



# **Coachford College**

## **Safety Statement**

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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 Coachford College;

**Centre Manager** – means the 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 of Coachford College;

**Student** – means a person enrolled in Coachford College;

## 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 the school 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 the school will be secured and managed;
- Specifies the hazards identified and risks assessed by the Employer;
- Gives details of how the school 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.

This Safety Statement should be read in conjunction with all other contractual obligations, policies and Codes of Conduct in existence at the school and CETB. 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 ETB / school 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>
February 2020	ETBI	Reformatted to align with ETB specific procedures	Master version 1
June 2020	CETB	Reformatted to align with ETB specific procedures	Master version 2
August 2020	Coachford College	Reformatted to align with school / centre specific procedures	Master version 3
December 2021	Coachford College	Reformatted to align with school / centre specific procedures	Master version 4

## 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.

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 ETB 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 ETB Health and Safety Policy**

In accordance with the Safety, Health and Welfare at Work Act 2005 it is the policy of the Board of the ETB to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill-health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and students of the centre.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which an employer must ensure are carried out to secure the safety, health and welfare of all staff.

The ETB, 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, health and welfare matters pertinent to the activities of the centre;
- (d) Continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- (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, students, contractors and visitors.

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

For ETB Schools, in accordance with ETB Board of Management (BOM) Guidelines, it is the responsibility of the BOM to make arrangements for the preparation, adoption and annual review of a school plan, which must include this Safety Statement.

Signed: 

Position: Chief Executive

Date: 28 February 2020

## 2 Centre Profile

<b>Name of Centre</b>	Coachford College
<b>Address</b>	Coachford Co Cork P12 DY92
<b>Name of Centre Manager</b>	Aine-Máire Ní Fhaoláin
<b>Name of Senior Leadership Team</b>	Aine-Máire Ní Fhaoláin Diarmuid Hickey Edward Williamson
<b>Number of students</b>	845
<b>Number of buildings</b>	

	<ol style="list-style-type: none"> <li>1. Main building</li> <li>2. E-block, consisting main (7 classrooms) + 2 (1 prefabricated and 1 standalone).</li> </ol>
<b>Main building</b>	3 labs, 1 Home Economics room 2 workshops, 1 gymnasium 24 classrooms 1 pitch
<b>Provision for persons with special needs</b>	Lift near stairs to balcony Platform lift for wheelchair access in D-corridor Handicapped toilet opposite reception
<b>List of regular visitors providing services to centre e.g. external contractors or educational service providers</b>	The School Food Company operates the canteen
<b>Building used for other purposes outside normal school hours including adult education and recreational facilities</b>	N/A
<b>Adult Education (if applicable)</b>	N/A
<b>Name of Health and Safety Rep(s)</b>	Jim Gaul
<b>Location of Defibrillators / First Aid Kit</b>	Staffroom/DPs office/Reception
<b>Name of Chief Fire Warden (s)</b>	Jim Gaul
<b>External fire assembly points</b>	Bus turning area                      Behind School Building Hardcourt Area (below PE Hall)

<b>Critical Incident Management Team</b>		
<b>Role</b>	<b>Name</b>	<b>Phone</b>
<b>Team Leader</b>	Jim Gaul	Reception 021 7334113
<b>Team Member</b>	Sheila O'Leary	Reception 021 7334113
<b>Team Member</b>	Siobhan Buckley	Reception 021 7334113
<b>Team Member</b>	Áine-Máire Ní Fhaoláin	Reception 021 7334113

<b>Team Member</b>	Diarmuid Hickey	Reception 021 7334113
<b>Team Member</b>	Edward Williamson	Reception 021 7334113
<b>Garda Liaison</b>	Edward Williamson	Reception 021 7334113
<b>Staff Liaison</b>	Sheila O'Leary/Jim Gaul	Reception 021 7334113
<b>Student Liaison</b>	Diarmuid Hickey	Reception 021 7334113
<b>Administrator</b>	Jim Gaul	Reception 021 7334113

<b>First Aid Team / Responders</b>		
<b>Name</b>	<b>Location</b>	<b>Phone</b>
Miss Elaine Hourihan	Staffroom or teaching location (available at reception)	Reception 021 7334113
Miss Niamh Lehane	Staffroom or teaching location (available at Reception)	Reception 021 7334113
Mr Kevin O'Sullivan	Staffroom or teaching location (available at Reception)	Reception 021 7334113

<b>Emergency Contacts</b>		
<b>Agency</b>	<b>Name</b>	<b>Phone</b>
<b>Garda</b>	Coachford	021 7334002
<b>Hospital</b>	Cork University Hospital	Coachford Medical Centre
<b>Local GP</b>	Coachford Medical Centre	021 7434724
<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

<b>Health and Safety Committee</b>		
<b>Name</b>	<b>Location</b>	<b>Contact Number</b>
Jim Gaul	Staffroom or teaching location	Reception 021 7334113

Diarmuid Hickey	Deputy Principal's Office	Reception 021 7334113
Edward Williamson	Deputy Principal's Office	Reception 021 7334113
Áine-Máire Ní Fhaoláin	Principal's Office	Reception 021 7334113

<b>Fire Wardens</b>		
<b>Name</b>	<b>Location</b>	<b>Contact Number</b>
Jim Gaul	Staffroom or teaching location	Reception 021 7334113
Diarmuid Hickey	Deputy Principal's Office	Reception 021 7334113
Edward Williamson	Deputy Principal's Office	Reception 021 7334113
Áine-Máire Ní Fhaoláin	Principal's Office	Reception 021 7334113

### 3 Resources to be Applied

Safety Health and welfare planning is an integral part of the school’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 school, e.g. human, financial, equipment, training.</b>	
<b>Human</b>	<p>Board of Management policies in place, and reviewed frequently</p> <p>Full-time Guidance Counsellor</p> <p>Full-time Chaplain</p> <p>Committees to support Wellbeing, Critical Incident planning</p> <p>Dignity in Workplace Charter</p> <p>Staff wellbeing prioritized for CPL</p> <p>Assistant Principal Role to co-ordinate Wellbeing</p> <p>Safety Officer as Assistant Principal role</p> <p>Safety Committee in place</p> <p>Staff members carry out Risk Assessments</p> <p>NCCA Wellbeing Guidelines fully implemented.</p> <p>Information is provided to staff regarding OHS provided by CETB.</p>
<b>Financial</b>	<p>Budget allocation for training, equipment, minor works to minimize risk.</p> <p>Repairs carried out under guidance of CETB as identified by risk assessments.</p> <p>Lifts, fire equipment, alarms are checked annually or as required.</p>
<b>Equipment</b>	<p>Repairs and replacements facilitated as per risk assessments.</p> <p>Having regard to where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, suitable protective clothing and equipment is provided.</p>
<b>Training</b>	<p>Relevant training provided for staff as identified by risk assessments, and appropriate registers maintained</p> <p>Health and Safety addressed with staff at each whole staff meeting</p> <p>Fire drills are carried out on a minimum of once per term basis.</p>

### 4

#### Roles and Delegated Functions

The Chief Executive is the Accounting Officer in respect of ensuring the duties of the employer as set out in the 2005 Act are complied with.

Under the Safety, Health and Welfare Act 2005 responsibility rests with the employer to ensure appropriate safety systems are in place with clear roles and delegated functions assigned to support a culture of safety first.

Under Section 13 of the Education and Training Board Act, 2013, health and safety is an executive function with the Chief Executive as the Accounting Officer of the organisation. The Chief Executive may delegate functions to a Centre Manager who is defined under the 2005 Act as being a person in control of a place of work. In the ETB sector this is defined as;

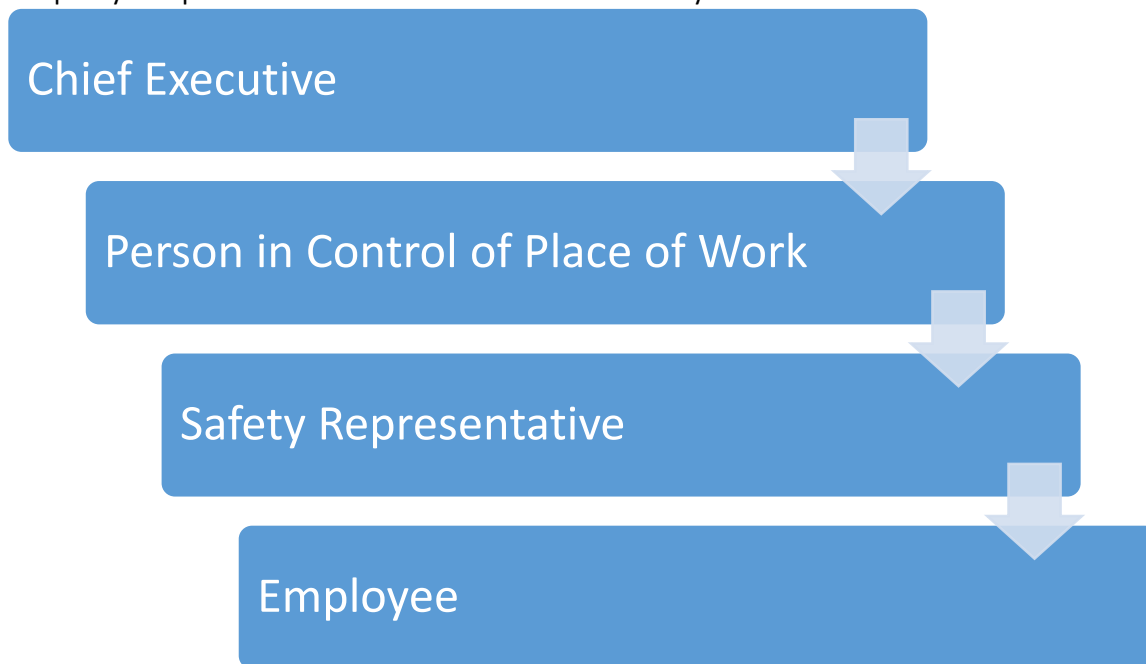
- Principal
- Youthreach Co-ordinator
- Training Centre Manager
- Senior person designated by the Chief Executive in a specified location

A full listing of persons in control of a place of work, including those who deputise during periods of absence, will be maintained in Head Office.

Safety, health and welfare planning is best seen as an integral part of the ETB and centre's existing planning and self-evaluation processes. The safety statement should be informed by and reflect wider ETB / centre planning priorities and decisions. The management and implementation of a safety statement is an executive function.

Employees will be provided with the health and safety training required to carry out their role. Every effort will be made to ensure that identified hazards in the workplace will be reduced or eliminated so far as is reasonably practicable.

This policy and procedure will be communicated effectively to all staff.



#### 4.1 Chief Executive

- Comply, as far as is reasonably practical, the safety, health and welfare at work of his or her employees and the legal obligations set out as employer under the 2005 Act;
- managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;
- as regards the place of work concerned, ensuring, so far as is reasonably practicable—
  - (i) the design, provision and maintenance of it in a condition that is safe and without risk to health,
  - (ii) the design, provision and maintenance of safe means of access to and egress from it, and
  - (iii) the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;
- ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;
- providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;
- providing and maintaining facilities and arrangements for the welfare of his or her employees at work;
- providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;
- determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3;
- having regard to the general principles of prevention in *Schedule 3*, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;
- reporting accidents and dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed under section 33, as appropriate, and
- obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

## 4.2 Person in Control of Place of Work

- Comply as far as reasonably practical with the requirements of the 2005 Act;



- Shall ensure as far as is reasonably practical, that the place of work, the means of access thereto, or egress therefrom, and any article or substance provide for use in the place of work, are safe and without risk to health.
- Ensure all accidents and incidents are reported to the ETB and investigated with all relevant statutory reports completed;
- Organise relevant training with appropriate registers maintained;
- Participates in the Safety Committee where one is established.

### 4.3 Safety Representatives

Employees may, from time to time, select and appoint from amongst their number at their place of work a representative (in this Act referred to as a “safety representative”) or, by agreement with their employer, more than one safety representative, to represent them at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work.

(2) A safety representative may—

- inspect the whole or any part of the place of work—

(i) subject to *subsection (3) of the 2005 Act*, after giving reasonable notice to the employer, or

(ii) immediately, in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person,

- investigate accidents and dangerous occurrences provided that he or she 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,
- after the giving of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represents,
- accompany an inspector who is carrying out an inspection of the place of work other than an inspection for the purpose of investigating an accident or dangerous occurrence,
- at the discretion of the inspector concerned, accompany an inspector who is carrying out an inspection for the purpose of investigating an accident or dangerous occurrence,
- at the discretion of the inspector concerned, where an employee is interviewed by an inspector with respect to an accident or dangerous occurrence at a place of work, attend the interview where the employee so requests,
- make representations to the employer on any matter relating to safety, health and welfare at the place of work,
- make oral or written representations to inspectors on matters relating to safety, health and welfare at the place of work, including the investigation of accidents or dangerous occurrences,
- receive advice and information from inspectors on matters relating to safety, health and welfare at the place of work, or
- consult and liaise on matters relating to safety, health and welfare at work with any other safety representatives who may be appointed in the undertaking concerned, whether or not those safety representatives work in the same place of work, in different places of work under the control of the employer or at different times at the place of work.

(3) The employer and the safety representative shall, having regard to the nature and extent of the hazards in the place of work, agree the frequency or schedule of inspections which may be carried out under *subsection (2)(a)(i) of the 2005 Act*, which agreement shall not be unreasonably withheld by the employer.

(4) Every employer shall consider any representations made to him or her by the safety representative in relation to the matters specified in this section or any other matter relating to the safety, health and welfare at work of his or her employees and, so far as is reasonably practicable, take any action that he or she considers necessary or appropriate with regard to those representations.

(5) An employer shall give to a safety representative such time off from his or her work as is reasonable having regard to all the circumstances, without loss of remuneration, to enable the safety representative—

- to acquire, on an ongoing basis, the knowledge and training necessary to discharge his or her functions as a safety representative, and
- to discharge those functions.

(6) Where an inspector attends at a place of work for the purpose of carrying out an inspection, the employer shall inform the safety representative that the inspection is taking place.

Safety representatives will not be placed at any disadvantage as a result of fulfilling their role.

## 4.4 Health & Safety Committee

A Health and Safety Committee (hereinafter Safety Committee) facilitates the consultation process on safety, health and welfare matters in a centre.

Employees have the right to make representations to and consult their employer on matters relating to their safety, health and welfare at work.

Where, in a place of work by agreement of the employer, there is a group of persons (by whatever name known) representative of the employer and the employees that constitutes a safety committee in compliance with *Schedule 4 of the 2005 Act* and that exists for the purpose of consultation regarding the safety, health and welfare at work of the employees, consultation within that group of persons may, to such extent as may be agreed between the employer and his or her employees, fulfil the requirements of *subsections (1) and (2) of the Act*.

Consideration shall be given to any representations made by employees in relation to matters relating to their safety, health or welfare at work and, so far as is reasonably practicable, take any action that he or she considers necessary or appropriate with regard to those representations.

Employees involved in arrangements for consultation will be given such time off from their duties as is reasonable having regard to all the circumstances, without loss of remuneration, to enable those employees—

- (a) to acquire the knowledge and training necessary to discharge their functions under this section, and
- (b) to discharge those functions.

Where a safety committee is established as a means of consulting with employees, it should ideally be comprised of a minimum of;

- Centre Manager;

- Members of Staff (elected by staff);
- Safety Representative (elected by staff).

The Safety Committee will also consider any of the other items arising under Section 26 (1) (b) of the Health and Safety and Welfare at Work Act, 2005.

## 4.5 All Employees

(1) Comply as far as reasonably practical with the requirements under the 2005 Act.

An employee shall, while at work—

*a)* comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,

*b)* ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,

*c)* if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

*d)* co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,

*e)* not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

*f)* attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

*g)* having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,

*h)* report to his or her employer or to any other appropriate person, as soon as practicable—

- (i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
- (ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
- (iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person,

of which he or she is aware.

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under *subsection (1)(f) of the 2005 Act*.

## 4.6 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 centre's is a responsibility that the ETB 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 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 Centre Manager for rectification.

## 4.7 Fire Wardens:

The duties and responsibilities of all employees acting as Fire Wardens are outlined as follows:

### **General Duties of a school/centre fire warden:**

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/centre 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.

## **4.8 Contractors**

All contractors working in or on behalf of the centre have a duty to comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016, and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2013.

Substantial construction projects e.g. extension, summer works, are generally undertaken centrally by the ETB on behalf of the school/centre. Such circumstances are generally where:

- There is more than one contractor involved in the work;
- The work is scheduled to last more than 30 days (or 500 person days); or
- There is a particular risk involved.

Where substantial projects are identified the ETB will ensure compliance with the relevant regulations and will advise the school in respect of same.

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 will:

- Ensure that the contractor is suitably qualified, experienced and where appropriate registered with a suitably recognised craft body;
- Make available the relevant parts of its safety statement and safety file (where one exists) to any contractors working in the centre on behalf of the centre;
- Provide to contractors the centre's safety statement and instructions relating to safety, health and welfare;
- Be aware of the contractor's duty to make available to the centre the relevant parts of the contractor's safety statement and risk assessments in relation to the work being carried out;

- Co-operate and coordinate their activities in order to prevent risks to safety, health and welfare where it is sharing a workplace with a contractor.

Centre personnel may inspect any contractors' operations at any time and will have the power to stop any activity on safety grounds.

Contractors must report all accidents and near misses, no matter how minor, to their centre contact as soon as possible thereafter and cooperate with any investigation into the incident. They must not interfere with any centre equipment unless they have received prior approval.

All equipment brought into centre grounds by contractors must be safe to use, have all safety guards in place, be accompanied by all necessary certificates where required and not represent a danger to any staff, students or visitors when in use.

## **4.9 Visitors**

Students, parents/guardians, volunteers and visitors must comply with the school's Safety Statement and instructions relating to safety, health and welfare.

It is a requirement that the school gives at least the same level of health, safety and welfare to students, and all visitors as it gives to employees.

Visitors should be directed to take notice of emergency exit routes from all levels of premises and be aware of alarm signals.

In the event of an emergency, all students / visitors should be instructed to follow directions with regard to evacuation of the premises or follow staff members to a safe exit route.

## **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 the ETB.

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)** . They are 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 Risk Assessment**

Assessments are carried out annually and additionally as deemed necessary in accordance with HSA guidance and templates.



## **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 wellbeing of students and staff by providing clarity on how the school will respond to incidents that affect the wider centre community. The Critical Incident Policy is one element of the school's plans. The CIP 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 the school leadership team 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 school**

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 school leadership team and staff aim to use available programmes and resources to enhance a sense of safety and security in the school 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 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;
- Co-ordinates the tasks of the team;
- Liaises with the Principal;
- 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

School leadership 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 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. If floor plans have been removed the Principal should be notified immediately in order for to arrange for replacement notices.

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

The school leadership team 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.
- At least two Fire Drills are carried out per year (usually 1 per term).

In addition, a Personal Emergency Egress Plan (PEEP) is in place 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 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**

Assembly points: Bus turning area

Lower Hardcourt Area (below PE Hall)

Rear of Building

Fire Extinguishers: Book Room, 1A, 1C, 2C (X2), 3C (X2), 4C, 5C, 8C (X2), 3D, 4D, Reception, Deputy Principal's Office (EW)

## 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 school, 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 school are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

The school 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 are 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 school 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 school;
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, CO2, 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 the Principal to be notified of the event;

- If you have concerns for the safety of staff or students in the immediate vicinity, before the arrival of the Principal, arrange for an evacuation to the main assembly point;
- If the smell is persisting the school leadership team will make arrangements for the gas to be turned off at the meter;
- School leadership 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 immediately including any instructions from the Gardaí;
- The Principal will put in place appropriate procedures and will notify the ETB 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 Principal immediately including any instructions from the Gardaí;
- The Principal will put in place appropriate procedures and will notify the ETB 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 Principal immediately including any instructions from the Gardaí;
- The Principal will put in place appropriate procedures and will notify the ETB 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 Principal, in the circumstances of a suspected bomb threat, the Principal 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 management who will contact the emergency services for help;
- School leadership 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 the Senior Leadership Team.

## **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 schools is a responsibility on which the ETB places a high value. 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. 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**

Main First Aid Bag	Mr. Edward Williamson's office
Small First Aid packs	Each First Aid Responder has their own
Cold Packs	Reception
Travel Pack	Reception (medium X2) Small (X2)

Minor First Aid Supplies (Plasters, vinyl gloves burn gel, swabs)	Staff Room Biology: 4D Home Economics Room: 1C Woodwork: 2C Engineering: 3C Physics: 4C Chemistry: 5C
School Teams	Teachers in charge

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

The school has provided suitable first aid kits which are located throughout the centre. First aid kits are maintained by the Safety Officer 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 FARs is available on school noticeboards and listed in Section 2.

### 6.6.4 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 Principal for rectification

The school's AED is located in the staffroom.

## 6.7 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 / ETB**

The role of the Principal 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 CETB Head Office who will in turn notify the insurance company;
- The ETB will obtain guidance on reports and steps to be taken by the Principal;
- 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 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 Principal is required to record and report all incidents / accidents to the ETB Head Office.

The ETB 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.

The ETB will appoint a competent person, usually the Principal or Health and Safety Officer 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, caused by its work activities or occurring on its premises, must be reported to the Principal and subsequently the Health and 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.

## **6.8 Procedure for Managing Covid-19 Compliance**

The Principal has a responsibility to ensure that all Cork ETB procedures and current public health advice for the management of Covid-19 is fully implemented. This includes Risk Management procedures and also Case Management procedures in the event of a suspected or confirmed case of Covid-19.

A comprehensive set of Covid-19 Compliance documentation is in place to assist each centre in managing their Covid-19 responsibilities.

Given the fluid nature of the public health advice and direction from government agencies in respect of Covid-19, and the fact that the policies, procedures and advice may be subject to change, the following documents are available for download through the page link in each document title. Where templates are provided for staff or centres to complete, these are made available to staff as required. The completed Checklist of Actions Required Prior to Opening should be included in the Safety Statement for each centre.

- [Return to Work Safely Protocol](#)
- [Cork ETB Covid—19 Response Plan](#)
- [Checklist of Actions Required prior to Opening](#)
- [Covid-19 Induction Training presentation](#)
- [Return to Work Health Declaration \(Staff\)](#)
- [Visitor/Contractor Health Declaration Form](#)
- [Contact Log Templates \(Staff and Visitor\)](#)
- [Remote Working Guidelines](#)
- [Remote Working Wellbeing Guidelines](#)

In addition to the above documentation, specific Covid-19 Risk Assessment Templates which must be completed by each centre are available at [Appendix O](#).

## **7 Instruction, Training and Supervision**

The Principal has a 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.

The senior leadership team 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 Principal 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 ETB.

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 school community is made aware of the contents of the safety statement and is consulted on safety, health and welfare matters.

The senior leadership team 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 Principal is committed to a policy of co-operation and consultation between school leadership 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's website.

### **Communication**

The Principal 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 Principal 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 school's Safety Statement during the induction process ([Appendix K](#)). This is the responsibility of the person carrying out the induction training.
- (c) The Principal 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 the TB Data Protection Policy and Data Retention Schedule.

## 9 Monitoring, Review and Update

### Procedure

- The Principal 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 school 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 Principal 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 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 the ETB 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 the ETB for consideration. The ETB shall evaluate all recommendations on an annual basis to ensure the integrity and effectiveness of the safety management system is maintained.

School leadership 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 the ETB by the end of June each year.

*Appendices A-Q are available on request.*

This Statement was ratified by the Board of Management of Coachford College on December 7<sup>th</sup> 2021, as signed by the Chairperson of the Board of Management and the Principal. It shall be reviewed on an annual basis and/or as deemed necessary.

It shall be made available to all members of the school community, and posted on the school's website.

Signed by:

*Niamh Lehane*

Chairperson of the Board of Management

Date: 07/12/2021

*Áine-Máire Ní Fhaoláin*

Principal

Date: 07/12/2021

