Coláiste
Bhaile Chláir

HEALTH & SAFETY STATEMENT

COLÁISTE BHAILE CHLÁÍR

gretb
Bord Oideachais agus Oiliúna na Gaillimhe agus Ros Comáin
Galway and Roscommon Education and Training Board

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Definitions

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

Employer – refers to Galway and Roscommon Education and Training Board;

Centre – means 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;

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

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

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

GRETB – Galway and Roscommon Education and Training Board

FET – Further Education & Training

Introduction

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

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

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

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

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

This Statement:

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

This safety statement should be read in conjunction with all other contractual obligations, policies and Codes of Conduct in existence at the school, centre and the GRETB. 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 / Centre needs in respect of safety procedures are recorded and available to members of staff in each location.

Date	Person	Summary Of Changes	New Version Number
Insert date of issue	ETBI		Master version 1
15/04/2020	GRETB	Reformatted to align with GRETB specific procedures	Master version 2 **V2**
Insert date		Reformatted to align with school / centre specific procedures	Master version 3
22/06/2020	GRETB		Master version 4
	CBCG	Revised September 2020	V 4.1
16/10/20	BOM	Revision V4.1 Adopted by BOM	V 4.1

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 GRETB 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 GRETB 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 GRETB 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 GRETB, 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.

GRETB 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 GRETB Schools, in accordance with GRETB 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.

2 Centre Profile

Name of Centre	Coláiste Bhaile Chláir
Address	Lakeview, Claregalway, Co. Galway
Name of Centre Manager	Alan Mongey
Name of Senior Management	Alan Mongey Emma Ryan Claire Kilroy John Cooke
Number of students	1149
Number of buildings	2
Facilities detailing number of classrooms, labs, workshops, gymnasiums, pools, outside pitches	44 General Classrooms 6 Science labs 2 Woodwork rooms 2 Metalwork rooms 2 Home Economics rooms 2 Art rooms 1 Computer room 1 PE Hall 2 Fitness Suites 1 Library 3 outdoor playing areas (basketball, astro) 2 Staffrooms
Provision for persons with special needs	2 Lifts Wheelchair access Cúnamh Unit (for students with SLD, MGLD)
List of regular visitors providing services to centre e.g. external contractors or educational service providers	GRETB officials DES Inspectors Crystal Clean Ltd An Post Treat Café Alarm & Fire Maintenance services

Building used for other purposes outside normal school hours including adult education and recreational facilities	Gym Music classes After-school study Athletics Craft Club Various other clubs and organisations from tome to time by agreement with BOM / Management
Adult Education (if applicable)	N/A
Name of Health and Safety Rep(s)	John Cooke Patrick Kelly Alan Dolan Ger Flaherty Padrac Killeen
Location of Defibrillators / First Aid Kit	1 located in Block R opposite Deputy Principal's office 1 located in New Extension adjacent to PE Hal
Name of Chief Fire Warden (s)	Alan Mongey Emma Ryan Claire Kilroy John Cooke
External fire assembly points	Carparks opposite Block 1 and 2

Critical Incident Management Team		
Role	**Name**	**Phone**
Team leader:	Alan Mongey (Emma Ryan / Claire Kilroy in Alan's absence)	087-2198698 (086-8988391 / 087-7636071)
Garda liaison	Alan Mongey (Emma Ryan / Claire Kilroy in Alan's absence)	087-2198698 (086-8988391 / 087-7636071)
Staff liaison	Emma Ryan	086-8988391
Student liaison	Shirley Hanley	087-2434294
Parent liaison	Shirley Hanley	087-2434294
Administrator	John Cooke	087-6792743
Record Keeping	Mary O'Connell & Martina Parker	081-799001

First Aid Team / Responders		
Name	**Location**	**Phone**
David Broderick	Block 3	086-0825106
Joe Kennedy	Block 1	086-0872708
John Cooke	Block 2	087-6792743

Emergency Contacts		
Agency	**Name**	**Phone**
Garda	Loughgeorge Oranmore Millstreet	798122/086-8578032 794122 538000
Hospital	UCHG Galway Clinic	524222 785000
Local GP	Dr Day	798301
HSE	Dr Day	1850 24 1850
Employee Assistance Service	Teachers and SNA's	1800 411 057
Employee Assistance Service	All other staff	1800 817 435

Health and Safety Committee		
Name	**Location**	**Contact Number**
John Cooke	Block 2	087-6792743
Patrick Kelly		
Alan Dolan		

Ger Flaherty		
Padraig Killeen		

Fire Wardens		
Name	**Location**	**Contact Number**
Alan Mongey	Block 2	087-2198698
Emma Ryan	Block 1	086-8988391
Claire Kilroy	Block 3	087-7636071
Joh Cooke	Block 2	087-6792743

3 Resources to be Applied

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

List and describe what resources are allocated per centre to support safety, health and welfare in the centre, e.g. human, financial, equipment, training.	
Human	**Staff are trained in Manual Handling, First Aid and other relevant aspects of Health & Safety by/through GRETB.** **GRETB employs Maintenance, Cleaning & Admin staff who all play a role in Health & Safety** **GRETB engages outside agencies as necessary / appropriate to keep Health and Safety considerations up to date**
Financial	**GRETB provides funding to carry out necessary safety checks and testing, staff training, equipment (maintenance and update), maintenance and repair of buildings**
Equipment	**Fire Extinguishers** **First Aid equipment & supplies** **2 Defibrillators** **Medivac chairs to assist with coming down stairs**
Training	**Staff are trained at regular intervals in First Aid, Manual Handling, Fire Warden and other modalities. Training is organised by GRETB (as employer) and facilitated by school management (Boar of Management)**

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.

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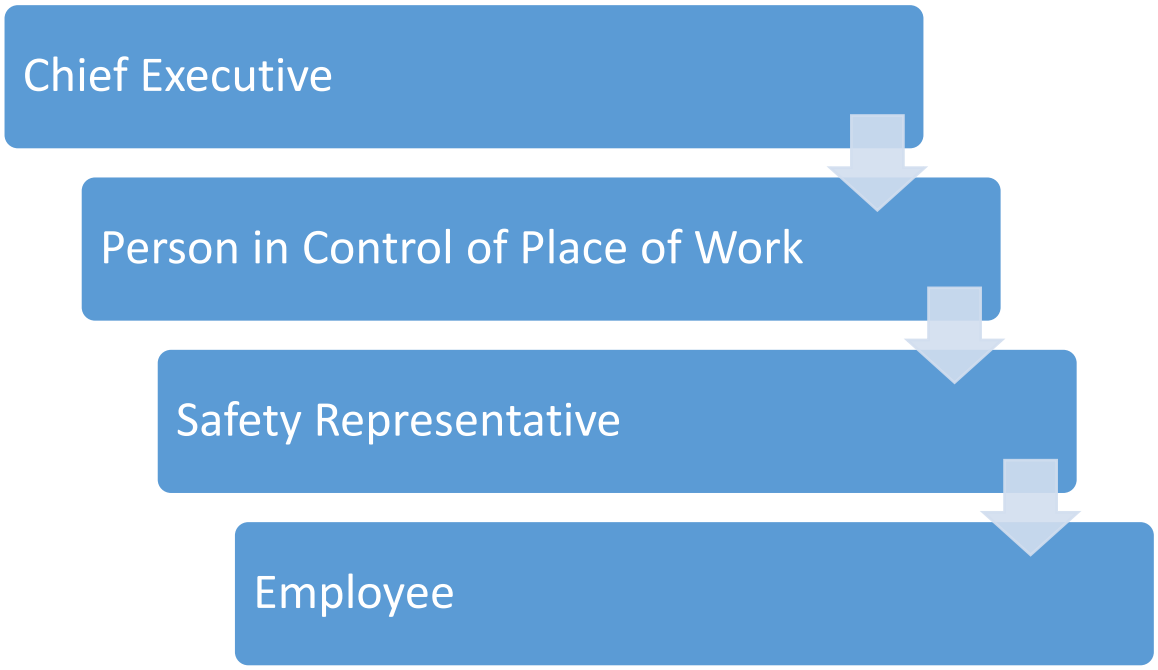
Galway and Roscommon Education and Training Board



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 GRETB Head Office 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 GRETB 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 escape doors are clear, both inside and out and are never locked while the building is in use;
- 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 GRETB 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 GRETB 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.

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, volunteers and visitors must comply with the centre's safety statement and instructions relating to safety, health and welfare.

It is a requirement that the centre 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 commonsense 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 GRETB.

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.
The HSA has published risk assessment templates and these are available on the HSA website.
GRETB has added a coversheet to the HSA risk assessment templates to enable them to be made specific to each Centre and to record reviews and revisions. They are to be reviewed and revised at least annually or as new equipment, systems, personnel or other significant changes occur.

Links to enable the templates to be downloaded are provided in 5.3 of the safety statement.

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

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

Hazard:

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

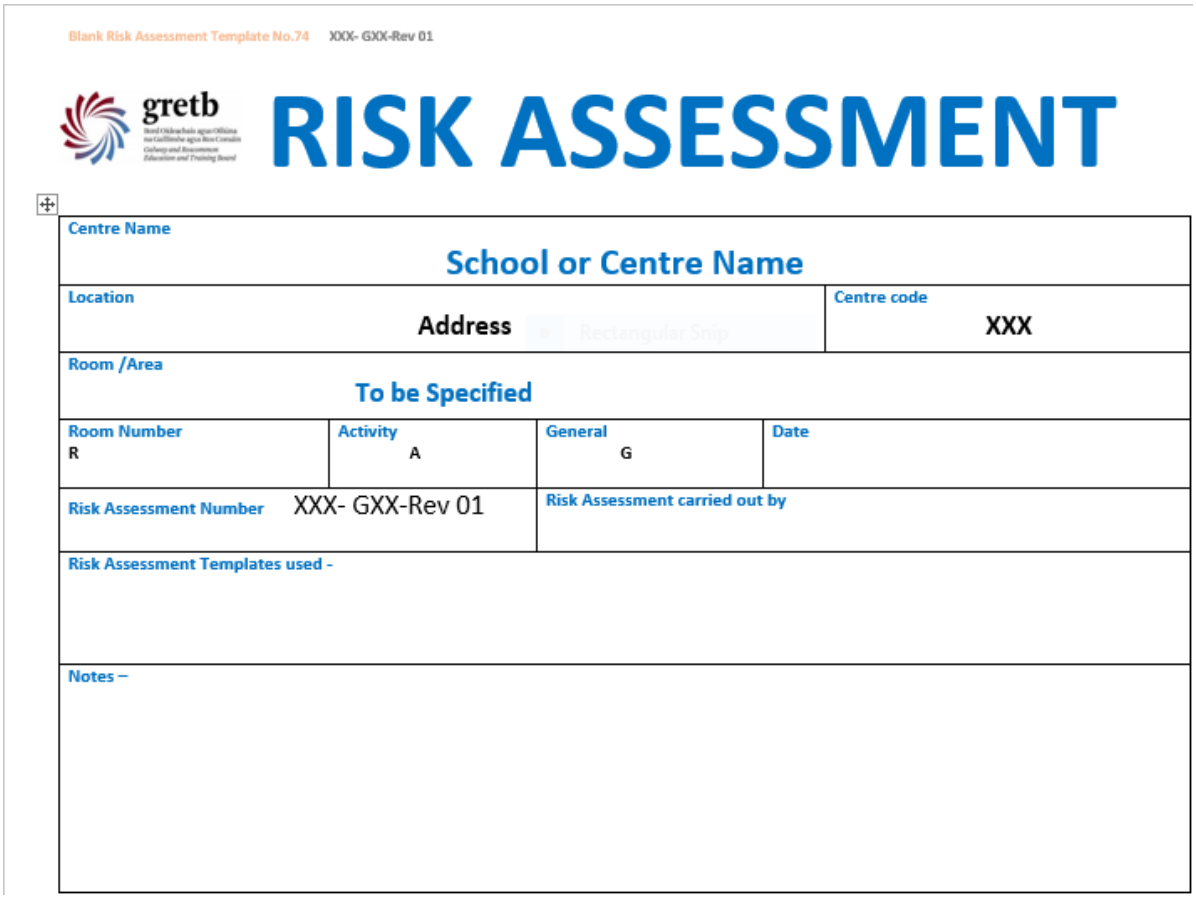
Risk:

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

Control measures / controls:

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

5.2 HSA GRETB Template for Risk Assessment (completed risk assessments are stored electronically in another location)



Blank Risk Assessment Template No.74 XXX- GXX-Rev 01

gretb

RISK ASSESSMENT

Centre Name School or Centre Name			
Location Address			**Centre code** XXX
Room /Area To be Specified			
Room Number R	**Activity** A	**General** G	**Date**
Risk Assessment Number XXX- GXX-Rev 01		**Risk Assessment carried out by**	
Risk Assessment Templates used -			
Notes –			

Blank Risk Assessment Template No.74 XXX- GXX-Rev 01

Revision History			
Rev.No.	Date	Reason	Signature

Blank Risk Assessment Template No.74 XXX- GXX-Rev 01

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

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carriedout by:_____ **Date:** / /

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

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Centre Code is the finance code for the Centre

Risk Assessment Number is determined as follows

Centre Code - G +Template No. - Revision No.

Example.

007-G12-Rev 01 refers to the slips trips and falls risk assessment in Centre 007 and it is revision 01.

Notes section is used to record relevant information.

Eg. “This risk assessment applies to all areas of the school”

“Science teachers are Catherine Jones and Pat Kelly”

“Met with Peter Browne when carrying out risk assessment”

Revision History

Revision History			
Rev.No.	**Date**	**Reason**	**Signature**
Rev 01	**dd/mm/yyyy**	**Risk assessment carried out by Catherine Jones & Pat Kelly**	**Catherine Jones & Pat Kelly**
Rev 01	**dd/mm/yyyy**	**Risk assessment approved**	**Mary Ryan Principal**
Rev 01	**dd/mm/yyyy+1**	**Risk Assessment reviewed, no changes required**	**Catherine Jones**

Record of who carried out risk assessment

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: **Catherine Jones & Pat Kelly**_____ **Date: dd/mm/yyyy**

5.3 HSA GRETB Risk Assessments (see Appendix P)

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

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

No. 1 Art Room (General)	download
No. 2 Art (Ceramics)	download
No. 3 Art (Use of Safety Cutters / Knives)	download
No. 4 Canteen (General)	download
No. 5 Canteen (Working with Chemical Products)	download
No. 6 Cleaning (General)	download
No. 7 Cleaning (Hazardous Chemicals and Biological Agents)	download
No. 8 Cleaning (Waste Compactor and Baler)	download
No. 9 Cleaning (Work at Height – Ladders)	download

No. 10 Cleaning (Welfare Provisions - Rest Rooms, Wash Basins, Showers)	download
No. 11 VDU Workstations (General)	download
No. 12 Slips, Trips and Falls	download
No. 13 Manual Handling	download
No. 14 General Access / Egress	download
No. 15 Work at Height (General)	download
No. 16 Platform Lifts	download
No. 17 Passenger / Services Lifts	download
No. 18 Fire (Specialist Rooms)	download
No. 19 Fire (General Classrooms and Offices)	download
No. 20 Fire - School Onsite Events (Plays, Musicals, Concerts, Meetings)	download

No. 21 First-Aid	download
No. 22 Portable Electrical Appliances	download
No. 23 Workplace Bullying	download
No. 24 Workplace Stress	download
No. 25 Car Park and External Areas	download
No. 26 Staff Room	download
No. 27 Pregnant, Post-Natal and Breastfeeding Women	download
No. 27A Pregnancy Risk Assessment Template	download
No. 28 Noise	download
No. 29 Radon	download
No. 30 Mould	download
No. 31 Asbestos	download

→ No. 32 Legionella	download
→ No. 33 Lone Workers (e.g. caretakers)	download
→ No. 34 Home Economics Room (General)	download
→ No. 35 Home Economics (Use of Safety Cutters / Knives)	download
→ No. 36 Home Economics (Portable Electrical Appliances)	download
→ No. 37 Maintenance (General)	download
→ No. 38 Construction Contractors	download
→ No. 39 Maintenance (Tractors)	download
→ No. 40 Boiler House and Fuel Tanks)	download
→ No. 41 Grass Cutting / Ride-on Mower	download
→ No. 42 Pressure Washers	download

→ No. 43 Strimmers	download
→ No. 44 Waste Compacter and / or Baler	download
→ No. 45 Maintenance (Work at Height - Ladders)	download
→ No. 46 Exercise Equipment / Gym Equipment	download
→ No. 47 Goal Posts	download
→ No. 48 Student Considerations	download
→ No. 49 Science (Bunsen burners)	download
→ No. 50 Science (Chemicals)	download
→ No. 51 Science (Glassware)	download
→ No. 52 Technologies (Powered Hand Tools)	download
→ No. 53 Technologies (Non-Powered Hand Tools)	download

No. 54 Technologies (Hand Fed Table Band Saw)	download
No. 55 Technologies (Electric Ovens)	download
No. 56 Technologies (Metal Working Centre Lathe (manually operated))	download
No. 57 Technologies (Woodworking Bench Circular Saw	download
No. 58 Technologies (Bench / Pedestal Grinder)	download
No. 59 Technologies (Hazardous Chemicals - Metal Work, Wood work, etc.)	download
No. 60 Technologies (Milling Machine)	download
No. 61 Technologies (Morticer)	download
No. 62 Technologies (Pedestal Drill (Metal Work))	download
No. 63 Technologies (Surface Planing and Thicknessing Machine)	download
No. 64 Technologies (Portable Router)	download

→ No. 65 Technologies (Hand Held Portable Circular Power Saw)	download
→ No. 66 Technologies (Bench Mounted Scroll Saw)	download
→ No. 67 Technologies (Vacuum Former)	download
→ No. 68 Technologies (Wood Lathe)	download
→ No. 69 Technologies (Powered Guillotine)	download
→ No. 70 Technologies (Manual Treadle Operated Metal Cutting Guillotines)	download
→ No. 71 School Offsite Activity (School Excursions - Day Trips, Matches)	download
→ No. 72 School Offsite Activity (Outdoor Adventure Activity)	download
→ No. 73 School Offsite Activity (Work Placements)	download
→ No. 74 Blank Risk Assessment Template	download

6. Emergency and General Procedures

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

6.1 Critical Incidents

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

Definition

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

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

Aim

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

Creation of a coping supportive and caring ethos in the centre

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

Physical safety

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

Psychological safety

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

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

Critical Incident Management Team (CIMT)

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

Team leader

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

Garda liaison

- Liaises with the Gardaí;
- Ensures that information about deaths or other developments is checked out for accuracy before being shared.

Staff liaison

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

Confidentiality and good name considerations

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

6.2 Fire Safety

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

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

Centre Management will be responsible to;

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

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

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

Procedure in the event of a Continuous Alarm

A continuous alarm may signal that a fire may have broken out or that a situation has arisen which requires an evacuation of the building.

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

- A minimum of 3 people will report directly to the main fire alarm panel. [Chief fire warden and 2 fire locators];
- Locaters will investigate activation, deal with incident and report back to the chief fire warden the nature of the incident;
- The chief fire warden will liaise with alarm monitoring company and the emergency services;
- A minimum of 3 people will report to the lift area at the end of each corridor on each floor. [Floor sweepers];
- They will sweep the floor and report down through each of the stairwells, where they will take up positions at the main exits to make sure nobody re-enters the building;
- Staff are responsible for evacuating their own individual classrooms / work areas, making sure that they are last to leave and closing the door behind them;

- Teachers and designated staff will act as assembly co-ordinators making sure everybody reports to the assembly points and stays at them;
- **PEEP** plans will be carried out as is necessary;
- Locators 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

Insert Drawing / Map of Emergency Escape Routes, Assembly Points and Fire Fighting Equipment

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6.3 Fire Safety Management

Risk Assessment 18, 19 and 20

The primary objective is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the centre, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety procedures and risk assessments at the 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 centre has identified emergency situations and incidents pertaining to its business operations and undertaken appropriate risk assessments. Where required, they are regularly reviewed and tested. Where necessary documented procedures have been prepared, implemented and maintained to define the emergency response.

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

- A system of carrying out fire drills a minimum of twice a year and ideally every academic term involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated point of safety;
- A system of reporting on and reviewing fire drills to ensure the detailed instructions in the 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.

General Fire Precautions Notice (See Appendix O) shall be displayed in appropriate locations throughout the centre.

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

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

Inspection and Testing of Fire Prevention Equipment

Emergency Lighting – Maintenance

Weekly Emergency lighting is visually checked to ensure:

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

Quarterly the following will be carried out:

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

Annually the following will be carried out:

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

Fire Extinguishers – Maintenance

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

User Inspection

- Fire extinguishers are inspected visually on a weekly basis in order to ensure appliances are in their proper position, have not been discharged or lost pressure or suffered obvious damage;

- At least every month (recorded in Fire Safety Register);
- More frequently where the environment, risks or other factors dictate so.

Competent Person Inspection Frequency

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

Test Discharge & Refilling Requirements

- All types of extinguishers (Foam, Water, 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 school/centre Management to be notified of the event;
- If you have concerns for the safety of staff or pupils in the immediate vicinity, before the arrival of school/centre Management arrange for an evacuation to the main assembly point;
- If the smell is persisting school/centre Management will make arrangements for the gas to be turned off at the meter;
- School/centre Management will contact Gas Networks on 1850 20 50 50 and will follow any instructions issued.

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

6.5 Bomb Threat

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

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. The origin of the call may be able to be traced;
- Listen carefully. Be polite and show interest;
- Try to keep the caller talking to learn more information;
- Write a note or send a text to a colleague to call the Gardaí;
- If your phone has a display, copy the number or photograph the number on the window display;
- Complete the Bomb Threat Checklist **(Appendix D)** during the call. Write down as much detail as you can remember. Try to get exact words;

- As soon as the Caller hangs up, immediately speak to the Gardaí yourself on another phone line, describe the conversation with the caller in detail, and await instructions;
- Inform the Principal/Centre Manager immediately including any instructions from the Gardaí;
- The Principal/Centre Manager 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 Centre Manager immediately including any instructions from the Gardaí;
- The Centre Manager will put in place appropriate procedures and will notify GRETB Head Office as soon as practical about the incident;

If a bomb threat is received by email:

- Call An Garda Síochána on 999 or 112;
- Do not delete the message;
- Inform the Centre Manager immediately including any instructions from the Gardaí;
- The Centre Manager will put in place appropriate procedures and will notify 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 Centre Manager, in the circumstances of a suspected bomb threat, the Centre Manager must at all times follow the direction of the Gardaí.

6.6 Chemical Spill

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

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

Before deciding it is safe to clean a spill:

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

Safe cleaning process:

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

First Aid

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

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

- Inform Senior Management.

6.7 First Aid

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

The training of First Aid Responders and equipment in all centre's is a responsibility that 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.

6.7.1 Location of First Aid Equipment and Supplies

First Aid supplies located in First Aid Room (Block 2)
First Aid kits locates at:
Deputy Principal's Office (Block 1)
Staff room (Block 1)
First Aid room (Block 2)
Deputy Principal's Office (Block 2)
Staff room (Block 2)
Deputy Principal's Office (Block 3)
PE Office (Block 3)

6.7.2 Procedure for Inspecting and Checking First Aid Kits

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

6.7.3 Names of First Aid Responders

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

6.7.4 Automated External Defibrillators (AED)

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

Insert Location of AED

Block 1 opposite Deputy Principal's office

Block 3 adjacent to PW Hall

6.8 Accident Procedure and Incident Investigation

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

Staff Member

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

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

First Aid Responder

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

Centre Manager / GRETB

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

- Ensure parents / guardians are notified, where applicable;
- Notify the safety representative;
- Notify GRETB Head Office who will in turn notify the insurance company;
- GRETB Head Office will obtain guidance on reports and steps to be taken by the Centre Manager;
- Ensure all relevant information is gathered as soon as possible about the accident and what led up to it, obtain witness statements, and write down as they are given;
- Complete GRETB accident report form and submit to Head Office with any other documentation required;

- If the Health and Safety Authority (HSA) are to inspect the location of the accident do not move anything unless further serious risks are to be avoided;

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

GRETB 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.

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

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

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

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

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

6.9 Procedure for Managing Covid-19 Compliance

School/Centre Management has a responsibility to ensure that all GRETB 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 School/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 should be made available to staff as required.

- Return to Work Safely Protocol
- GRETB COVID-19 Policy Statement (english) GRETB COVID-19 Policy Statement (gaeilge)
- GRETB COVID-19 Response Plan Template
- GRETB COVID-19 Checklists for COVID-19 Response Plan
- GRETB COVID-19 Pre-Return to Work Form
- GRETB Working from home guidelines
- 101.Working during Covid-19, Risk Assessment Template
- GRETB COVID-19 Privacy Notice
- HSA Control of Legionella Bacteria During and After the COVID-19 Pandemic

7 Instruction, Training and Supervision

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

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

It is recognised that ongoing safety training is required in order to assist in the maintenance of a high standard of service. Safety training and safe work procedures will be available to all staff as required.

Specialist health and safety training will be provided as appropriate. This may include the following, but not limited to the following:

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

Training will be given as necessary to staff to ensure they understand their health and safety responsibilities as specified in relevant legislation, regulations and this Safety Statement. All staff are encouraged to partake in the HSA online training programmes.

However specific training will be provided for matters such as Fire Safety and Emergency Procedures. The Training Programme where appropriate will include refresher training.

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

All training will be recorded, and records maintained by centre administration and / or by GRETB.

Where it is deemed to be necessary, staff will be given further training or retraining as required and this will also be recorded, and progress reviewed, where applicable.

8 Communication and Consultation

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

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

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

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

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

Versions of the safety statement are kept up-to-date with the latest revisions, amendments and additions available on the school/centre's shared folder/intranet site.

Communication

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

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

Document Management

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

9 Monitoring, Review and Update

Procedure

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

Control of Records

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

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

Management Review

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

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

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

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

The results of the review meeting must be available in the form of minutes maintained. The output of the meeting is any actions to be taken, a time scale for implementation and a date for a follow-up action. The results from this meeting will forwarded to GRETB Head Office 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 GRETB Head Office for consideration. GRETB Head Office shall evaluate all recommendations on an annual basis to ensure the integrity and effectiveness of the safety management system is maintained.

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

APPENDIX A
Fire Safety Evacuation Plan (Sample)

Emergency Action Notice

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

APPENDIX B
Personal Emergency Evacuation Questionnaire (Sample)

Why you should fill in the form?

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

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

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

What will happen when you have completed the form?

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

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

NAME:-

JOB TITLE:-

DEPARTMENT (if relevant):-

BRIEF DESCRIPTION OF DUTIES:-

LOCATION

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

Building:- ☐ Floor:- ☐ Room:- ☐

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

YES ☐ NO ☐

3. Will your job take you to different buildings?

YES ☐ NO ☐

AWARENESS OF EMERGENCY EGRESS PROCEDURES

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

YES ☐ NO ☐

5. Do you require written emergency egress procedures?

YES ☐ NO ☐

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

YES ☐ NO ☐

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

YES ☐ NO ☐

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

YES ☐ NO ☐

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

YES ☐ NO ☐

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

Yes ☐ No ☐

EMERGENCY ALARMS

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

Yes ☐ No ☐ Don't know ☐

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

Yes ☐ No ☐ Don't know ☐

ASSISTANCE

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

Yes ☐ No ☐ Don't know ☐

If NO, please go to question 13

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

Yes ☐ No ☐ Don't know ☐

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

_____

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

Yes ☐ No ☐ Don't know ☐

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

Yes ☐ No ☐ Don't know ☐

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

Yes ☐ No ☐ Don't know ☐

GETTING OUT

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

Yes ☐ No ☐ Don't know ☐

14. Do you find stairs difficult to use?

Yes ☐ No ☐ Don't know ☐

15. Are you a wheelchair user?

Yes ☐ No ☐ Don't know ☐

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

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

Please return completed form to:-

APPENDIX C
Fire Drill Record

Name:	Coláiste Bhaile Chláir	
Location:	Lakeview, Claregalway, Co Galway	
Date:	14th December 2019	
Time:	11:30	
Time taken to complete evacuation:	5 minutes	
Nature of Drill:	**Planned**	~~Emergency~~
Call point / detector activated (Location required)		
	Yes	**No**
Was everyone accounted for (check students, visitors, and contractors)?	**Yes**	
Were there any problems? *(if Yes please explain is additional comments box)*	No	
Did the Fire Wardens check all parts of the school?	Yes	
Additional Comments:		

Corrective action	Responsibility	Target Date

Name:	Coláiste Bhaile Chláir	
Location:	Lakeview, Claregalway, Co Galway	
Date:	November 2020	
Time:	Various	
Time taken to complete evacuation:	Various	
Nature of Drill:	**Planned**	~~Emergency~~
Call point / detector activated (Location required)	N/A	
	Yes	**No**
Was everyone accounted for (check students, visitors, and contractors)?	**Yes**	
Were there any problems? *(if Yes please explain is additional comments box)*	No	
Did the Fire Wardens check all parts of the school?	Yes	
Additional Comments: Due to Covid-19 restrictions, a normal evacuation type fire drill was not possible. Each form group walked the evacuation route from the base class to their assembly point during SPHE class. This ensure that there was not a large crowd congregated in the assembly areas at any one time which complied with social distancing guidelines		

Corrective action	Responsibility	Target Date

APPENDIX D
Bomb Threat Call Checklist (Sample)

Date_____ Call Received: _____ Call Ended: _____ Phone Number: _____

During the Call: Questions to ask the Caller

1. Where is the bomb located? (Building / Floor / Room) _____

   _____
2. When will it go off? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will make it explode? _____
6. Did you place the bomb? Yes / No _____
7. Why are you doing this? _____

   _____
8. What is your name? _____

After the Call: Information about the Caller

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

After the Call: Exact words of the threat:

_____

_____

_____

_____

gretb
Bord Oideachais agus Oiliúna na Gaillimhe agus Ros Comáin
Galway and Roscommon Education and Training Board

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

Caller's Voice:

O Accent O Angry O Clearing Throat O Coughing O Cracking Voice O Crying

O Deep O Deep breathing O Disguised O Distinct O Female O Laughter

O Lisp O Male O Nasal O Normal O Polite O Ragged

O Rapid O Raspy O Slow O Slurred O Soft O Stutter

Caller's Language:

O Broken English O Clear O Incoherent O Loud O Message Read O Profane

O Taped O Well spoken

Caller's Demeanour:

O Aggressive O Calm O Cool O Drugged O Emotional O Excited

O Frightened O Immature O Intoxicated O Irrational O Manic O Obscene

O Rude O Sincere

Background Sounds:

O Animal Noises O Booth O Clear O Conversation O Factory Machines O House Noises

O Kitchen Noises O Local O Long Distance O Motor O Music O Office Machines

O PA System O Static O Street Noises

Critical Words:

O Booby Trap O C.E.4 O Chemical Fuse O Det Cord O Detonate O Detonator

O Dynamite O Explosion O Explosives O Fuse O Initiate O Initiation

O Nitro O P.E.4 O Plastic O Plastic Explosive O Power O Power Source

O Safety Fuse O Semtex O Shrapnel O Switch O Timer O T.N.T

○ Trigger ○ Trip ○ Trip Wire ○ 808

APPENDIX E
Chemical Register Template (see separate file)

Name of preparation or process	Chemical contained	CAS Number	What volume is stored?	Where is it stored	What is it used for?	Hazard information	Supplier's Name and address	Current SDS available?

APPENDIX F
Location & Contents of First Aid Box (Sample)

Location of First aid Box: Deputy Principal's Office, Block 1; First Aid Room, Block 2; Deputy Principal's Office, Block 2, Deputy Principal's Office, Block 3

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

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

Materials	First-aid travel kit	First-aid box		
		1 – 10 persons	11 - 25 persons	26 - 50 persons*$_1$
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (Bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8 cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressing Large (No. 9) (13 x 9 cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound dressing Extra Large (No. 3) (28 x 17.5 cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	3	5	10	10
Sterile water, where there is no clear running water **$_2$	2x20 mls	1x500 mls	2x500 mls	2x500 mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10cm) ***$_3$	1	1	1	1
Water based Burns Dressing Large ***$_3$	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

NOTES:

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

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

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

APPENDIX G
Setting Up Your Workstation

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

Getting comfortable

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

Keying in

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

Using a mouse

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

Reading the screen

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

Posture and breaks

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

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

APPENDIX H
Permit To Work (Sample)

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

SAFETY PRECAUTIONS – TO BE COMPLETED FOR ALL PERMITS. WORK SHALL NOT COMMENCE UNTIL THE ANSWER IS YES TO ALL ITEMS IN THIS SECTION.	**Yes**	**No**	**Personal Protective Equipment (PPE) (tick symbol as required). Work must not commence until PPE is in place.**
Are Risk Assessments and Method Statements (RAMS) on file for this particular work?			
Has the (sub) contractor been taken through the Site Safety Rules on the reverse of this permit?			

ELECTRICAL / STEAM / GAS	**Yes**	**No**	**WORK AT HEIGHTS**	**Yes**	**No**
Will isolation be required?			Are MEWPs or scaffolding required?		
If Yes what is the method of isolation, e.g. lock, tag? (Electrician will advise)			If Yes has equipment been inspected and certified as free from damage or defect?		
Confirm relevant supply has been isolated.					
HOT WORKS	**Yes**	**No**	**WORK IN CONFINED SPACES**	**Yes**	**No**
Are fire extinguishers available and free from damage or defect?			Has safe access & egress been confirmed as suitable?		
Is an exclusion zone to be marked / cordoned off?			Is continuous gas monitoring to be carried out?		
Is roof work required?			Will stand-by personnel be in attendance at all times?		
If Yes list additional safety measures taken on a separate sheet.			Is breathing apparatus required?		
After all hot works a fire watch of AT LEAST 1 HOUR is required. Tick to acknowledge.			Is fall arrest equipment applicable? If Yes, list on a separate sheet.		
OTHER HAZARDOUS WORK (please specify)	**Yes**	**No**	**Additional / Other / Comments**		

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

SITE SAFETY RULES

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

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

APPENDIX I
Item Which Require Statutory Inspection (Sample)

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

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

APPENDIX J
Equipment Register and Inspection Guidelines (see separate file)

Equipment Description	Location	Maintenance Arrangements	Inspection Arrangements – complete this column if the equipment requires statutory inspection e.g. lifts, lifting equipment etc.

APPENDIX K
Employee Safety Induction Checklist (see separate file)

Employee Name:	**Line Manager**:
Job Title:	**Department:**

Induction Contents:	Subject Covered (✓)
Safety Statement to include risk assessments	
Accident / Incident Reporting Procedures.	
Emergency and fire arrangements including locations of exits / escape route and fire assembly point.	
First aid arrangements.	
Location of Defib	
Toilets / Showers.	
Location of health and safety noticeboard.	
Canteen Facilities.	
No smoking policy.	

Signed by Manager who completed the induction:	Date
Signed by Employee	Date

APPENDIX L
Safety Rep Checklist Form (see separate file)

Monthly Health and Safety Audit 2019		
Location / Department: **Date Audit Completed:** **Completed By:**		
Fire Escape / walkways: Emergency exits / walkways clear / fire extinguishers (in situ, not damaged / obstructed) / fire signage other observations/ staff comments?	**Date action required**	**Date of resolution**
Equipment: Sockets, damaged leads, faulty equipment, other observations / staff comments? Equipment in good working order and adequately guarded?	**Date action required**	**Date of resolution**
Slips, Trips and Falls: Walkways free, floor surfaces even, passageways kept clear, cable management, spillages, other observations / staff comments?	**Date action required**	**Date of resolution**

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

APPENDIX M
Annual Health & Safety Checklist (Sample)

This form must be completed by each School on at least an annual basis, no later than the end of June of each year and submitted to the ETB.	
Centre: Coláiste Bhaile Chláir	
Centre Manager: Alan Mongey	
Date Completed: 11/12/20 (Covering Calendar Year 2020)	
Check Item:	**Response – answer yes or no – where the answer is 'no' please provide an explanation.**
The Safety Statement has been reviewed and the areas in Section 6 which have been identified for updates are attached for approval?	Yes
The Safety Statement has been communicated to all staff and records of same have been maintained?	Yes, through OneNote
The Safety Statement requirements in respect of establishing a safety rep and a safety committee have been actively applied at this centre?	Yes
Meetings have taken place as required under the Safety Statement and records of such meetings are maintained?	Yes
Risk assessments have been completed in accordance with the Safety Statement and are maintained?	Yes
Fire equipment has been maintained and inspected?	Yes
The number of fire drills carried out in the school during the academic term are (specify number)?	1 (due to Covid-19 closures and restrictions)
Appropriate arrangements are in place in relation to the inspection and maintenance of equipment?	Yes
Regular inspections are carried out within the school in order to check that the environment is clean, tidy and well maintained?	Yes
Accidents and incidents are recorded and investigated?	Yes
This centre has carried out an annual management review of its own Safety and Health performance?	Yes
Comments	

APPENDIX N
Additional materials for adapting to centre specific requirements

N.1 Chemical Substances

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

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

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

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

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

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

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

<u>Purchasing of Chemicals</u>

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

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

The SDS must be kept as part of the Chemical Inventory and kept in a location which is clearly identifiable and easily accessible by staff and emergency services.

Where a chemical is supplied without an SDS, this must be requested from the supplier.

Chemical Inventory

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

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

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

Managing Risk

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

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

- Quantities of chemicals used will be kept to a minimum;
- Storage areas for chemicals will be clearly identifiable with access restricted on a need's basis;
- Ongoing risk assessments for hazardous chemicals;
- Where required, personal protective equipment (PPE) will be provided;
- Staff using chemicals will be required to familiarise themselves with the safety data sheet and take all precautions necessary for the safe handling of the chemical;

- Staff will also be required to ensure their students/learners are aware of the precautions to be taken and that students use appropriate PPE;
- Specific training in the safe use and handling of pesticides is provided as appropriate;
- Chemicals must be disposed of in accordance with manufacturers guidelines and legislative requirements.

N.2 Slips, Trips and Falls

Risk Assessment 12

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

Care should be taken to keep all floor areas free from tripping and slipping hazards. If you spill any liquids **it is your responsibility** to ensure that the spill is cleaned up immediately.

It is everybody's responsibility to contribute to improving housekeeping, to ensuring proper storage of materials and equipment which will result in reduced incidents and / or accidents.

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

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

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

N.3 Welfare / Hygiene Facilities

Risk Assessment 4, 6, and 26

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

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

N.4 Manual Handling

Risk Assessment 13

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

Manual handling of loads means any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, *by reason of its characteristics or of unfavourable ergonomic conditions*, involves risk, particularly of back injury, to employees. These characteristics or unfavourable ergonomic conditions are the risk factors which are outlined in the Third Schedule of the 2007 Regulations and have the potential to cause harm.

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

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

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

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

Manual Handling Training

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

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

Training, if required, will be conducted by a Competent Trainer with the relevant knowledge, skills and experience and in accordance with the Health & Safety policy.

Refresher training will be provided at intervals of no more than 3 years.

Relevant training records will be held by the centre and / or ETB.

N.5 Computer Workstation

Risk Assessment 11

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

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

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

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

N.6 Practical Rooms

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

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

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

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

General responsibilities of staff are:

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

General responsibilities of school management are:

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

N.7 Control of Work Experience Employers

Risk Assessment 73

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

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

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

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

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

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

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

Risk Assessment 71 and 72

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

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

N.9 Use of Centre Premises by Third Parties

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

N.10 Lone Working

Risk Assessment 33

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

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

N.11 Management of Transport

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

The employer will do this by:

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

Every driver of a GRETB vehicle must:

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

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

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

N.12 Management of Catering Facilities

Risk Assessment 4

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

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

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

N.13 Intoxicants at Work

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

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

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

N.14 Stress Management

Risk Assessment 24

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

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

GRETB is committed to supporting all employees in managing their wellbeing through the provision of an Employee Assistance and Wellbeing Programme. This programme forms part of a strategy to promote the heath of staff in their workplace with a focus primarily of prevention rather than cure. The

service includes a free confidential counselling service on a range of personal health and wellbeing issues given by qualified clinicians which is available 24 hours a day, 365 days a year. Details for contacting the service may be found on the GRETB website or staff sharepoint / intranet. In addition, Centre Management will:

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

N.15 Dignity at Work

Risk Assessment 23

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

The following policies are available in full on the ETB website or staff SharePoint/Intranet.

Workplace Bullying, Harassment and Sexual Harassment.

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

Bullying

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

Harassment / Sexual Harassment

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

purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person;

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

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

Grievance Procedures

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

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

It is the policy of the GRETB to:

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

Disciplinary Procedures

Teaching Staff

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

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

Non-Teaching Staff

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

N.16 Maternity Protection

Risk Assessment 27& 27A

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

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

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

- The individual should be informed of the results of the risk assessment and the measures to be taken. The detailed arrangement regarding the respective responsibilities of the employer and the individual in relation to health and safety leave are contained in Sections 17 – 20 of the Maternity Protection Act 1994;

- Where a risk has been identified and it is not possible to remove it, protective and preventive measures should be taken to safeguard the health of any person to whom the provisions apply, such as:

    a. a temporary adjustment in the working environment of the person concerned so that exposure to the risk is avoided, or

    b. in the event that such adjustment is not possible, by moving the person to suitable alternative work which does not entail the risk, or

    c. In the event that such alternative work is not available and having consulted with and received certification from the Occupational Health Service (OHS), by granting the staff member health and safety leave. The staff member is entitled to receive, on request, a certificate stating the reasons why she has been granted leave. The certificate must also state the start date and expected end date of the leave. Maternity Related Health & Safety Leave can be granted in respect of more than one period, provided the conditions outlined in 9.1 and 9.2 above are fulfilled for each such period concerned.

Student pregnancy

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

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

N.17 Work at Heights

Risk Assessment 15

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

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

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

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

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

N.18 Management of Contractors

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

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

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

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

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

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

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

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

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

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

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

Contractors must:

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

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

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

N.19 Management of Visitors

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

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

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

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

N.20 Equipment Checks and Servicing

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

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

- When procuring equipment, it is important to ensure it is CE marked;

- Regulation 30 and 31 of the Safety Health and Welfare at Work (General Application) Regulation 2007 require regular inspection and maintenance of all work equipment;
- To maintain equipment in good working order and to ensure it is safe to use, it is important that the manufacturer's instructions are followed in respect to the maintenance and repair of all equipment;
- All equipment should be kept clean, free of debris / dust, free of hazardous substances such as chemicals and biological agents and should be visibly inspected prior to use to ensure visible parts are not broken or worn;
- The Safety, Health and Welfare at Work (General Application) Regulations 2007 – 2016 specify the responsibilities placed on organisations in respect of statutory inspection / thorough examination of equipment and the frequency of inspection. See **Appendix I** for a list of typical items which require Statutory Inspections;
- A full and accurate list of all equipment which requires statutory inspection in your school should be developed and recorded in an equipment register and sent to the insurance handler in your ETB who will make the necessary arrangements for the inspections to be carried out. See attached **Appendix J**.;
- Statutory Inspection records should be maintained for each piece of equipment where required;
- Defective equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to school management to ensure defective items are repaired or replaced.

APPENDIX O

General Fire Precautions Notice shall be displayed in appropriate locations throughout the centre.

gretb
Bord Oideachais agus Oiliúna na Gaillimhe agus Ros Comáin
Galway and Roscommon Education and Training Board

General Fire Precautions Notice

The following notice should be provided to all employees on a regular basis and should be placed in a number of locations in the premises, to provide a constant reminder of the fire safety rules to be observed by all employees and other occupants.

Fire Safety Rules to be observed by all Employees and other Occupants

DO

- Keep fire doors shut at all times and doors generally closed where possible
- Keep final exit doors and escape routes free from obstruction at all times
- Report all fires, no matter how trivial, to the Fire Safety Manager
- Report any defective fire protection equipment to the Fire Safety Manager
- Read and take note of the emergency procedures for the premises
- Correctly dispose of all waste materials in non-combustible waste bins and ensure that such bins are emptied frequently
- Use cooking equipment safely
- Correctly turn off all portable or mobile space heaters at night
- Smoke only in designated locations outside the building and extinguish
- cigarettes in an appropriate container
- Take extra care when using flammable materials

DO NOT

- Wedge or hold-open any fire door, or remove any self-closing device
- Store goods or waste materials in stairways or other designated escape routes
- Tamper with any of the following life safety equipment or systems: Fire Detection and Alarm System, Emergency Lighting System, Fire Extinguishers or Hose Reels
- Remove fire-fighting equipment from their designated locations
- Tamper with any electrical or gas equipment in the building
- Use any unapproved portable or mobile space heating appliance in the building
- Use any approved portable or mobile space heating appliance in an escape route or public space
- Bring anything into the premises which is considered a fire hazard