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# **SECTION 1**

## **HEALTH AND SAFETY POLICY**

### **1.1 Safety Policy**

This Safety Statement has been prepared in accordance with Clause 12 of the Safety, Health and Welfare at Work Act, 1989.

This safety Statement is aimed at protecting our staff, students and other members of the public from accidents and ill health at Coachford College. It is our programme in writing to manage health and safety.

This Safety Statement is available for inspection by our staff, outside Contractors and Inspectors of the Health and Safety Authority.

We will update it as necessary and it will be reviewed at least once a year. In particular, we undertake, so far as is reasonably practicable, to comply with all relevant Health and Safety legislation to include the following areas :-

- Provision of a safe workplace.
- Safe access and egress routes.
- Safe handling and use of laboratory chemicals.
- Safe equipment including maintenance and use of appropriate guards.
- Provisions of appropriate personnel protective equipment.

Staff are reminded of their responsibilities under the 1989 Safety, Health and Welfare at Work Act, 1989: -

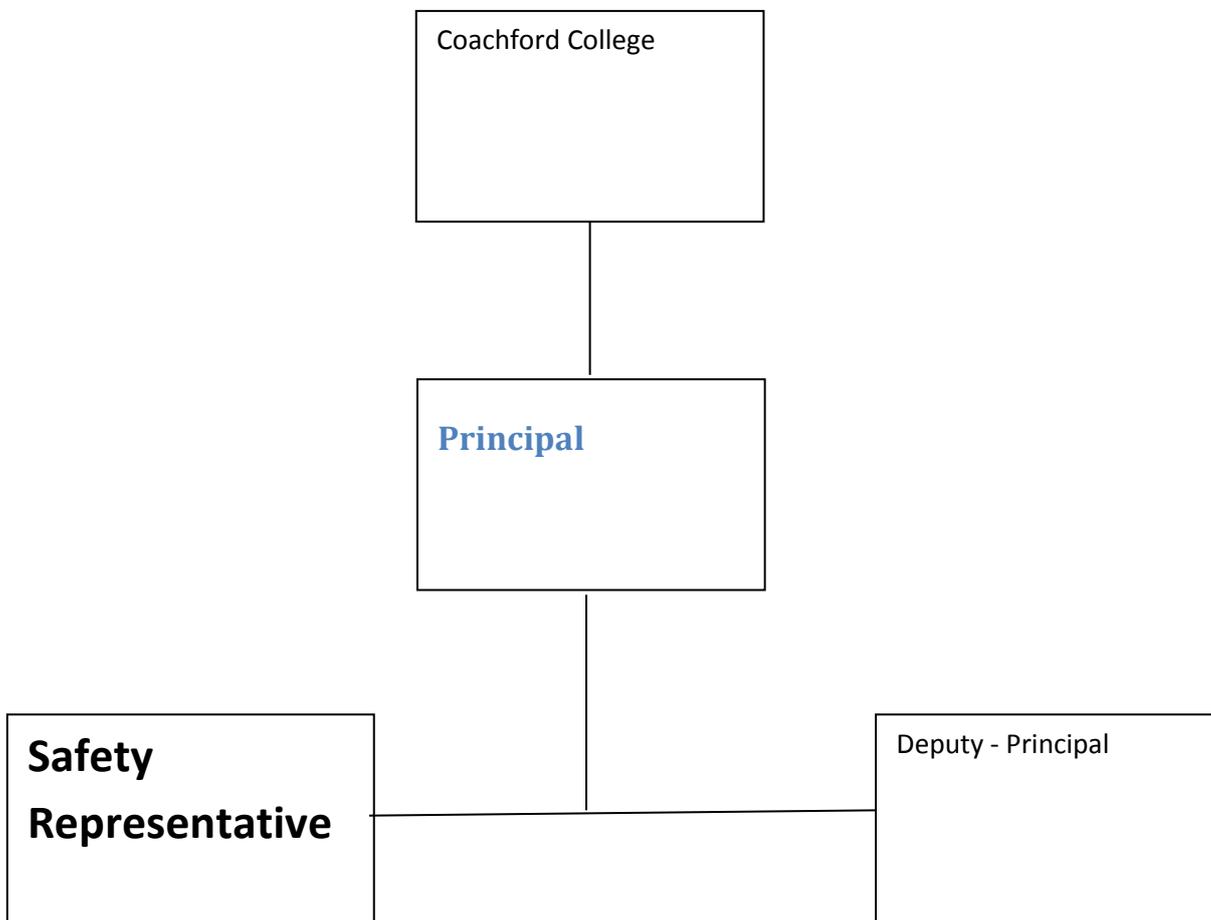
- To take reasonable care for their own safety, health and welfare and that of others,
- To ensure proper use of all machinery, tools, substances, etc.,
- To ensure proper use of all personnel protective equipment.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## SECTION 2 RESPONSIBILITY FOR SAFETY

### 2.1 Safety Management Structure



## **2.2 Principal's Responsibility**

Ultimate responsibility for the implementation of the College's Safety Policy rests with the Principal.

The Principals' responsibilities are as follows :-

- 1 Ensure that safety considerations are included as an integral part of the College's activities.
- 2 Ensure that the Safety statement has been prepared and that appropriate arrangements are made to ensure that the College's Safety Policy is implemented.
- 3 Chair the meetings of the Safety Committee. The Safety Committee members are
  - i. The Principal
  - ii. The Deputy-Principal
  - iii. The Safety Representative
  - iv. The First Aiders
- 4 Ensure that the Safety Committee meet to review the Safety Statement. The Safety Committee shall meet at a minimum of once per term.
- 5 Ensure that staff training in Health and Safety is provided and reviewed where necessary.
- 6 Ensure that reasonable resources in terms of time, personnel and finance are provided to meet regulatory needs for health and safety in the College.
- 7 Ensure that other members of the Safety Committee lead by example in adhering to the Safety Policy
- 8 Ensure that suggestions and comments received on Safety Policy and its implementation receive due attention.
- 9 Ensure that the content of the Safety Statement has been brought to the attention of all staff.

### **2.3 Deputy-Principal's Responsibility**

The Deputy-Principal responsibilities are as follows: -

- 1 In the absence of the Principal, assume the responsibilities of the Principal.
- 2 Ensure that Safety, Health and Welfare is given due consideration for all activities.
- 3 Ensure that the services of external Consultants are used where special training or assistance is required.
- 4 Ensure that Health and Safety Authority inspectors are provided with any information requested.

### **2.4 Safety Representative's Responsibility**

The Safety Representative is the voice of the staff in the Safety Committee. The responsibilities of the Safety Representative are as follows: -

- 1 Ensure that there is adequate consultation with staff and that all suggestions for improved safety receive due attention.
- 2 Co-operate with the Deputy-Principal in ensuring that control measures called for in hazard audit sheets are implemented.
- 3 Ensure that all staff receives adequate training in Health, Safety and Welfare as necessary.
- 4 Co-operate with the Deputy-Principal in ensuring that adequate personal protective equipment and first aid is available.
- 5 Record all reportable accidents to staff and dangerous occurrence's within the college building and grounds. This is to be done on the standard "Form of Notice of Accident" and "Form of Notice of Dangerous Occurrence" as is enclosed in Appendix 1 of this Safety Statement.

The Safety Representative shall send the forms to County Cork VEC, County Hall, Cork, who in turn shall send the forms to the Health and Safety Authority, 10 Hogan Place, Dublin 2.

- 6 The Safety Officer also has responsibility for emergencies involving fires as follows :-
- A Ensure that all staff and students are familiar with the sound of the fire alarm.
  - B Ensure that fire drills are carried out at least once per term
  - C Ensure that all staff and students are aware of escape exits.
  - D Ensure that all staff and students are aware of their assembly areas in the event of an evacuation.
  - E Ensure that there are sufficient Emergency/ Fire notices displayed throughout the college.
- 7 Ensure that adequate first aid facilities are available.
- 8 Keeps records of: -
- Safety Committee meetings.
  - Accident report forms.
  - Dangerous occurrence report forms.

## **2.5 Staff Responsibility**

Staff responsibilities are as follows :-

- 1 Take reasonable care for one's own safety, health and welfare and that of other person's who may be affected by one's acts or omissions at work.
- 2 Co-operate with the Safety Committee and any other person to such extent as will enable the Safety Committee and the other person to comply with any of the relevant statutory provisions.
- 3 Report to the Safety Representative, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which one becomes aware.
- 4 Adhere to the College's safety system of work and/or safe work procedures to minimise the risks associated with potential hazards as identified herein.
- 5 Read and understand the contents of the College Safety Statement.
- 6 Co-operate in :-
  - a. The reporting of accidents or safety related incidents,
  - b. The investigating of accidents/incidents,
  - c. The reporting of any hazards of which they become aware of,
  - d. Promoting ideas on the improvement of health and safety standards and providing suitable suggestions for the reduction of risk.
- 7 Help maintain clean workplaces and maintain high standards of local housekeeping and hygiene.
- 8 Comply with the use and maintenance of protective clothing and equipment where provided.
- 9 Refrain from repairing or maintaining any plant and machinery unless comprehensive information, instruction and training has been provided.
- 10 Pay particular attention to procedures to minimise fire hazards such as :-
  - a. Safely disposing of cigarette ends where smoking is permitted,
  - b. Switching off electrical appliances after use.
- 11 Promote safety, health and welfare in the workplace by providing suitable suggestions for reducing of risks and recommending alterations to the Safety Statement. All submissions should be in writing and addressed to the Safety Representative.

## **SECTION 3**

### **ARRANGEMENTS AND RESOURCES**

#### **3.1 Hazard Control**

Where reasonably practicable, the College is committed to dealing with identified hazards in the following ways: -

- Eliminating risks where possible by substituting the hazardous with the less hazardous.
- Guarding against risks by enclosure of moving parts and provision of fixed or interlocking guardrails.
- Minimising risks by developing procedures and safe systems of work.
- Provision of adequate and suitable Personal Protective equipment.

The Deputy-Principal in conjunction with the safety representative examine the options available for dealing with hazards which have been identified taking into account the severity of the risk, number of persons exposed and the frequency of exposure and present to those to the Principal for consideration and decision.

Appendix 1 contains details of the Hazardous Audits and checklists carried out for the College.

Hazard and risk are defined as: -

**Hazard:**

A situation with potential to cause human injury, damage to property, damage to environment or a combination of these, i.e. the hazard is a potential to cause harm.

**Risk:**

The likelihood of a hazard occurring.

### **3.2 Safe Systems of Work**

The Principal and Deputy-Principal in conjunction with the Safety Representative establish and regularly review safe systems of work and ensure that the systems are implicated.

It is policy of the college that safe systems of work are established to cover all activities in the college and that the risk undertaken by staff are within the competency and capacity of the staff concerned.

When purchasing new equipment, altering existing equipment or changing a system of work, it is policy of the college that the safety Committee review the safety aspects of the such proposed purchases or changes to ensure, insofar as is reasonably practicable, that:

- a) They are without significant hazard

Or

- b) They are of equivalent or lesser hazard than the replaced equipment or system of work.

### **3.3 Information, Instruction, Training and Supervision**

In compliance with the Safety, Health and Welfare at Work Act 1989, it is college policy to identify and provide appropriate safety training for all staff employed by the college to ensure that they have the knowledge to organize activities safely and have necessary skills to work without risk to health.

### **3.4 Means OF Consultation**

The college is committed to meeting its obligations under Section 13 of the Safety, Health and Welfare at Work Act, 1989 using the following forms of consultation to receive and impart information relevant to safety, health and welfare through:

- Safety Committee review meetings.
- Direct consultation between Staff and Safety Representative

The Safety Committee meets once per term to review the Safety Statement.

The Safety Committee considers all matters relating to safety, health and welfare. An agenda is set and minutes of the meetings are distributed to all Safety Committee members.

The effectiveness of the means of consultation is monitored on an ongoing basis by the Safety Representative.

### **3.5 Provision of personal Protective equipment (PPE)**

It is the policy of the college that suitable PPE is provided for all staff.

The Deputy-Principal and the Safety Representative have responsibility to ensure that the PPE is suitable for its purpose and that the PPE is used without fail.

In certain instances, manufacturers guidance on the correct use of PPE may be needed and should this occur, additional information should be sought.

The Safety Committee are expected to set a good example by using the required PPE as considered appropriate.

### **3.6 Accident recording and Corrective Action.**

All reportable accidents and dangerous occurrences are recorded in writing on the “Form of Notice of Accident” and the “Form of Dangerous Occurrence” (refer appendix 1). Accident reports are reviewed and monitored at the Safety Committee meetings. Reportable accidents and dangerous occurrences are defined on the back of these forms.

It is College policy for the Safety Committee to investigate all incidents and take appropriate corrective action.

Details of reportable accidents or dangerous occurrences will be sent to Co. Cork VEC, QC House, Model Farm Road, Cork. Cork County VEC will record these details and send them on to the Health and Safety Authority.

All staff are required to co-operate with any investigations into incidents and to provide information, which may be useful in establishing the circumstances surrounding the occurrence.

### **3.7 Maintenance/Hazard Inspections**

As part of the company’s health and safety programme it is planned that the workplace and/or machinery and equipment therein will be inspected and tested regularly depending on its type and as considered appropriate.

Records of maintenance work and safety inspections are maintained by the Safety Committee and follow up action will be taken by the Deputy-Principal and the Safety Representative to ensure that points requiring action are attended to without undue delay.

### **3.8 Control of Contractors**

The College recognises the importance of controlling Contractors while working in our building or on our grounds.

In general, Contractors working in the College are required to: -

- Comply with all relevant legislation, regulations and standards.
- Take into account the safety of all persons within the College boundaries.
- Present themselves to the Principal prior to commencing work on the premises.
- Provide a copy of their Company's Safety Statement if requested.
- Have adequate Public Liability Insurance cover for all their activities on the College grounds.
- Confine themselves only to areas in which they are working in.
- Provide all relevant safety equipment to carry out their work. Regular audits to be carried out by the Contractors Safety Officer.

### **3.9 Resources**

The College is committed to dedicating the financial and personnel resources necessary to secure the high level of safety, health and welfare for staff and others while working in or visiting the College. To this end the safety committee is committed to:

- Ensuring that adequate numbers of suitably trained staff are available to undertake the work activities carried out by the College.
- Insofar as is reasonably practicable, ensure resources shall be made available for any upgrading, maintenance, replacement and repair of the facilities and equipment.
- Undertaking to provide resources for the ongoing monitoring of health and safety in the College and for the provision of information, instruction and training of all staff.

### **3.10 Revision and Monitoring**

This safety statement is to be reviewed on an annual basis and will be altered by the Principal as changes occur in the College.

### **3.11 Medical Emergency**

In the event of a medical emergency or accident:

- Call Principal or reception
- Stay with injured person
- Get assistance from first aider
- Do not move injured person

### **3.12 Emergency phone numbers/addresses**

College Doctor :	Dr. McIllacuddy, Clonteadbeg, Coachford. (021) 733 4203
Hospital :	Cork University Hospital. (021) 454 6400
Fire Brigade Stations:	Anglsea St., Cork. (021) 496 6333.
	Mallow Fire Station. (022) 21142
Ambulance:	Macroom Hospital. (026) 41002