the premises whether to employees or students and that such matters are brought to the attention of the Principal as soon as possible following the occurrence. Work with the Principal in coordinating and conducting accident investigations where necessary.
- Coordinate the maintenance of the Fire Register for the School and in conducting emergency evacuation drills, at a minimum of once every 6 months.
- Provide support to the elected safety representative as well as, the health and safety post-holder in carrying out their duties.
- Provide support to the Assistant Principals/Post Holders in the day to day implementation of health and safety policies and procedures within their area of responsibility.

#### **4.4.3 Assistant Principals/Post Holders Kilnamanagh CNS**

Assistant Principals/Post Holders have the following responsibilities:

- Assist in the day to day implementation of monitoring of the School's health and safety policies, procedures and safety rules within their area of responsibility.
- Carry out specific health and safety responsibilities that may be assigned to their post.

#### **4.4.4 Teaching Staff Kilnamanagh CNS**

Teachers will ensure that a reasonable account of health and safety is taken in all School procedures and arrangements. In addition to their responsibilities as employees under the Safety, Health & Welfare at Work Act 2005, Teachers also have the following responsibilities specific to their classroom/area of work:

- Day-to-day management of health and safety in their classrooms and in School activities with their students in accordance with the Schools health and safety policies, procedures and safety rules.
- Relaying relevant health and safety information, safety rules and fire safety information to students particularly in relation to high risk class activities such as woodwork, metalwork, science, art, home economics etc.
- Providing adequate instruction and supervision to students in classroom activities.
- Daily visual inspections of classrooms and work areas to ensure that good housekeeping practices are maintained, fire exits are unobstructed, the room is kept in a safe, clean and hygienic manner, take corrective action as required.
- Follow the manufacturers / suppliers instructions in the use of any materials and equipment required to be used in the course of teaching activities.
- Carry out documented monthly safety inspection of classrooms / work areas to ensure the area as well as any equipment and furniture in the area is safe and without risk to employees or students, liaise with the health and safety post-holder and Deputy Principal for assistance in determining any corrective action that may be required.
- Visual inspections of equipment before use to ensure it is in safe operational order, take corrective action if required.
- Ensure personal protective equipment (PPE) is used when needed and that where such protective equipment is required to be worn by students, that those students are trained in its safe and correct use.
- Bring health and safety matters that cannot be resolved locally to the attention of the health and safety post-holder and Deputy Principal.
- Report accidents, incidents or dangerous occurrences that may occur in the classroom directly to the Deputy Principal as soon as reasonably practical following the occurrence.
- Lead by example in relation to the adherence of safety rules, safe operation of machinery and equipment and the correct wearing of PPE for specific teaching activities.

#### **4.4.5 Employees**

The responsibility of all employees under the Safety, Health & Welfare at Work Act 2005, whether they be full-time, part-time, contract or temporary workers are as follows:

- Take reasonable care of their own safety and welfare and any other person who may be affected by their actions or omissions at work.
- Co-operate with WWETB and any other person, in order to comply with the relevant statutory provisions.
- Use the safety equipment provided, or other items provided for their safety, health and welfare at work.
- Report to the relevant Manager or health and safety post-holder, 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.
- Maintain good housekeeping practices in all work areas.
- Obey the School/Centre/Office's written and verbal health and safety instructions, attend scheduled safety training and safety meetings coordinated by the School.
- Strictly follow safe operating procedures, method statements and safe systems of work for particular plant, equipment or tasks.
- Not to come to work or operate School/Centre/Office vehicles or equipment under the influence of drugs or alcohol.
- Be familiar with the emergency procedures and the location of the first aid treatment area, fire extinguishers and emergency assembly points.
- Seek appropriate first aid or medical treatment for injuries.
- Report accidents that may occur to employees or students directly to the relevant persons and follow the School/Centre/Office's accident reporting procedure.

***An employee shall not intentionally, recklessly or without reasonable cause:***

- interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
- place at risk the safety, health or welfare of persons in connection with work activities.

#### **4.4.6 Safety Representative**

Under the Safety Health and Welfare at Work Act 2005, employees have the right to elect a Safety Representative in the workplace. The role of the employee safety representative is to represent employees at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work.

A Safety Representative that has been elected by employees shall undertake the following:

- Receive the appropriate training in health and safety to enable them to carry out their role as safety representatives at no personal cost.
- Make representations to School Management on behalf of the employees on any aspects of workplace health and safety.
- By prior arrangement with the Principal Centre Manager, conduct School safety inspections and review safety information.
- Inspect the whole or any part of the School in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person, including students, as long as this does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions.

- Carry out their duties in accordance with the Safety Health and Welfare at Work Act 2005 without prejudice from School.
- Promote safe working practices in the School and lead by personal example in relation to the adherence to safety rules.
- After giving reasonable notice to the Principal or Deputy Principal/Special Duties Teacher, investigate complaints relating to safety, health and welfare at work made by any employee whom they represent.
- Accompany a H.S.A. inspector who is carrying out an inspection of the School, other than an inspection for the purpose of investigating an accident or dangerous occurrence.

#### **4.4.7 Health & Safety Committee**

Using ‘*Guidelines on Managing Safety, Health & Welfare in Post-Primary Schools*’ as a model, as issued from the Health & Safety Authority and Department of Education and Skills, where a Health and Safety Committee has been appointed under section 26 of the Safety, Health and Welfare at Work Act 2005, the following provisions take effect:

- The Safety Committee shall facilitate the consultation process on safety, health and welfare matters in the School.
- The role and functions of the Committee shall be agreed between the Committee and Principal/Board of Management/Centre Manager, in line with the H.S.A. guidance document ‘Safety Representatives and Safety Consultation Guidelines’.
- Members of the Safety Committee may include representatives from the Board of Management/WWETB, the Principal/Deputy Principal or School Manager, a Safety Officer (if one has been appointed) or a Safety Representative (if staff has elected one). Members of staff may also sit on the Safety Committee, and the School/Centre/Office may also decide to include a student representative or parent/guardian representative on the committee.
- The number of members of which the Committee is to be comprised as well as a quorum for meetings shall be in compliance with Schedule 4 of the Safety, Health & Welfare at Work Act 2005.

#### **4.4.8 First Aid Responder (FAR)**

*Part 7, Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007* deals with the issue of first-aid within the workplace. The employer has a duty to provide first-aid equipment at all places of work where working conditions require it.

The training of First Aid Responders and equipment in all centres is a responsibility that WWETB places a high value on. In accordance with Health and Safety Regulations, all First Aid Responders are required to complete the appropriate training courses in order to administer first aid in a workplace setting.

As and from 1st June 2018, the HSA only recognises Pre-Hospital Emergency Care Council First Aid Response (PHECC FAR) as meeting the needs of Occupational First Aid in workplaces. This is a foundation first aid course that trains course participants to provide first aid for a person who becomes suddenly unwell or injured until the arrival of emergency medical services. FAR includes the full Cardiac First Response Community standard also. This means that learners who undergo training from 1st June 2018 must complete a PHECC FAR full or refresher course. However, any QQI OFA training which took

place prior to 31st May 2018 will be recognised for the full 2-year duration from the date of training. The Safety Committee as part of its annual review shall consider the training needs for FAR staff.

The list of qualified FAR's is available on School/Centre/Office noticeboards.

The centre has provided suitable first aid kits which are located throughout the centre. It is the responsibility of the FAR (s) to maintain the first aid kits and appropriate records in accordance with their training.

Automated external defibrillators (AEDs) are provided as life-saving devices which can prevent death arising from sudden cardiac arrest. Training is also provided to identified staff members. Staff trained in the use of defibrillators will be responsible to ensure the units are maintained to appropriate standards and where they are not maintained to bring it to the attention of the School Manager for rectification.

#### **4.4.9 Fire Wardens**

The general responsibilities of a fire warden are to reduce the risk of fire within the centre and ensure that emergency routes and equipment are appropriately maintained. This includes:

- Identifying and removing fire hazards on centre premises;
- Ensuring escape routes are kept clear of obstruction;
- Checking fire doors are clear, both inside and out and are never locked;
- Ensuring appropriate maintenance and servicing of firefighting equipment;
- Maintaining accurate information on fire hazards within their designated area to present to fire fighters in the event of a fire;
- Reporting any problems with the above to the Centre Manager and ensuring action is taken.

#### **Duties of a School Fire Warden – during a fire:**

In the event of an emergency, it is the responsibility of individual staff members to evacuate their classrooms/areas of work and place of work. The role of the School Fire Warden is to support this, providing a second level of protection.

The Fire Warden should:

- Raise the alarm or make sure it has been raised by someone else;
- Check their designated section of the premises after the main evacuation to ensure no one has been left behind (including toilets and store rooms where learners/staff may have sought refuge);
- Shut down dangerous equipment, close windows and shut fire doors where it is safe to do so;
- Use firefighting equipment if it is safe to do so and they are confident in its operation;
- Liaise with fire fighters as to the location of the fire and the risks specific to that area of the centre.

#### **4.5 Contractors, Sub-Contractors, Self-Employed Persons**

Contractors, sub-contractors or self-employed persons hired by the School to carry out maintenance, repair, renovation, upgrade or construction works have the following responsibilities while working for the School:



- Provide evidence of their employer's liability and public liability insurances as well as their safety statement for viewing, when requested to do so by School Management.
- Prior to their commencement of work, provide School Management with copies of relevant certificates of competency that may be required for the work they are about to carry out e.g.: safe pass & CSCS cards.
- Bring to the attention of School Management and anyone else who may be affected by any process or use of materials, which may endanger health and safety while working in the School
- Comply with the requirements of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (Construction) Regulations 2013 and Amendment 2019 as well as the requirements of this safety statement.
- Co-operate with the School/Centre/Office in providing a safe workplace for employees and safe School/Centre/Office for students as well as a safe system of operation for staff and students during any repair, maintenance, upgrading or construction works being carried out. Adhere to work permit systems in place in the School/Centre/Office.
- Ensure their employees and others under their care are qualified in their area of expertise, hold relevant certificates of competency as may be required for the tasks they are carrying out and are able to conduct their work in a safe and competent manner.
- Supervise their own employees at all times while working in the School/Centre/Office to ensure all work is conducted in a safe manner and that appropriate behaviour and language is observed around staff and students at all times.
- Comply with requirements of Waterford & Wexford ETB's 'Safety Rules for Contractors'.
- Report any accident, incident, defect in the plant and equipment, place of work, or system of work without unreasonable delay to the Principal (or in the Principal's absence, to the Deputy Principal)/Centre/Office Manager.

#### **4.6 Visitors**

It is the responsibility of visitors to the School/Centre/Office to:

- Report to reception and sign-in on arrival to the School. Wear their visitors badge at all times while in the School.
- Co-operate with the School/Centre/Office with respect to all matters relating to health and safety;
- Obey all safety instructions given by the School/Centre/Office staff;
- Co-operate with management in the wearing of the correct safety equipment, using safety devices where appropriate and following proper safe systems of work;
- Take note of, and obey all safety signage, where necessary.

## 5 Risk Assessment

### 5.1 Hazard Identification, Risk Assessment

A risk assessment may be a visual exercise that reflects a situation at a given point in time. It is a common-sense duty of care to identify risks and hazards to assist the Employer in making decisions in respect of deploying resources.

It is recognised that where staff are engaged in the process of risk assessment that there is a requirement on the employer to ensure that appropriate time during the working day is identified for this work to be completed. Employees who participate in good faith in the risk assessment process will not be subject to any disciplinary sanction.

The most appropriate person to carry out a risk assessment of any area / location is the individual staff member with the most experience and knowledge of the nature of the work to be undertaken in specific areas of the centre. This means that the person(s) most familiar with the workspace and activities to be carried out there may be asked to complete a risk assessment of their workspace as they will be more likely to be aware of and deal with hazards on a daily basis.

A risk assessment exercise does not place responsibility on the employee to reduce or eliminate a risk. Once identified through a risk assessment process the risk/hazard becomes the responsibility of the Centre Manager to reduce or eliminate in a planned and co-ordinated manner, which may require assistance and support from WWETB.

This exercise does not negate the duty of an employee to notify management of any concerns that may arise at any other point in time. Consideration should be given locally within schools and centres to allowing appropriate time to support people engaged in conducting risk assessments on an annual or bi-annual basis in their area of work.

HSA Templates for risk assessments are included in the appendices of the safety statement, ([See 5.2 and 5.3](#)) and are also available on the HSA website. The templates are to be made specific to each centre. They are to be reviewed and revised at least annually or as new equipment, systems, personnel or other significant changes occur.

A signature on a risk assessment form is not mandatory however a record must be maintained of who undertook the assessment from the perspective of assuring accurate, responsible record keeping.

Risk assessment is at the heart of managing safety, health and welfare effectively in any workplace. Before addressing risk assessment, there are a few essential health and safety terms that all members of the centre community should be familiar with.

**Hazard:**

A hazard is anything that has the potential to cause harm to people, property or the environment. It can be a work material, work equipment, or a work method or practice.

**Risk:**

Risk is the likelihood that someone will be harmed by the hazard together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

**Control measures/controls:**

Control measures/controls are the precautions taken to ensure that the risk is eliminated or reduced. Following risk assessment, implementing control measures is a critical element of managing safety effectively. Control measures ensure, for instance, that equipment is safe and work activities are conducted in a safe manner. It is not enough to be aware of risk. Control measures must be put in place to eliminate or significantly reduce it.

**5.2 HSA Template for Risk Assessment**

**Blank Risk Assessment Template No.74** (List additional hazards, risks and controls particular to your centre using Template no. 74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.















**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

























Risk Assessment carried out by: \_\_\_\_\_ Date: / /

























### 5.3 HSA Interactive Risk Assessments

























Templates for the relevant Risk Assessment can be downloaded by clicking on the appropriate icon.

Please note that these templates once downloaded may be amended to individual centres requirements. Should a centre have a requirement for additional templates that are not listed, the general template (74) should be used if there is not an established template already in use.

























→	No. 1 Art Room (General)	 download	 download
→	No. 2 Art (Ceramics)	 download	 download
→	No. 3 Art (Use of Safety Cutters/Knives)	 download	 download
→	No. 4 Canteen (General)	 download	 download
→	No. 5 Canteen (Working with Chemical Products)	 download	 download
→	No. 6 Cleaning (General)	 download	 download
→	No. 7 Cleaning (Hazardous Chemicals and Biological Agents)	 download	 download
→	No. 8 Cleaning (Waste Compactor and Baler)	 download	 download
→	No. 9 Cleaning (Work at Height – Ladders)	 download	 download
→	No. 10 Cleaning (Welfare Provisions - Rest Rooms, Wash Basins, Showers)	 download	 download

























→	No. 11 VDU Workstations (General)	 download	 download
→	No. 12 Slips, Trips and Falls	 download	 download
→	No. 13 Manual Handling	 download	 download
→	No. 14 General Access/Egress	 download	 download
→	No. 15 Work at Height (General)	 download	 download
→	No. 16 Platform Lifts	 download	 download
→	No. 17 Passenger/Services Lifts	 download	 download
→	No. 18 Fire (Specialist Rooms)	 download	 download
→	No. 19 Fire (General Classrooms and Offices)	 download	 download
→	No. 20 Fire - School Onsite Events (Plays, Musicals, Concerts, Meetings)	 download	 download
→	No. 21 First-Aid	 download	 download
→	No. 22 Portable Electrical Appliances	 download	 download













→	No. 23 Workplace Bullying	 download	 download
→	No. 24 Workplace Stress	 download	 download
→	No. 25 Car Park and External Areas	 download	 download
→	No. 26 Staff Room	 download	 download
→	No. 27 Pregnant, Post-Natal and Breastfeeding Women	 download	 download
→	No. 28 Noise	 download	 download
→	No. 29 Radon	 download	 download
→	No. 30 Mould	 download	 download
→	No. 31 Asbestos	 download	 download
→	No. 32 Legionella	 download	 download
→	No. 33 Lone Workers (e.g. caretakers)	 download	 download
→	No. 34 Home Economics Room (General)	 download	 download

→	No. 35 Home Economics (Use of Safety Cutters/Knives)	 download	 download
→	No. 36 Home Economics (Portable Electrical Appliances)	 download	 download
→	No. 37 Maintenance (General)	 download	 download
→	No. 38 Construction Contractors	 download	 download
→	No. 39 Maintenance (Tractors)	 download	 download
→	No. 40 Boiler House and Fuel Tanks)	 download	 download
→	No. 41 Grass Cutting/Ride-on Mower	 download	 download
→	No. 42 Pressure Washers	 download	 download
→	No. 43 Strimmers	 download	 download
→	No. 44 Waste Compacter and/or Baler	 download	 download
→	No. 45 Maintenance (Work at Height - Ladders)	 download	 download
→	No. 46 Exercise Equipment/Gym Equipment	 download	 download



→	No. 47 Goal Posts	 download	 download
→	No. 48 Student Considerations	 download	 download
→	No. 49 Science (Bunsen Burners)	 download	 download
→	No. 50 Science (Chemicals)	 download	 download
→	No. 51 Science (Glassware)	 download	 download
→	No. 52 Technologies (Powered Hand Tools)	 download	 download
→	No. 53 Technologies (Non-Powered Hand Tools)	 download	 download
→	No. 54 Technologies (Hand Fed Table Band Saw)	 download	 download
→	No. 55 Technologies (Electric Ovens)	 download	 download
→	No. 56 Technologies (Metal Working Centre Lathe (manually operated))	 download	 download
→	No. 57 Technologies (Woodworking Bench Circular Saw)	 download	 download
→	No. 58 Technologies (Bench/Pedestal Grinder)	 download	 download

→	No. 59 Technologies (Hazardous Chemicals - Metal Work, Wood work, etc.)	 download	 download
→	No. 60 Technologies (Milling Machine)	 download	 download
→	No. 61 Technologies (Morticer)	 download	 download
→	No. 62 Technologies (Pedestal Drill (Metal Work))	 download	 download
→	No. 63 Technologies (Surface Planing and Thickening Machine)	 download	 download
→	No. 64 Technologies (Portable Router)	 download	 download
→	No. 65 Technologies (Hand Held Portable Circular Power Saw)	 download	 download
→	No. 66 Technologies (Bench Mounted Scroll Saw)	 download	 download
→	No. 67 Technologies (Vacuum Former)	 download	 download
→	No. 68 Technologies (Wood Lathe)	 download	 download
→	No. 69 Technologies (Powered Guillotine)	 download	 download
→	No. 70 Technologies (Manual Treadle Operated Metal Cutting Guillotines)	 download	 download

	No. 71 School Offsite Activity (School Excursions - Day Trips, Matches)	 download	 download
	No. 72 School Offsite Activity (Outdoor Adventure Activity)	 download	 download
	No. 73 School Offsite Activity (Work Placements)	 download	 download
	No. 74 Blank Risk Assessment Template	 download	 download

## 6. Emergency and General Procedures

This section is divided into two specific areas and contains the centre’s plans and procedures to be followed in the case of an emergency or critical incident as well as general operating procedures and guidelines.

### 6.1 Critical Incidents

This procedure aims to protect the well-being of students and staff by providing clarity on how the centre will respond to incidents that affect the wider centre community. The Critical Incident Management Plan (CIMP) is one element of the centre’s policies and plans. The CIMP has been developed with reference to the guidance and training offered by NEPS and the NEPS booklet entitled ‘*Responding to Critical Incidents – NEPS Guidelines and Resource Materials for Schools*’.

#### **Definition**

A critical incident is defined as “an incident or sequence of events that overwhelms the normal coping mechanism of the centre”. Critical incidents may involve one or more students or staff members, or members of our local community. Types of incidents might include:

- The death of a member of the centre community through accident, violence, suicide or suspected suicide or other unexpected death;
- An intrusion into the centre;
- An accident involving members of the centre community;
- An accident/tragedy in the wider community;
- Serious damage to the centre buildings through fire, flood, vandalism, etc.;
- The disappearance of a member of the centre community.

#### **Aim**

The aim of the CIMP is to help Centre Management and staff to react quickly and effectively in the event of an incident, to enable us to maintain a sense of control and to ensure that appropriate support is offered to students/learners and staff. Having a good plan should also help ensure that the effects on the students and staff will be limited. It should enable us to affect a return to normality as soon as possible.

#### **Creation of a coping supportive and caring ethos in the centre Kilnarnanagh CNS**

Systems are in place to help to build resilience in both staff and students, thus preparing them to cope with a range of life events. These include measures to address both the physical and psychological safety of the school community.

#### **Physical safety**

- Evacuation plan formulated;

- Regular fire drills occur;
- Fire exits and extinguishers are regularly checked.

### **Psychological safety**

The management and staff of the centre aim to use available programmes and resources to enhance a sense of safety and security in the centre and to provide opportunities for reflection and discussion.

- Staff have access to training for their role in First Aid, Health & Safety etc.;
- Staff are familiar with the Child Protection Guidelines and Procedures and details of how to proceed with suspicions or disclosures;
- Information is provided on mental health in general and such specific areas as signs and symptoms of depression and anxiety;
- Staff are informed in the area of suicide awareness and some staff are trained in interventions for suicidal students;
- The centre has developed links with a range of external agencies;
- Inputs to students by external providers are carefully considered in the light of criteria about student safety;
- The centre has a clear policy on bullying and deals with bullying in accordance with this policy;
- Where provided for, there is a care system in place in the centre steered by the Career Guidance and Counselling Service, Disability and Support Service;
- Students who are identified as being at risk are referred to the designated staff member (e.g. guidance counsellor, support teacher or other support services), concerns are explored and the appropriate level of assistance and support is provided. Parents are informed where a student is under the age of 18 and, where appropriate, a referral is made to an appropriate agency;
- Staff are informed about how to access support for themselves.

### **Critical Incident Management Team (CIMT)**

A CIMT has been established in line with best practice. The members of the team are selected on a voluntary basis and will retain their roles for at least one academic year. The members of the team will meet annually to review and update the operational plan. Each member of the team has a dedicated critical incident folder. This contains a copy of the policy and plan and materials particular to their role, to be used in the event of an incident.

### **Team leader**

- Alerts the team members to the crisis and convenes a meeting;
- Coordinates the tasks of the team;
- Liaises with the Centre Manager;
- Liaises with the bereaved family where necessary.

### **Garda liaison**

- Liaises with the Gardaí;

- Ensures that information about deaths or other developments is checked out for accuracy before being shared.

### **Staff liaison**

- Leads briefing meetings for staff on the facts as known, gives staff members an opportunity to express their feelings and ask questions, and outlines the routine for the day;
- Advises staff on the procedures for identification of vulnerable students;
- Provides materials for staff (from their critical incident folder);
- Keeps staff updated as the day progresses;
- Is alert to vulnerable staff members and makes contact with them individually;
- Advises them of the availability of the Emergency Alert System (EAS) and gives them the contact number.

### **Confidentiality and good name considerations**

Management and staff have a responsibility to protect the privacy and good name of people involved in any incident and will be sensitive to the consequences of public statements. Members of centre staff will bear this in mind, and seek to ensure that students do so also, e.g. the term 'suicide' will not be used unless there is solid information that death was due to suicide, *and* that the family involved consents to its use. The phrases 'tragic death' or 'sudden death' may be used instead. Similarly, the word 'murder' should not be used until it is legally established that a murder was committed. The term 'violent death' may be used instead.

## **6.2 Fire Safety**

Evacuation plans are exhibited in each building and in each classroom / room of the centre, sample at [Appendix A](#). If floor plans have been removed the office / direct line supervisor should be notified immediately in order for the Centre Manager to arrange for replacement notices.

Each centre will have in place equipment that will **signal when a fire breaks out or an evacuation of the building(s) is required**.

Centre Management will be responsible to;

- Ensure that such equipment is serviced at least annually in accordance with manufacturers guidelines, relevant standards and are located appropriately;
- Signs will be clearly displayed to enable all persons to follow a safe route to the nearest fire exit;
- Warning notices will be placed on fire doors, fire exit points and external locations to ensure that exit routes are not restricted or blocked.
- Ensure that at least 2 Fire Drills are carried out per year (ideally 1 per term)

In addition, Centre Management will also put in place Personal Emergency Egress Plan (PEEP) for staff and students. This is a bespoke "escape plan" for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period time in the event of any emergency.

To ensure appropriate arrangements are put in place, where Centre Management is aware of a potential difficulty, staff member(s) or students may be asked to fill in the Personal Emergency Egress Questionnaire from the HSA which is contained in [Appendix B](#).

### Procedure in the event of a Continuous Alarm

A continuous alarm may signal that a fire may have broken out or that a situation has arisen which require an evacuation of the building. In the event of an evacuation the most appropriate procedure to follow is the P42 fire procedure:

#### **ALL FIRE WARDENS TO PUT ON THEIR HI-VIZ JACKETS & TURN ON APPROPRIATE COMMUNICATION DEVICES**

- A minimum of 3 people will report directly to the main fire alarm panel. [Chief Fire Warden and 2 Fire Locators];
- Locaters will investigate activation, deal with incident and report back to the Chief Fire Warden the nature of the incident;
- The Chief Fire Warden will liaise with alarm monitoring company and the emergency services;
- A minimum of 3 people will report to the lift area at the end of each corridor on each floor. [Floor sweepers];
- They will sweep the floor and report down through each of the stairwells, where they will take up positions at the main exits to make sure nobody re-enters the building;
- Staff are responsible for evacuating their own individual classrooms/work areas, making sure that they are last to leave and closing the door behind them;
- Teachers and designated staff will act as assembly co-ordinators making sure everybody reports to the assembly points and stays at them;
- **PEEP** plans will be carried out as is necessary;
- Locaters and sweepers will liaise with the chief fire warden to confirm the building has been made safe;
- The chief fire warden will liaise with the emergency services on their arrival and give them all relevant details for the building and the situation.

### Procedures to be followed in the event of a fire emergency.

- On discovering a fire, raise the alarm immediately by triggering a break glass unit;
- Tackle the fire if it is safe to do so and if you are trained to do so;
- Evacuate the building in accordance with the evacuation procedures;
- Leave the building via the nearest safe exit;
- Report to the designated fire assembly point;
- Follow instructions of the Fire Wardens;
- Do not re-enter the building until instructed that is safe to do so.

Assembly Point Locations

Fire exit doors in each classroom

Line up at the wall in the car park





## 6.3 Fire Safety Management

### ***Risk Assessment 18, 19 and 20***

The primary objective is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the centre, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety procedures and risk assessments at the centre are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

The centre has identified emergency situations and incidents pertaining to its business operations and undertaken appropriate risk assessments. Where required, they are regularly reviewed and tested. Where necessary documented procedures have been prepared, implemented and maintained to define the emergency response.

Emergency procedures will be compiled and reviewed on an ongoing basis. Regular Fire Drills will be carried out and firefighting and detection equipment will be serviced regularly.

- A system of carrying out fire drills a minimum of twice a year and ideally every academic term involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated point of safety;
- A system of reporting on and reviewing fire drills to ensure the detailed instructions in the centre Fire Evacuation Procedure remain relevant and accurate. [\(See Appendix C\):](#)
- A system of regular in-house testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner;
- A schedule of service and maintenance for the fire alarm system and all linked and ancillary equipment, such as emergency lights, smoke alarms, fire panels etc.;
- A system of waste management minimises the amount of rubbish and waste materials allowed to build up in order to remove as much flammable materials from the premises waste receptacles are kept in a designated locked store to prevent arson to the building;
- The provision of appropriate storage cabinets in order to store those materials and substances that are known to be flammable. Flammable gas bottles are to be stored in the flammable gas cage. Inert gas bottles must be appropriately stored;
- Annual record of gas appliance servicing, lightning conductors, gas shut off devices, kitchen extract servicing and deep clean, chimneys, private hydrants, dry risers, policy on inspection of metal fire escapes. Security locks on escape route, upholstered furniture.

### **General Fire Precautions**

An escape route plan and an extinguisher location plan shall be displayed in each room and in appropriate locations throughout the centre. The extinguisher location plan will also display the type of extinguisher available.

All staff members should familiarise themselves as soon as possible with:

1. The layout of the centre;
2. The location and operation of emergency exits;
3. The location and operation of extinguishers, hose reels and break glass units where fitted;
4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

### **Inspection and Testing of Fire Prevention Equipment**

### **Emergency Lighting – Maintenance**

**Weekly** Emergency lighting is visually checked to ensure:

- Every lamp is lighting;
- The LED in each emergency lighting unit is illuminated;
- A rolling system of battery checks to be undertaken and recorded;
- Any fault found, and the action taken is recorded in the Fire Register.

**Quarterly** the following will be carried out:

- Exterior of luminaries and signs are cleaned;
- Ensure the correct operation of the luminaries and signs by operating the test facility or cutting the power to the lighting circuits;
- Record results in the Fire Register.

**Annually** the following will be carried out:

- Inspection and test procedure as described in I.S. 3217:1989 will be carried out by a competent person;
- Results will be recorded in the Fire Register.

### **Fire Extinguishers – Maintenance**

Irish Standard 291:2015 governs the selection, commissioning, installation, inspection and maintenance of portable fire extinguishers. The key requirements are:

#### **User Inspection**

- Fire extinguishers are inspected visually on a weekly basis in order to ensure appliances are in their proper position, have not been discharged or lost pressure or suffered obvious damage;
- At least every month (recorded in Fire Safety Register);
- More frequently where the environment, risks or other factors dictate so.

#### **Competent Person Inspection Frequency**

- At least every 12 months;
- More frequently where the environment, risks or other factors dictate so.

#### **Test Discharge & Refilling Requirements**

- All types of extinguishers (Foam, Water, CO<sub>2</sub>, Powder, Chemical) must be Test Discharged & Refilled every three years;
- To this end, one third of each type should be selected during each annual inspection;
- Loan units should be provided to the client to ensure no loss of cover while units are removed, until they are returned again;
- Units selected for Test Discharge should be ideally used to provide training for personnel on site where practical;
- Where there are less than three of any type of unit on site, one should be removed for TD&R.

#### **Pressure Testing Requirements**

- All types of fire extinguisher should be considered under the European Pressure Equipment Directive;

- This requires that all extinguishers undergo a Pressure Test and Refill, 10 years after manufacture and every 5 years subsequently;
- Any units that are not practical or feasible to be Pressure Tested and Refilled, should be replaced at 10 years old;
- This would include liquid-based units, like Water, Foam, Wet Chemical (pressure test would crack the internal lining) and Powder units (too labour-intensive/impractical).

#### **Fire Alarm – Maintenance**

- A *daily check* is made to ensure the panel indicates normal operation. Any fault indicated will be recorded in the Fire Register and actioned immediately.
- A *weekly test* of the system will be carried out at the break glass units. A different zone will be tested each week. The zone and trigger device used will be recorded in the Fire Register;
- A *quarterly inspection and test* procedures as per I.S. 3218: 2013 will be carried out. Records will be held by the Appointed Person in the Fire Register;
- An *annual inspection and test* procedures as per I.S. 3218: 2013 will be carried out. Records will be held by the Appointed Person in the Fire Register.

#### **6.4 Suspected Gas Leak**

If you smell gas the following procedure is to be implemented

- If room is occupied, evacuate the room;
- If room is unoccupied, do not enter the room alone, vent the room to the corridor, open windows,
- Do not switch on lights;
- Ensure all gas appliance are turned off and have not been left on and unlit;
- Don't smoke or use a naked flame;
- Don't unplug or switch any electrical equipment on or off;
- Do not use mobile phones;
- Open windows and doors;
- Make arrangements for School/Centre/Office Management to be notified of the event;
- If you have concerns for the safety of staff or pupils in the immediate vicinity, before the arrival of School/Centre/Office Management arrange for an evacuation to the main assembly point;
- If the smell is persisting School/Centre/Office Management will make arrangements for the gas to be turned off at the meter;
- School/Centre/Office Management will contact Gas Networks on 1850 20 50 50 and will follow any instructions issued.

Should evacuation be necessary then all staff must follow the appropriate evacuation procedures without delay.

#### **6.5 Bomb Threat**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information using the Bomb Threat Call Checklist, [Appendix D](#).

**If a bomb threat is received by phone:**

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. The origin of the call may be able to be traced;
- Listen carefully. Be polite and show interest;
- Try to keep the caller talking to learn more information;
- Write a note or send a text to a colleague to call the Gardaí;
- If your phone has a display, copy the number or photograph the number on the window display;
- Complete the Bomb Threat Checklist ([Appendix D](#)) during the call. Write down as much detail as you can remember. Try to get exact words;
- As soon as the Caller hangs up, immediately speak to the Gardaí yourself on another phone line, describe the conversation with the caller in detail, and await instructions;
- Inform the Principal/Centre/Office Manager immediately including any instructions from the Gardaí;
- The Principal/Centre/Office Manager will put in place appropriate procedures and will notify WWETB as soon as practical about the incident.

**Keep calm and work through the checklist ([Appendix D](#)):**

- Do not underestimate the stress of receiving a threatening call;
- Calmly ask each question on the checklist;
- The best preparation is to carefully brief key staff and provide training by using practice calls. This will ensure that people know what to do in the unlikely event that they receive a threatening call and familiarise them with this process;
- Bear in mind that staff who receive threatening calls may require counselling after the event has been handled.

**If a bomb threat is received by handwritten note:**

- Call An Garda Síochána on 999 or 112;
- Handle note as little as possible;
- Inform the Centre Manager immediately including any instructions from the Gardaí;
- The Centre Manager will put in place appropriate procedures and will notify WWETB as soon as practical about the incident.

**If a bomb threat is received by email:**

- Call An Garda Síochána on 999 or 112;
- Do not delete the message;
- Inform the Centre Manager immediately including any instructions from the Gardaí;
- The Centre Manager will put in place appropriate procedures and will notify WWETB as soon as practical about the incident.

Should evacuation be necessary then all staff must follow the appropriate evacuation procedures without delay. While normally the decision to evacuate a building is taken by the Centre Manager, in the circumstances of a suspected bomb threat, the Centre Manager must at all times follow the direction of the Gardaí.

## 6.6 Chemical Spill

It is important to know what to do in the case of a chemical spill. In most cases such incidents will be classed as an accidental spill or release of a chemical which can be managed by the staff member. Reference must be made to Section 6 of the SDS for the chemical as it details what to do in the event of an accidental release or spill of the chemical. For this reason the SDS should be readily accessible to the staff member and should also be kept with the chemical register ([Appendix E](#))

In the event of a chemical spill, the following procedures apply:

### **Before deciding it is safe to clean a spill:**

- Make sure that the chemical in question has not mixed with other chemicals;
- Exercise extreme caution if the material is reacting (hissing, bubbling, smoking, burning);
- Exercise extreme caution if there is any sign that a chemical reaction is happening. If so contact School/Centre/Office management who will contact the emergency services for help;
- Centre Management will be advised by the emergency services and will make a decision in respect of whether general evacuation procedures will apply.

### **Safe cleaning process:**

- Remove people from the affected area;
- Ventilate by opening windows and doors;
- Refer to the SDS and follow the instructions therein;
- Wear personal protective equipment to avoid chemical burns;
- Place spilled material in a clean dry plastic container or bag or soak up using absorbents;
- Dispose of contaminated materials in accordance with manufacturer instructions
- Complete accident / incident report;
- Take appropriate precautions where safe to do so, in order to prevent any spillage entering water courses.

### **First Aid**

Where a spill is on an individual, Section 4 of the SDS will provide detailed first aid measures, however, swift action will be required, and the following should be followed:

- Remove the person from the area;
- Quickly remove if possible contaminated clothing and footwear;
- As quickly as possible flush the contaminated area with (preferably) lukewarm, gently flowing water for at least 15-20 minutes;
- Call or have someone call for a First Aid Responder to attend;
- Inform Senior Management.

## 6.7 First Aid

*Part 7, Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with the issue of first-aid within the workplace. The Centre has a duty to provide first-aid equipment at all places of work where working conditions require it.*

*The training of First Aid Responders and equipment in all centre's is a responsibility that WWETB places a high value on. In accordance with Health and Safety Regulations, all First Aid Responders are required to complete the appropriate training courses in order to administer first aid in a workplace setting.*

As and from 1st June 2018, the HSA only recognises Pre-Hospital Emergency Care Council First Aid Response (PHECC FAR) as meeting the needs of Occupational First Aid in workplaces. This is a foundation first aid course that trains course participants to provide first aid for a person who becomes suddenly unwell or injured until the arrival of emergency medical services. FAR includes the full Cardiac First Response Community standard also. This means that learners who undergo training from 1st June 2018 must complete a PHECC FAR full or refresher course. However, any QQI OFA training which took place prior to 31st May 2018 will be recognised for the full 2-year duration from the date of training. The Safety Committee as part of its annual review shall consider the training needs for FAR staff.

### 6.7.1 Location of First Aid Equipment and Supplies

Insert location of first aid kits and supplies

### 6.7.2 Procedure for Inspecting and Checking First Aid Kits

The centre has provided suitable First Aid kits which are located throughout the centre. It is the responsibility of the FAR(s) to maintain the First Aid kits and appropriate records in accordance with their training. Sample location and contents of First Aid checklist is at [Appendix F](#).

### 6.7.3 Names of First Aid Responders

The list of qualified FAR's is available on school/centre noticeboards and listed in Section 2, Centre Profile

### 6.7.4 Automated External Defibrillators (AED)

Automated external defibrillators (AEDs) are provided as life-saving devices which can prevent death arising from sudden cardiac arrest. Training is also provided to identified staff members. Staff trained in the use of defibrillators will be responsible to ensure the units are maintained to appropriate standards and where they are not maintained to bring it to the attention of the Centre Manager for rectification.

None at present

## 6.8 Accident Procedure and Incident Investigation

When a serious accident occurs or where there has been an incident where a serious accident could have occurred, the following procedures should be carried out:

### Staff Member

On coming across an incident where either a colleague or student has sustained an injury the following procedure applies:

- Observe the accident location and the status of the injured person;
- If there is a risk of further injury and the area cannot be made safe, move the injured person to safety if possible;
- Call for immediate assistance by contacting a First Aid Responder and/or emergency services depending on severity of accident;
- If an ambulance has been called, make sure that the exact location has been given;
- Fully inform the First Aid Responder of all details and contact the Principal/Centre Manager if not already informed.

### First Aid Responder

The First Aid Responder will manage the accident scene and treat any injuries in accordance with their training and stay with the injured party until emergency services arrive and take over (where appropriate). Sample location and contents of first aid checklist is at [Appendix F](#).

### Principal/Centre/Office Manager

The role of the Centre Manager is to manage the accident and to ensure that appropriate notifications are made and appropriate steps are taken to eliminate/reduce any unforeseen risk that gave rise to the accident:

- Ensure parents/guardians are notified, where applicable;
- Notify the safety representative;
- Notify ETB Head Office who will in turn notify the insurance company;
- WWETB will obtain guidance on reports and steps to be taken by the Centre Manager;
- Ensure all relevant information is gathered as soon as possible about the accident and what led up to it, obtain witness statements, and write down as they are given;
- Complete ETB accident report form and submit to Head Office with any other documentation required;
- If the Health and Safety Authority (HSA) are to inspect the location of the accident do not move anything unless further serious risks are to be avoided.

In order to achieve continual improvement, the causes of health and safety incidents that become known will be investigated and action taken in a timely manner to avoid recurrence completed in a timely manner. The Centre Manager is required to record and report all incidents/accidents to WWETB Head Office.

WWETB is responsible for reporting accidents to the Health and Safety Authority and insurers. It is therefore vital that all accidents, incidents and near misses are reported as soon as possible to ensure a

safer working environment and that the centre is compliant in fulfilling its statutory accident reporting duties.

WWETB will appoint a competent person, usually the Centre Manager or Safety Officer where one has been appointed, to conduct an investigation into all incidents and accidents. The level of investigation should be proportionate to the severity of the incident or accident. Information in relation to investigations should be documented and retained on file.

The conclusion of investigations should inform any action that may be required such as updating risk assessments, repairing equipment, training/awareness etc.

The following (although not limited to) are to be considered incidents for the purposes of reporting:

- Accident;
- Near misses;
- Any situation that may lead to harm which is not subject to a current risk assessment.

All accidents resulting in an injury to any person, including persons not employed by the School/Centre/Office, caused by its work activities or occurring on its premises, must be reported to the Centre Manager and subsequently the Safety Officer using the designated form, on the day of occurrence, or as soon as is practicable thereafter. All incidents leading to significant material damage or near misses, where injury to any person or significant material damage is narrowly avoided must similarly be reported.



## 7 Instruction, Training and Supervision

Centre Management have responsibility to ensure that only trained and competent staff are tasked with work activities which have the potential to cause harm. They will take action to ensure that training requirements are met and that the effectiveness of training to meet requirements is reviewed.

Senior management will ensure that all staff understand the importance of their training and experience and how they can work effectively to ensure safe working. They will also ensure that staff are aware of the health and safety consequences of their work activities and the benefits of following safe working practices.

It is recognised that ongoing safety training is required in order to assist in the maintenance of a high standard of service. Safety training and safe work procedures will be available to all staff as required. Specialist health and safety training will be provided as appropriate. This may include the following, but not limited to the following:

- First Aid;
- Manual Lifting and Handling;
- Working at Heights.

Training will be given as necessary to staff to ensure they understand their health and safety responsibilities as specified in relevant legislation, regulations and this Safety Statement. All staff are encouraged to partake in the HSA online training programmes. However specific training will be provided for matters such as Fire Safety and Emergency Procedures. The Training Programme where appropriate will include refresher training.

All staff will receive induction training ([Appendix K](#)) upon commencing employment to include good housekeeping practices. The Centre Manager will ensure that the staff are made aware of the hazards present and the safety precautions necessary. The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing work safely.

All training will be recorded, and records maintained by centre administration and/or by WWETB. Where it is deemed to be necessary, staff will be given further training or retraining as required and this will also be recorded, and progress reviewed, where applicable.

## 8 Communication and Consultation

This section establishes how the centre community is made aware of the contents of the Safety Statement and is consulted on safety, health and welfare matters.

Centre management will ensure that all staff, including contractors and students/learners, are made aware of issues regarding health and safety. They will also be responsible for receiving, recording and responding to any health and safety communications.

A safety representative will be elected by staff and will be a standing member of the Safety Committee.

The Centre Manager is committed to a policy of co-operation and consultation between management and staff and will take account of any representations made by staff members. The effectiveness of the consultation arrangements will be reviewed at regular intervals by the Safety Committee.

The centre will have a number of noticeboards throughout the centre detailing posters/displays/notices on safety, health and welfare matters to include emergency procedures, fire exits, evacuation assembly points, first-aiders and first aid stations.

Versions of the safety statement are kept up-to-date with the latest revisions, amendments and additions available on the School/Centre/Office's website.

### **Communication**

The Centre Manager is responsible for ensuring that this safety statement is brought to the attention of all employees and others at the workplace that may be exposed to risks covered by the safety statement.

- (a) It is the responsibility of the Centre Manager to ensure that the latest revision of the safety statement is available on the network and reviewed / updated annually or as required by the Safety Committee to ensure its appropriateness and compliance with legal obligations.
- (b) All new employees (including temporary staff) will be made aware of the centre's safety statement during the induction process ([Appendix K](#)). This is the responsibility of the person carrying out the induction training.
- (c) The Centre Manager is responsible for advising employees via the email system of all changes to this safety statement.
- (d) The Safety Statement will be brought to the attention of staff annually or when there is a significant change.

### **Document Management**

All information and documentation in relation to Health & Safety, including risk assessments, is managed and retained in accordance with WWETB Data Protection Policy and Data Retention Schedule.

## 9 Monitoring, Review and Update

### Procedure

- The Centre Manager and Safety Committee will hold meetings on a regular basis to review health and safety within the centre.
- The meeting will be used as a forum to discuss general health and safety issues affecting the centre and to record performance in relation to health and safety issues.
- The following information will be reported at the meeting:
  - Non-compliance concerns;
  - Risk assessments;
  - Results from inspections (See [Appendix L](#));
  - Accidents/Incidents;
  - Status of objectives and targets;
- The above information will be discussed and analysed and where necessary corrective and preventive actions are agreed and recorded;
- The meeting will also be used to discuss and agree on actions arising as a result of accidents, complaints and non-compliance concerns;
- Periodic reviews of the status of objectives and targets by Management will be also used to monitor and measure health and safety performance;
- The Safety Representative will use [Appendix L](#) to conduct a safety check in advance of Safety Committee meetings.

### Control of Records

The centre shall maintain as evidence that the requirements of this safety management system have been met. The records will be maintained so that they can be located and referred to easily. These records include but are not limited to:

- Safety Committee meeting minutes;
- Audit/Inspection Report;
- Non-conformance Reports (and related documentation);
- Risk Assessments;
- Communication records;
- Training records.

### Management Review

The Centre Manager will ensure that an Annual Safety Review meeting is undertaken in the latter part of the academic year and all the pertinent aspects are reviewed and actions taken as required. The meeting is undertaken at least annually and as part of the agenda of the Safety Committee.

The management review meeting is used as the pivotal means of ensuring that the centre's systems are fully implemented and effective.

The agenda for the meeting should be all elements of the Health and Safety Management System, which give an indication of its continuing effectiveness. The inputs to this meeting shall include the following:

- Minutes/actions of previous meeting;
- Risk Assessment Results;
- Accident/Incident/Near-miss Details;
- Communications from Interested Parties;
- Effectiveness of Consultation and Participation Measures;
- Performance of the Health and Safety Management System;
- Extent to which Health and Safety Objectives have been met;
- Status of Corrective and Preventive Actions;
- Changes which could affect the Health and Safety Management System e.g. legislation, work practices, equipment etc.;
- Review of Emergency Planning Arrangements;
- Recommendations for Improvement.

The results of the review meeting must be available in the form of minutes maintained. The output of the meeting is any actions to be taken, a time scale for implementation and a date for a follow-up action. The results from this meeting will be forwarded to WWETB and be brought to the last Board of Management meeting in the academic year for information purposes.


The outputs from management review may also include recommendations related to possible changes to the safety statement. Such recommendations will be forwarded to WWETB for consideration. WWETB shall evaluate all recommendations on an annual basis to ensure the integrity and effectiveness of the safety management system is maintained.

School/Centre/Office management shall ensure that the Health and Safety Checklist ([Appendix M](#)) is completed once per year, normally at the end of academic year in conjunction with the Safety Committee and submitted to WWETB by the end of June each year.

## APPENDIX A

### Fire Safety Evacuation Plan (Sample)

#### Emergency Action Notice

<b>If you discover a FIRE:</b>	
<p>Operate the nearest fire alarm manual call point i.e. red break-glass unit</p>	
<p>Attack the fire with the first-aid fire-fighting equipment only if it is safe to do so and if trained in the use of the equipment provided</p>	
<p>If not attacking the fire, close the door of the room containing the fire, leave the building and proceed to the designated assembly point</p>	
<b>If you hear the FIRE ALARM SIGNAL</b>	
<b>DO</b>	
<p>Evacuate the building in an orderly manner by the nearest escape route without stopping to collect valuables or belongings</p>	
<p>Proceed to the assembly point at:</p> <p>Zone 1: Zone 2: Zone 3:</p>	
<b>DO NOT</b>	
<p>Re-enter the building unless instructed to do so by the Chief Fire Warden</p>	

## APPENDIX B

### Personal Emergency Evacuation Questionnaire (Sample)

### Why you should fill in the form?

As your employer / education provider, ETB has a responsibility to protect you from fire risks and ensure your health and safety at work. To do this properly we need to know:

- a) if you require information about our emergency egress procedures;
- b) If you need assistance during an emergency.

It shouldn't take you more than a few minutes to complete the form.

### What will happen when you have completed the form?

We will be able to provide you with information you need about the emergency egress procedures in the building(s) in which you work.

If you need assistance, we will be able to work out a "Personal Emergency Egress Plan" for you. To do this, we will discuss the best ways of getting you out quickly and comfortably. We will involve you, your manager and the person(s) in charge of the building(s) in which you work. **But don't worry - we do not see you as the problem – you are not a safety risk. The problem belongs to us and the building in which you work.**

NAME:-

JOB TITLE:-

DEPARTMENT (if relevant):-

BRIEF DESCRIPTION OF DUTIES:-

**LOCATION**

1. Where are you based for most of the time? Please name: the building, the floor and the room number

Building:-  Floor:-  Room:-

2. Will your job take you to more than 1 location in the building in which you are based?

YES  NO

3. Will your job take you to different buildings?

YES  NO

**AWARENESS OF EMERGENCY EGRESS PROCEDURES**

4. Are you aware of the emergency egress procedures that operate in the building(s) in which you work?

YES  NO

5. Do you require written emergency egress procedures?

YES  NO

- 5a. Do you require written emergency egress procedures to be supported by ISL interpretation?

YES  NO

- 5b. Do you require emergency egress procedures to be in Braille?

YES  NO

- 5c. Do you require emergency egress procedures to be on tape?

YES  NO

- 5d. Do you require emergency egress procedures to be in large print?

YES

NO

6. Are the signs which mark the emergency exits and the routes to the exits clear enough?

Yes

No

**EMERGENCY ALARMS**

7. Can you hear the fire alarm(s) provided in your place(s) of work?

Yes

No

Don't know

8. Could you raise the alarm if you discovered a fire?

Yes

No

Don't know

**ASSISTANCE**

9. Do you need assistance to get out of your place of work in an emergency?

Yes

No

Don't know

If NO, please go to question 13

10. Is anyone designated to assist you to get out in an emergency?

Yes

No

Don't know

If NO, please go to question 12. IF YES, give name(s) and location(s)

---

11. Is the arrangement with your assistant(s) formal (that is, is the arrangement written into their job description)

Yes

No

Don't know

11a. Are you always in easy contact with those designated to help you?



Yes  No  Don't know

12. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you are located?

Yes  No  Don't know

**GETTING OUT**

13. Can you move quickly in the event of a fire?

Yes  No  Don't know

14. Do you find stairs difficult to use?

Yes  No  Don't know

15. Are you a wheelchair user?

Yes  No  Don't know

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.

**Remember, we do not see you as the problem – you are not a safety risk. The problem belongs to us and the building in which you work.**

**Please return completed form to:-**

## APPENDIX C

### Fire Drill Record (Sample)

Name:		
Location:		
Date:		
Time:		
Time taken to complete evacuation:		
Nature of Drill:	Planned	Emergency
Call point / detector activated (Location required)		
	<b>Yes</b>	<b>No</b>
Was everyone accounted for (check students, visitors, and contractors)?		
Were there any problems? <i>(if Yes please explain in additional comments box)</i>		
Did the Fire Wardens check all parts of the School/Centre/Office?		
Additional Comments:		

Corrective action	Responsibility	Target Date

**APPENDIX D**  
**Bomb Threat Call Checklist (Sample)**

Date \_\_\_\_\_ Call Received: \_\_\_\_\_ Call Ended: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**During the Call: Questions to ask the Caller**

1. Where is the bomb located? (Building/Floor/Room) \_\_\_\_\_  
\_\_\_\_\_
2. When will it go off? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will make it explode? \_\_\_\_\_
6. Did you place the bomb? Yes/No \_\_\_\_\_
7. Why are you doing this? \_\_\_\_\_  
\_\_\_\_\_
8. What is your name? \_\_\_\_\_

**After the Call: Information about the Caller**

1. Where is the caller located? (Background noise): \_\_\_\_\_
2. Estimated age: \_\_\_\_\_
3. Is the voice familiar? \_\_\_\_\_  
If so, who does it sound like? \_\_\_\_\_
4. Other points: \_\_\_\_\_

**After the Call: Exact words of the threat:**

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**After the Call: Please circle the applicable attributes regarding the bomb threat call:**

**Caller's Voice:**

- Accent     Angry     Clearing Throat  Coughing     Cracking Voice  Crying
- Deep     Deep breathing     Disguised     Distinct     Female     Laughter
- Lisp     Male     Nasal     Normal     Polite     Ragged
- Rapid     Raspy     Slow     Slurred     Soft     Stutter

**Caller's Language:**

- Broken English     Clear     Incoherent     Loud     Message Read     Profane
- Taped     Well spoken

**Caller's Demeanour:**

- Aggressive     Calm     Cool     Drugged     Emotional     Excited
- Frightened     Immature     Intoxicated     Irrational     Manic  Obscene
- Rude     Sincere

**Background Sounds:**

- Animal Noises     Booth     Clear     Conversation     Factory Machines     House Noises
- Kitchen Noises  Local     Long Distance  Motor  Music     Office Machines
- PA System     Static     Street Noises

**Critical Words:**

- Booby Trap     C.E.4     Chemical Fuse     Det Cord     Detonate     Detonator
- Dynamite     Explosion     Explosives     Fuse     Initiate     Initiation
- Nitro     P.E.4     Plastic  Plastic Explosive     Power  Power Source
- Safety Fuse     Semtex     Shrapnel     Switch     Timer     T.N.T
- Trigger     Trip     Trip Wire     808

## APPENDIX E

### Chemical Register Template (Sample)



## APPENDIX F

### Location & Contents of First Aid Box (Sample)

Location of First Aid Box: \_\_\_\_\_

Recommended contents of first-aid boxes and kits as outlined in the H.S.A. Guidelines on Chapter 2 of Part 7 of the *Safety Health and Welfare at Work (General Application) Regulations, 2007 – First Aid*.

The following table indicates the quantities that are required, depending on the number of persons present:

Materials	First-aid travel kit	First-aid box		
		1 – 10 persons	11 - 25 persons	26 - 50 persons* <sub>1</sub>
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (Bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8 cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressing Large (No. 9) (13 x 9 cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound dressing Extra Large (No. 3) (28 x 17.5 cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	3	5	10	10
Sterile water, where there is no clear running water ** <sub>2</sub>	2x20 mls	1x500 mls	2x500 mls	2x500 mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10cm) *** <sub>3</sub>	1	1	1	1
Water based Burns Dressing Large *** <sub>3</sub>	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

#### NOTES:

\*Note 1: Where more than 50 persons are employed, pro rata provisions should be made

\*\*Note 2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath / eye cups / refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked.

\*\*\*Note 3: Where mains tap water is not readily available of cooling burnt area.

## APPENDIX G

### Setting Up Your Workstation

Make full use of the equipment provided and adjust it to get the best from it and to avoid potential health problems. Here are some practical tips:

#### *Getting comfortable*

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

#### Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.



### **Using a mouse**

- Position the mouse within easy reach so it can be used with the wrist straight. Sit upright and close to the desk so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

### **Reading the screen**

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

### **Posture and breaks**

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.









For further information or for a VDU assessment please contact Health and Safety Officer.



## APPENDIX H

### Permit To Work (Sample)

Issued to (Company Name)			<b>Type of Permit (Tick as appropriate)</b>
Issued to (Operator Name)			Electrical/Steam/Gas Work
Authorised Issuer (Print Name)			Hot Works
Issued - Date & Time			Working at Heights
Valid Until – Date & Time			Working in Confined Spaces
Location of Work			Other Hazardous Work
Nature of Work			

<b>SAFETY PRECAUTIONS – TO BE COMPLETED FOR ALL PERMITS. WORK SHALL NOT COMMENCE UNTIL THE ANSWER IS YES TO ALL ITEMS IN THIS SECTION.</b>	<b>Yes</b>	<b>No</b>	<b>Personal Protective Equipment (PPE) (tick symbol as required). Work must not commence until PPE is in place.</b>							
Are Risk Assessments and Method Statements (RAMS) on file for this particular work?										
Has the (sub) contractor been taken through the Site Safety Rules on the reverse of this permit?										
<b>ELECTRICAL/STEAM/GAS</b>	<b>Yes</b>	<b>No</b>	<b>WORK AT HEIGHTS</b>			<b>Yes</b>	<b>No</b>			
Will isolation be required?			Are MEWPs or scaffolding required?							
If Yes, what is the method of isolation, e.g. lock, tag? (Electrician will advise)			If Yes, has equipment been inspected and certified as free from damage or defect?							
Confirm relevant supply has been isolated.										
<b>HOT WORKS</b>	<b>Yes</b>	<b>No</b>	<b>WORK IN CONFINED SPACES</b>			<b>Yes</b>	<b>No</b>			
Are fire extinguishers available and free from damage or defect?			Has safe access & egress been confirmed as suitable?							
Is an exclusion zone to be marked/cordoned off?			Is continuous gas monitoring to be carried out?							
Is roof work required?			Will stand-by personnel be in attendance at all times?							
If Yes, list additional safety measures taken on a separate sheet.			Is breathing apparatus required?							
After all hot works a fire watch of AT LEAST 1 HOUR is required. Tick to acknowledge.			Is fall arrest equipment applicable? If Yes, list on a separate sheet.							
<b>OTHER HAZARDOUS WORK (please specify)</b>	<b>Yes</b>	<b>No</b>	<b>Additional / Other / Comments</b>							

ISSUE				
<b>Issuer</b>	I authorise the work to be carried out.	<b>Signed:</b>		<b>Date &amp; time:</b>
<b>(Sub)contractor</b>	I have read & understand the conditions of this permit and agree to adhere to the Site Safety Rules on the reverse.	<b>Signed:</b>		<b>Date &amp; time:</b>
HAND BACK				
<b>Issuer</b>		<b>Signed:</b>		<b>Date &amp; time:</b>
<b>(Sub)contractor</b>		<b>Signed:</b>		<b>Date &amp; time:</b>

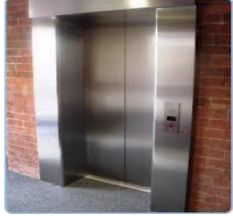




## SITE SAFETY RULES

**THESE RULES APPLY AND MUST BE ADHERED TO BY ALL VISITORS, CONTRACTORS AND SUBCONTRACTORS**



- Park safely in the designated parking area away from areas in which plant / vehicles are operating;
- Adhere to the speed limit;
- Be aware of signage around the centre and act according to instructions thereon, this includes instructions regarding emergency procedures;
- Wear PPE appropriate to the activities. Centre management will communicate site-specific requirements;
- Report to reception before starting work. It is the responsibility of the (sub) contractors' supervisor/responsible person to be aware of location of their employees at all times in case of emergency/evacuation;
- The centre operates a **Permit to Work** system for hazardous work and if you are to engage in hazardous work you must advise centre management who will issue the permit to work before the work commences. This process includes the requirement for job-specific Risk Assessments and Method Statements (RAMS) to be provided;
- All contractors must observe the appropriate statutory regulations & codes of practice as well as School/Centre/Office safety procedures while working at the centre;
- All contractors' equipment should be in good order and have a current statutory inspection certificate where appropriate. Copy certificates may be requested by the centre;
- Contractors' staff must have appropriate training for the plant they are using and the work activities they are undertaking, copy cards or certificates of training may be requested by the centre;
- All portable electrical equipment should be PAT certified and either be battery powered or 110V and centre tapped to earth;
- Contractors should provide all tools and equipment needed for the work. The centre's equipment will not be used without the express approval of centre management and the contractor must provide evidence that their employees are competent to use such equipment;
- Good housekeeping should always be maintained, with materials stored in a safe and orderly manner and waste placed in suitable containers. Contractors are responsible for removing any waste they create unless previous approval has been given by centre management for disposal in the appropriate waste receptacles;
- Contractors' work areas are to be segregated off with physical barriers if possible and suitable warning signage;
- If scaffolding is to be used copies of the training records for staff erecting/altering/dismantling or inspecting scaffolding must be provided and the statutory inspection certificates (initial, weekly and alteration) must be given to centre management;
- No smoking is permitted on School/Centre/Office grounds except in designated areas;
- Contractors must not dispose of any materials or substances via the drains within School/Centre/Office grounds without the permission of centre management;
- Should a contractor breach safety rules or be involved in an accident, incident or near-miss School/Centre/Office management must be informed immediately. Centre management, in conjunction with the Centre Manager, will decide on any action to be taken;
- All centres have a current asbestos register and this must be viewed prior to work commencing. If it is likely that asbestos will be disturbed by the work or a substance which is likely to be asbestos is discovered, then work must be stopped and centre management informed immediately;
- All persons must make themselves aware of the centre fire procedures, escape routes and assembly points.

## APPENDIX I

### Item Which Requires Statutory Inspection (Sample)

TYPICAL ITEMS	Applicable Regulation	Uses	Image
Passenger Lift	Reg 52	Lift for general use	
Platform Lift	Reg 52	Used for wheelchair access between levels and sometimes between 2 or 3 floors	
Portable Patient Hoist & Harness	Reg 52	Use for raising and moving a disabled person	
Service Lift/ Dumb Waiter	Reg 52	Used for moving food trays, dishes etc. between floors.	
Patient Hoist on Track	Reg 52	Used for raising and transporting a disabled person	

TYPICAL ITEMS	Applicable Regulation	Uses	Image
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Air Receiver	Part 10	Used in compressed air systems to store air under pressure until required for use.	
Heating Boilers	Reg 30	Can be oil, gas or electrically powered. Used to heat water for circulation in a heating system (pipes and radiators).	
Expansion Vessels	Part 10	When over 250 bar litres in size (multiply the design pressure by the volume) these storage pressure vessels come under Part 10 and must be examined.	
Basket Ball Net Winches	Reg 30	Positioning winches for basketball nets in a gymnasium. A safe means of access (usually scaffolding or a MEWP) will be required.	
Self-Generating Autoclaves	Part 10	Used in science labs to sterilise equipment	

**APPENDIX J**  
**Equipment Register and Inspection Guidelines (Sample)**

Equipment Description	Location	Maintenance Arrangements	Inspection Arrangements –
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Safety Statement – Kilnamanagh CNS

Induction Contents:	Subject Covered (✓)
Safety Statement to include risk assessments	
Accident/Incident Reporting Procedures	
Emergency and fire arrangements including locations of exits/escape route and fire assembly point	
First Aid arrangements	
Location of Defibrillator	
Toilets/Showers	
Location of health and safety noticeboard	
Canteen Facilities	
No smoking policy	
Signed by Manager who completed the induction	Date
Signed by Employee	Date

**APPENDIX L**  
**Safety Rep Checklist Form (Sample)**

<b>Monthly Health and Safety Audit (Year)</b>		
<b>Location/Department:</b> <b>Date Audit Completed:</b> <b>Completed By:</b>		
<b>Fire Escape/walkways:</b> Emergency exits/walkways clear/fire extinguishers (in situ, not damaged/obstructed)/fire signage other observations/staff comments?	<b>Date action required</b>	<b>Date of resolution</b>
<b>Equipment:</b> Sockets, damaged leads, faulty equipment, other observations/staff comments? Equipment in good working order and adequately guarded?	<b>Date action required</b>	<b>Date of resolution</b>
<b>Slips, Trips and Falls:</b> Walkways free, floor surfaces even, passageways kept clear, cable management, spillages, other observations/staff comments?	<b>Date action required</b>	<b>Date of resolution</b>

Safety Statement – Kilnamanagh CNS

<p><b>Filing and Storage Rooms:</b> Walkways free, shelves secure and tidy, heavy items stored between mid-thigh and shoulder height, step ladder required (if items stored at head height), other observations/staff comment?</p>	<p><b>Date action required</b></p>	<p><b>Date of resolution</b></p>
<p><b>Kitchen:</b> Cleaning materials stored appropriately, kitchen tidy, other observations/staff comment?</p>	<p><b>Date action required</b></p>	<p><b>Date of resolution</b></p>
<p><b>Chemicals:</b> Chemicals properly stored and identified?</p>	<p><b>Date action required</b></p>	<p><b>Date of resolution</b></p>
<p><b>Staff Comments / Requests:</b> Do staff have any issues of concern or suggestions related to Health and Safety practice and procedures in the centre?</p>		
<p><b>Improving Health and Safety</b> As a result of this audit and discussions with staff what safety controls could be taken to eliminate risks and improve Health and Safety practice and procedures in the School/Centre/Office or during any activities which you manage?</p>		



**APPENDIX M**  
**Annual Health & Safety Checklist (Sample)**

<b>This form must be completed by each School/Centre/Office on at least an annual basis, no later than the end of June of each year and submitted to WWETB.</b>	
Centre:	
Centre Manager:	
Date Completed:	
<b>Check Item:</b>	<b>Response – answer yes or no – where the answer is ‘no’ please provide an explanation.</b>
The Safety Statement has been reviewed and the areas in Section 6 which have been identified for updates are attached for approval?	
The Safety Statement has been communicated to all staff and records of same have been maintained?	
The Safety Statement requirements in respect of establishing a safety rep and a safety committee have been actively applied at this centre?	
Meetings have taken place as required under the Safety Statement and records of such meetings are maintained?	
Risk assessments have been completed in accordance with the Safety Statement and are maintained?	
Fire equipment has been maintained and inspected?	
The number of fire drills carried out in the School/Centre/Office during the academic term are (specify number)?	
Appropriate arrangements are in place in relation to the inspection and maintenance of equipment?	
Regular inspections are carried out within the School/Centre/Office in order to check that the environment is clean, tidy and well maintained?	
Accidents and incidents are recorded and investigated?	
This centre has carried out an annual management review of its own Safety and Health performance?	
<b>Comments</b>	

**APPENDIX N**  
**Additional materials for adapting to centre specific requirements**

## **N.1 Chemical Substances**

### ***Risk Assessment 7, 29, 30, 31, and 50***

The centre recognises its duties under the Safety, Health & Welfare at Work Act, 2005 General Applications Regulations, 2007-2016 and associated regulations to control all chemical substances brought into the workplace, which may be hazardous to health or the environment.

The main objective regarding harmful substances is to source a less harmful substitute where reasonably practicable. While this is an objective it also recognised that this may not always be possible therefore it is important to understand the risks posed by each chemical substance, to safely store and minimise exposure by staff and students.

Chemical substances include but are not limited to cleaning substances, paint, laboratory chemicals, machine cleaning materials, toners, acetone etc.

The safe management and handling of chemicals is the responsibility of everyone who utilises such materials during the course of their working day. To minimise risks the following must be observed by all staff and students;

- Follow the advice set out in the Safety Data Sheet (SDS), which provides useful information on chemicals, describes the hazards the chemical presents and gives information on handling, storage and emergency measures in case of an accident or a spill;
- Do not to use hazardous chemicals where possible. If absolutely necessary and if using hazardous chemicals, then a risk assessment must be completed;
- Ensure compliance with the requirements of the appropriate legislation;
- Ensure compliance with the requirements of this Safety Statement;
- Prevent accidents or ill health arising out of the use of chemical agents;
- To ensure the use of the least environmentally harmful option when selecting and using chemicals.

**Chemicals must not be placed in unlabelled containers and must only be used in accordance with the manufacturer's guidelines.**

### **Purchasing of Chemicals**

Before a chemical item is purchased the person making the purchase shall check that the chemical item type or chemical product type is on the approved list of chemical items / products that are on an approved purchasing list, already have a risk assessment in place and / or are on the Chemical Inventory. Minimal quantities should only be purchased at any given time.

All chemicals must have a Safety Data Sheet. This SDS provides useful information on chemicals, describing the hazards the chemical presents and gives information on handling, storage and emergency measures in case of an accident. As noted above, where a hazardous chemical is being used, a risk assessment must be completed for it.

The SDS must be kept as part of the Chemical Inventory and kept in a location which is clearly identifiable and easily accessible by staff and emergency services. Where a chemical is supplied without an SDS, this must be requested from the supplier.

### **Chemical Inventory**

Centre Management will ensure a Chemical Inventory is put in place using the sample Chemical Register Template included in [Appendix G](#). The inventory will be updated when new chemicals are sourced and will form part of the annual risk assessment review of systems by the Safety Committee

In establishing and maintaining an inventory the following should be observed:

- Clearly identify each chemical by checking the label on the container, the Safety Data Sheet or any other documentation that came with the chemical;
- Where there are chemicals that are unknown either through no documentation, label on container or illegible labels, the unknown and location should be marked in inventory and arrangements made to safely remove from premises;
- Consider any by products that may be generated such as dust, fumes etc. so that correct control measures are in place e.g. extractors;
- Note the purpose for which the chemical is used for so that if the purpose is longer needed, unused chemicals can be safely disposed of;
- Note the quantity of each chemical, where and how it is stored so that only required amounts are purchased.

### **Managing Risk**

The main risks associated with the use of chemicals are health effects as a consequence of the inhalation, ingestion or skin contact. All these risks are assessed and appropriate controls communicated to all affected employees.

To keep risk as low as possible the following controls will be observed:

- Quantities of chemicals used will be kept to a minimum;
- Storage areas for chemicals will be clearly identifiable with access restricted on a need's basis;
- Ongoing risk assessments for hazardous chemicals;
- Where required, personal protective equipment (PPE) will be provided;
- Staff using chemicals will be required to familiarise themselves with the safety data sheet and take all precautions necessary for the safe handling of the chemical;
- Staff will also be required to ensure their students/learners are aware of the precautions to be taken and that students use appropriate PPE;
- Specific training in the safe use and handling of pesticides is provided as appropriate;
- Chemicals must be disposed of in accordance with manufacturers guidelines and legislative requirements.

## **N.2 Slips, Trips and Falls**

### ***Risk Assessment 12***

It is recognised that one of the greatest risk to staff is the possibility of an injury occurring as a result of a slip, trip or fall.

Care should be taken to keep all floor areas free from tripping and slipping hazards. If you spill any liquids **it is your responsibility** to ensure that the spill is cleaned up immediately. It is everybody's responsibility to contribute to improving housekeeping, to ensuring proper storage of materials and equipment which will result in reduced incidents and / or accidents.

You can help to avoid slips, trips and falls at work by watching out for:

- Hidden steps when stepping outside or turning a corner;
- Smooth surfaces such as floors which have been waxed but not buffed;
- Wet spots;
- Oil and grease spots/spillages;
- Carpets which are not tacked down;
- Loose tiles or floorboards;
- Insecure or not properly fitted staging;
- Electrical leads;
- Open filing cabinet drawers;
- For temporary obstructions in gangways;
- When using staircases (use the handrails and keep your hands out of your pockets);
- Bags and books not stored appropriately.

Should you or should you come across anyone who may be injured as a consequence of a slip, trip or fall the accident procedure ([Section 6.7](#)) must be followed.

### **N.3 Welfare/Hygiene Facilities**

#### ***Risk Assessment 4, 6, and 26***

The provision of welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016. Employees are reminded that:

- Each employee is responsible for maintaining safe housekeeping standards in their work area as well as in general centre areas;
- The centre is committed to providing, within available resources, the highest standards of cleanliness and hygiene throughout its operation;
- Designated areas have been allocated for employees to have their rest break while on the premises. The Canteen and staff rooms will have adequate numbers of tables and appropriate chairs;
- Canteen facilities with hot and cold water, microwave etc. are provided;
- Locker rooms and showers where applicable should be kept clean and tidy;
- Shower heads must be cleaned and flushed through with hot running water on a regular (weekly) basis in order to avoid stagnant water accumulating.

### **N.4 Manual Handling**

#### ***Risk Assessment 13***

*Part 2 Chapter 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016* deals with the issue of manual handling of loads.

Manual handling of loads means any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, *by reason of its*

*characteristics or of unfavourable ergonomic conditions*, involves risk, particularly of back injury, to employees. These characteristics or unfavourable ergonomic conditions are the risk factors which are outlined in the Third Schedule of the 2007 Regulations and have the potential to cause harm.

Manual handling is an activity that takes place in every workplace and may not pose a problem. However, it can become a problem where a staff member is required to handle heavy or awkward loads. In assessing manual handling activities, the following will be considered by School/Centre/Office management:

- The Task;
- The Individual;
- The Load;
- The Environment.

Risk assessments will be conducted by the relevant person, who has adequate knowledge, training and experience to carry out the task properly and objectively. Where manual handling cannot be immediately eliminated the hierarchy of risk / principles of prevention will be used:

- Eliminate – e.g. redesign the filing / shelving system etc;
- Substitute – e.g. Small files etc;
- Engineering controls – e.g. use of mechanical aids etc;
- Administrative – e.g. reduce the amount of time people spend handling the material, reduce the amount of people exposed etc.

### **Manual Handling Training**

The centre will identify categories of staff involved in manual handling of heavy loads and will ensure that appropriate manual handling training will be provided within an appropriate timeframe of joining the centre.

As a rule, staff are encouraged to avoid manual handling where possible.

Training, if required, will be conducted by a Competent Trainer with the relevant knowledge, skills and experience and in accordance with the Health & Safety policy. Refresher training will be provided at intervals of no more than 3 years. Relevant training records will be held by the centre and/or WWETB.

## **N.5 Computer Workstation**

### ***Risk Assessment 11***

*Part 2 Chapter 5 of the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016 concerns Display Screen Equipment (DSE).*

Staff who are required to do their work on a DSE and have no choice but to do so and use the DSE for a significant part of the day are the employees covered by the regulations. Further guidance is available at [Appendix G](#).

Ergonomic assessments are available and will be carried out by an external provider.

Staff who are also affected by Visual Display Units (VDU) screens who are covered by the regulations may avail of an eyesight test through an application to the HR Department.

## **N.6 Practical Rooms**

### ***Risk Assessment 1, 2, 3, 34, 35, 36, and 52 through 70***

The centre recognises its duties under the Safety, Health & Welfare at Work Act, 2005 General Applications Regulations, 2007-2016 and & associated regulations to provide staff and students with environments and equipment that are fit for purpose. Practical rooms are defined as any area where a practical subject is taught, these are but not limited to:

- Woodwork / Metalwork Rooms;
- Art Rooms;
- PE Areas;
- Home Economic Rooms;
- Laboratories;
- Beauty Therapy Rooms;
- Hairdressing Rooms;
- Storage Rooms.

Given the nature of activity in practical rooms it is important that the risk assessment is carried out on a regular basis with particular emphasis on service schedules for equipment and management of chemical substances.

General responsibilities of staff are:

- Ensure all equipment is kept clean, free from dust/debris;
- Ensure all safety guards are in place in accordance with manufacturers recommendations;
- Daily check that all visible parts on equipment are not broken or worn;
- Advise Centre Management of any defects or faults with equipment;
- Use equipment in accordance with manufacturer's guidelines;
- To carry out risk assessments as requested using appropriate HSA templates as set out in section 5 of the safety statement.

General responsibilities of School/Centre/Office management are:

- Ensure equipment is serviced in accordance with manufacturer's guidelines and statutory requirements;
- Where notified, isolate and/or remove damaged equipment from use until either repaired or replaced and ensure staff are aware of same and label to indicate it is not safe to use.

## **N.7 Control of Work Experience Employers**

### ***Risk Assessment 73***

Centre Policy is to provide opportunities for work experience with a range of employers during a student's transition year or as part of a module in order to complete a course. The centre aims to provide placement programs that:

- Are purposeful, substantial, offers challenge and is relevant to the area of study and / or career aspirations;
- Are managed under the direction of a supervisor to ensure the student obtains a genuine learning experience suited to their needs;
- Have a structured plan for the duration of the placement which provides tangible outcomes for the student and employer;
- Focus on the skills required for that occupational sector;
- Have clear roles, responsibilities and expectations for the student and employer;
- Are followed by some form of reference or feedback from the employer based on the student's performance.

The centre believes that work experience contributes to a students' overall development, develops their employability and vocational skills and personal effectiveness (e.g. attendance, attitudes, punctuality, and behaviour) in relation to their starting points while on work experience.

The centre, whilst acknowledging employers have primary responsibility for a placement student's safety, will take reasonable steps to ensure that the employer has:

- Assessed risk to workers under 18 years of age on their premises and has suitable and sufficient risk management arrangements in place. For low risk environments, assurance can be gained through a conversation with the employer. For higher risk environments the employer will be required to provide risk assessment and any special arrangements necessary to assure the safety of young people:
- Adequate Employers' Liability Compulsory Insurance. Provided an employer has Employers Liability Insurance this will normally cover a placement student;
- Not been prosecuted for health and safety infringements within the last 3 years.

The centre will appoint an experienced teacher to oversee and manage the placement of students with suitable employers.

## **N.8 Centre off Site Activity (Student Trips/Events)**

### ***Risk Assessment 71 and 72***

Centre trips and events are part of the normal day to day activities of a centre's environment. The Centre Manager will ensure:

- Before any activity commences that as part of the normal planning process that a risk assessment of the activity is completed by the staff member co-ordinating the activity;
- All relevant resources and information is available to ensure the activity can proceed.

## **N.9 Use of Centre Premises by Third Parties**

All activities carried out on centre property by a third party or on behalf of the centre must be carried out safely and any hazards must be identified and managed. centres must follow WWETB procedures in respect of engaging with third parties for the use of centre premises. It is the responsibility of the Centre Manager to ensure that each activity is conducted in a safe manner and complies with appropriate safety statutory provisions.

## **N.10 Lone Working**

### ***Risk Assessment 33***

Certain staff members may be required as part of their normal duties or in exceptional circumstances, to work alone outside of normal office hours. Where this is an exceptional circumstance, they should confirm arrangements with Centre Management in advance. *Section 19 of the Safety, Health and Welfare at Work Act 2005* requires a risk assessment to be carried out for lone working, and so this shall determine whether or not staff may work alone.

Where deemed necessary, the following procedures apply:

- Risk assessment no. 33 for lone workers should be carried out;
- The lone worker should communicate with someone that they are working alone, leave their mobile on so they are contactable and follow the School/Centre/Office procedure identified through the risk assessment
- The lone worker should communicate with the appropriate person when they have finished their work
- In the event of an emergency, the lone worker will be responsible for ensuring all safety and evacuation procedures are followed
- The lone worker will be responsible for ensuring the relevant areas are vacant, alarms are turned on at departure and if required that the monitoring agency is informed
- The staff member must report all accidents, injuries, near-misses and other dangerous occurrences immediately.



## **N.11 Management of Transport**

In circumstances where an ETB has its own fleet of vehicles it will take all steps to ensure its fleet of vehicles are as safe as possible and will not require employees to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress or fatigue.

### **The employer will do this by:**

- Vehicle selection and procurement;
- Giving priority to safety features when selecting new vehicles, including:
  - Only buying and hiring vehicles that rate four or more stars on the EuroNCAP (European New Car Assessment Program) tests;
  - Choosing vehicles with ESC (Electronic Stability Control), ABS brakes and side head-protecting airbags;
  - Fitting all vehicles with a first aid kit, a securely fitted fire extinguisher, a high visibility jacket for each seat in the vehicle, a torch and an emergency triangle;
  - Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety.

### **Every driver of an ETB vehicle must:**

- Make sure they hold a current driver licence for the category of vehicle they are driving and this licence is carried when driving an ETB vehicle;
- Immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it;
- Take time to familiarise themselves with the vehicle's handbook;
- Be responsible and accountable for their actions when operating an ETB vehicle or driving for the purposes of work;
- Carry out a full daily walk around check prior to using the vehicle;
- Comply with the Rules of The Road and the Safe Driving for Work Handbook at all times;
- Assess hazards while driving and anticipate 'what if' scenarios;
- Drive appropriately to the prevailing road conditions and within the legal speed limits;
- Wear a seat belt and make sure all occupants wear their seat belt at all times;
- Only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness;
- Avoid distraction when driving – if you need to, adjust or set sat-navs/car stereos/mirrors before setting off. If you need to re-adjust whilst driving pull over safely in order to do so;
- Take appropriate care if securing loads for transport or if towing trailers;
- Report any near-misses, crashes and scrapes, including those that do not result in injury, and follow the collision procedures outlined in this policy;
- Report vehicle defects before the next vehicle use.

All staff, while driving ETB or own vehicles for work, must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

The Centre Manager shall ensure all designated drivers are aware of WWETB Safe Driving Policy and that relevant checks are conducted in accordance with WWETB procedures for the management of Motor Fleet and CVRT compliance.

## **N.12 Management of Catering Facilities**

### ***Risk Assessment 4***

Where catering facilities are provided by a centre it shall be the responsibility of centre Management to ensure that the area is appropriately risk assessed and is operating within HACCP guidelines.

Grease filters in overhead extraction systems should be cleaned by a competent person on a regular basis.

Where catering facilities are outsourced, arrangements shall be set out in the contract of engagement in respect of responsibilities under the Safety Statement.

## **N.13 Intoxicants at Work**

Under the *Safety Health and Welfare at Work Act 2005 (Section 13)*, staff members must not be under the influence of alcohol or drugs or a combination of alcohol or drugs whilst at work.

Staff members are not allowed to attend the premises to carry out duties whilst under the influence of illicit and / or non-prescription drugs or alcohol. Where a Centre Manager has a suspicion of such behaviour, a discretionary medical shall be requested from HR. Staff members are obliged to attend and to follow all recommendations issued by WWETB Occupational Health Provider.

It is the centres policy to manage the issue of misuse of alcohol and drugs in the same way that they manage all other risks to the safety, health and welfare of staff in the workplace.

## **N.14 Stress Management**

### ***Risk Assessment 24***

Stress has been defined as ‘a physiological state which is part of and reflects a wider process of interaction between individuals, their work and non-work environments’. The centre is committed to reducing work induced stress among its employees.

A combination of factors, non-work related, and work related, on their own or in combination, may have a detrimental impact on a worker’s mental wellbeing and may lead to negative stress.

WWETB is committed to supporting all employees in managing their wellbeing through the provision of an Employee Assistance and Wellbeing Programme. This programme forms part of a strategy to promote the health of staff in their workplace with a focus primarily of prevention rather than cure. The service includes a free confidential counselling service on a range of personal health and wellbeing issues given by qualified clinicians which is available 24 hours a day, 365 days a year. Details for contacting the service may be found on WWETB website or staff SharePoint/intranet. In addition, Centre Management will:

1. Endeavour to provide in so far as is practicable all workers with a working environment in which stress is minimised.
2. Review work systems, where reasonably practicable to minimise identified factors.

## **N.15 Dignity at Work**

### ***Risk Assessment 23***

Management is fully committed to promoting a good and harmonious working environment where every employee is treated with respect and dignity and in which no employee feels threatened or intimidated. To ensure good communication is promoted, a number of policies are in place to support staff and management in resolving any issues or concerns that may arise in the workplace. The following policies are available in full on WWETB website or staff SharePoint/Intranet.

### **Workplace Bullying, Harassment and Sexual Harassment**

WWETB deems workplace bullying unacceptable and will not tolerate it under any circumstances. Should any employee experience or observe unwanted conduct in respect of bullying, harassment or sexual harassment, he or she is encouraged to raise the matter so that it can be processed. WWETB will not tolerate such conduct by an employee or other individual in connection with work or the workplace.

#### **Bullying**

Bullying at work has been defined as *"repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and / or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour in this definition may be an affront to dignity but as a once-off incident is not considered to be bullying"*.

#### **Harassment/Sexual Harassment**

- Harassment is defined in section 14A(7) of the Employment Equality Act, 1998 as *any form of unwanted conduct related to any of the discriminatory grounds which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person;*
- Sexual harassment is defined in section 14A(7) of S14A(7) the Employment Equality Act as *any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.*

#### **Procedure for dealing with complaints of Bullying/Harassment/Sexual Harassment**

- The complaint procedures for Bullying, Harassment and Sexual Harassment, including the formal and informal procedures, are outlined in detail in the relevant policy. Information is also available to staff from two trained contact persons in WWETB;
- Any individual who experiences bullying, harassment or sexual harassment will be supported by WWETB in bringing such behaviour to an end. Breach of this policy can be subject to disciplinary action up to and including dismissal;
- WWETB encourages the local, informal resolution of issues wherever possible. Please also note that mediation is provided for in each of these procedures. ETB advocates the use of mediation as an effective method to resolve matters of conflict which is both impartial and confidential in its dealings. Mediation is a voluntary and confidential process for resolving disputes wherein the parties agree to attempt to resolve the issues of the dispute with the aid of an accredited professional external mediator.

#### **Grievance Procedures**

A grievance is a complaint you have about your employment, working environment or professional working relationships. A grievance is not a complaint about bullying and harassment or nationally agreed pay and conditions.

Where employees believe they have a grievance, it is recommended that they read the Grievance Procedure for all Staff and associated Memorandum of Understanding and follow the procedures outlined therein.

It is the policy of WWETB to:

- Encourage management at all levels to develop channels of communications and working relationships that will prevent or minimise the incidence of grievances;
- Endeavour to foster a working environment and working relationships in which the informal resolution of differences is the norm;
- Provide effective and fair facilities by which staff can seek redress of grievances;
- Resolve grievances fairly within the timeframes specified in the stages and at the earliest stage when a grievance/s arises.

### **Disciplinary Procedures:**

#### **Teaching Staff**

CL0048/2017 sets out the Revised Procedures for Suspension and Dismissal of Teachers and Principals. These procedures outline:

- Procedures for Principals relating to their work, conduct and matters of professional competence in their role as Principals;
- Procedures for Teachers relating to professional competence issues and relating to work, conduct and matters other than professional competence.

#### **Non-Teaching Staff**

The Disciplinary Procedure for Staff employed by Education and Training Board applies to all ETB staff members excluding Teachers, Deputy Principals and Principals. This procedure is nationally agreed with a number of unions and sets out how matters relating to unsatisfactory work performance and conduct will be dealt with by the employer. The provisions of this disciplinary procedure deal solely with issues of employment and supersede all existing local and national disciplinary procedure/s prior to this procedure (save for those provided in law) operating in the education and training board sector.

## **N.16 Maternity Protection**

### ***Risk Assessment 27***

The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees apply when an employee informs her employer that she is pregnant, has recently given birth or is breastfeeding and provides an appropriate medical certificate. As the earliest stages of pregnancy are the most critical ones for the developing child it is in the employee's best interest to let her employer know she is pregnant as soon as possible. Pregnancy is a natural state not an illness and staff with uncomplicated pregnancies should be capable of undertaking their duties efficiently and effectively until commencement of maternity leave. It is however associated with physiological and anatomical changes which may require minor modifications to duties as pregnancy progresses. In assessing the need for such modifications, the specific nature of the individual's duties needs to be reviewed and common sense should prevail.

The Safety, Health, and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) place an obligation on the employer, as soon as it is notified by a staff member that she is pregnant, to assess any specific risk in the workplace to that staff member and to ensure that the pregnant, post-natal, or breastfeeding staff member (within a 26 week period after the birth of the child) is not exposed to any agents, processes or working conditions that will damage either the safety or health of the pregnant teacher and / or that of the developing child.

Where a risk assessment has been carried out the following shall apply:

- The individual should be informed of the results of the risk assessment and the measures to be taken. The detailed arrangement regarding the respective responsibilities of the employer and the individual in relation to health and safety leave are contained in Sections 17 – 20 of the Maternity Protection Act 1994;
- Where a risk has been identified and it is not possible to remove it, protective and preventive measures should be taken to safeguard the health of any person to whom the provisions apply, such as:
  - a) a temporary adjustment in the working environment of the person concerned so that exposure to the risk is avoided, or
  - b) in the event that such adjustment is not possible, by moving the person to suitable alternative work which does not entail the risk, or
  - c) In the event that such alternative work is not available and having consulted with and received certification from the Occupational Health Service (OHS), by granting the teacher health and safety leave. The staff member is entitled to receive, on request, a certificate stating the reasons why she has been granted leave. The certificate must also state the start date and expected end date of the leave. Maternity Related Health & Safety Leave can be granted in respect of more than one period, provided the conditions outlined in 9.1 and 9.2 above are fulfilled for each such period concerned.

### **Student pregnancy**

As the centre has the same duty of care to students as to its staff, where a student notifies the centre management that she is pregnant, arrangements will be made to assess the specific risks from her academic activity and take action to ensure that she is not exposed to anything, which would damage either her health or that of her developing child. Special consideration should be given to assessing practical subjects such as wood work, metal work, science, field trips etc. The same procedure outlined above in respect of consultation and sharing of any risk assessment will be followed.

The student will also be referred to the appropriate counselling services and every effort will be made by Centre Management to assist the student in balancing her academic responsibilities with her needs as a pregnant student.

## **N.17 Work at Heights**

### ***Risk Assessment 15***

Part 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with Work at Height. The regulations cover the key requirements with regard to preventative measures, equipment used, inspection, records, working conditions, etc.

Work at height means working in a place (except a staircase in a permanent workplace) where a person could be injured by falling from it, even if it is at or below ground level. Examples of work activities that are classified as working at height at the centre include working on a ladder or stepladder.

In general, all caretaking staff may be involved in work at heights. In addition, the Centre Manager will identify additional categories of staff in the school/centre/office and will ensure that appropriate working at heights training will be provided.

The centre adopts a simple hierarchy for managing work at a height:

- Avoid work at height where this is reasonably practicable;
- Use work equipment or other measures to prevent and/or minimise the risk of falls where you cannot avoid working at height;
- Use equipment provided for reaching items stored at height e.g. small step ladders for filing bays, storage areas;
- DO NOT overreach, make sure equipment is appropriately placed;
- When working on step ladders you should avoid work that imposes a side loading/reach by having the rungs or steps facing the work activity;
- Only use a ladder where you have been appropriately trained to do so.
- DO NOT stand on chairs, boxes etc.

## N.18 Management of Contractors

*Section 15 of the Safety, Health and Welfare at Work 2005 Act* provides that where a person controls, to any extent, a non-domestic place of work, where persons other than his or her employees are working, the person in control must ensure, so far as reasonably practicable, that the means of access to and egress from that place of work, or any article or substance provided for use at that place of work are safe and without risk to health.

*Section 15* applies where an employee is working in premises that are not under the control of their School/Centre/Office, such as a Contractor.

All Contractors should be clearly identified before entering and at all times while on the premises.

From time to time the centre will call on the services of the smaller contracting company to carry out a variety of such construction tasks e.g. plumber, electrician or carpenter etc. Where this work involves a single contractor, there are no particular risks present and task duration will not exceed 30 working days or 500 person days, to comply with safety and health requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:

The Centre Manager ensures that the contractor is competent. Quite simply this means that the contractor is suitably qualified and experienced. Typical checks shall include:

- Are they registered with a recognised body? For example, an electrician should be registered with the Register of Electrical Contractors of Ireland (RECI) or the Electrical Contractors Safety and Standards Association (ECSSA);
- Have they carried out similar work previously?

In many cases the centre will have a list of maintenance personnel and this may only need to be reviewed if any changes occur.

The Contractor and Centre Manager shall meet before project commences to ensure communication links are established before work starts and throughout the contract. The contractor should advise the Centre Manager about the likely duration of the work and any possible hazards, and how these will be addressed. The contractor should also provide the Centre Manager with a copy of their safety statement including any relevant risk assessments for the project to be undertaken. Likewise, the Centre Manager should advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during School/Centre/Office time (Sample Permit to Work [Appendix H](#)).

In the above example, the Centre Manager has been outlined as the point of contact for the Contractor. This is because the Centre Manager is responsible for the day to day running of the School/Centre/Office and is appropriately placed to deal with this work. However, the centre may decide to appoint a safety officer and deem this person the appropriate contact for all work. Whatever system is in place that works best for the centre it is important that proper consultation takes place and the Board of Management / ETB, Centre Manager, Safety Officer, and all staff know about the work to be carried out and the impact this will have on work activities, including any necessary changes that need to be made.

Where substantial building work lasting more than 30 days or 500 person days is being considered, the Centre Manager must notify and liaise with WWETB in relation to the control of such works.

The following procedures have been put in place to eliminate or minimise the risk to Contractors and these procedures must be strictly enforced:

- Contractors work will be arranged to take place during specific hours;
- It is the responsibility of the centre host to ensure the safe evacuation of the Contractor in the event of an emergency;
- Contractors must observe the safety rules;
- They should not enter unauthorized areas where they are not authorized to visit;
- Contractors carrying out work on site must be approved prior to commencement of work;
- The proposed Contractor must submit a signed copy of their insurance details, most recent Safety Statement or Code of Practice and Method Statements, as appropriate. Only when these documents have been reviewed and approved as adequate may the proposed Contractor be approved;
- Arrangements to ensure that security systems and procedures are not exposed and where practicable and appropriate, that items of value are secured;
- Contractors are required to devise and implement such strategies as are necessary to eliminate or control, in so far as is reasonably practicable, all unsafe work practices and behaviour by their Employees and sub-contractors;
- Contractors must not use centre equipment.

**Contractors must:**

- Comply with the relevant safety legislation;
- Avoid contact with students;
- Attend any safety inductions and use a Permit to Work System ([Appendix H](#));
- Adhere to effective risk management by adopting current Codes of Practice, Standards and Guidance material published by the Authorities;
- Provide and maintain safe, clean and tidy work areas, plant and equipment;
- Maintain adequate levels of Supervision, information, training and instruction;
- Ensure their Employees are adequately trained to safely and competently carry out contracted tasks;
- Possess all necessary insurances, licenses, skills and certificates for contracted works.

**Contractor Employees or Sub-Contractors on site will be accountable for:**

- Informing the Caretaker and/or relevant person of their presence on site and not starting work until a Contractor Assessment has been conducted, and Safety Inductions carried out and Permit to Work issued (where applicable);
- Keeping their workplace safe, clean and tidy;
- Complying with all work Method Statements, Safe Systems of Work Plans (SSWPs) and or Risk Assessments;
- Reporting all accidents, incidents or near misses to Management;
- Reporting all hazards they identify to Management;
- Encouraging safe behaviour and complying with any other instructions from the School/Centre/Office;
- Maintaining adequate Health and Safety records where required under local legislation or contracted requirements;
- On completion of their work, reporting to the Caretaker and/or relevant person so that any relevant paperwork may be finalised.



## **N.19 Management of Visitors**

The centre recognises that it will be necessary for members of the public and other visitors to have access to our premises. The centre recognises that members of the public are more susceptible to our occupational hazards due to unfamiliarity of the site and the activities being carried out. Therefore, all employees must be made aware of the dangers of having members of the public on site and take all reasonable measures to ensure that no member of the public is injured in any way while visiting our premises.

The following procedures have been put in place to eliminate or minimise the risk to visitors and these procedures must be strictly enforced:

- It is the responsibility of the School/Centre/Office host to ensure the safe evacuation of the visitor in the event of an emergency;
- Visitors must observe the safety rules;
- They should not enter unauthorized areas where they are not authorized to visit.

The centre shall ensure that where events involve a large number of visitors that procedures are implemented to ensure the safety of those visitors.

## **N.20 Equipment Checks and Servicing**

The Centre Manager shall ensure that adequate arrangements are implemented in order to control the maintenance and inspection of equipment. Examples of such equipment could include; lifts, hoists, lifting equipment, wood working equipment and the like (See [Appendix I](#) for Sample Items Which Require Statutory Inspection).

The following controls shall be applied in order to manage the risk associated with equipment:

- When procuring equipment, it is important to ensure it is CE marked;
- Regulation 30 and 31 of the Safety Health and Welfare at Work (General Application) Regulation 2007 require regular inspection and maintenance of all work equipment;
- To maintain equipment in good working order and to ensure it is safe to use, it is important that the manufacturer's instructions are followed in respect to the maintenance and repair of all equipment;
- All equipment should be kept clean, free of debris/dust, free of hazardous substances such as chemicals and biological agents and should be visibly inspected prior to use to ensure visible parts are not broken or worn;
- The Safety, Health and Welfare at Work (General Application) Regulations 2007–2016 specify the responsibilities placed on organisations in respect of statutory inspection/thorough examination of equipment and the frequency of inspection. See [Appendix I](#) for a list of typical items which require Statutory Inspections;
- The Safety, Health and Welfare at Work (General Application) Regulations 2007–2016 specify the responsibilities placed on organisations in respect of statutory inspection/thorough examination of equipment and the frequency of inspection;
- A full and accurate list of all equipment which requires statutory inspection in your School/Centre/Office should be developed and recorded in an equipment register and sent to the

insurance handler in your ETB who will make the necessary arrangements for the inspections to be carried out. See attached [Appendix J](#):

- Statutory Inspection records should be maintained for each piece of equipment where required;
- Defective equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to School/Centre/Office management to ensure defective items are repaired or replaced.