



**lcetb**

Bord Oideachais agus Oiliúna  
Luimnigh agus an Chláir  
Limerick and Clare  
Education and Training Board

Ancillary Safety Statement

# Ancillary Safety Statement

**It is the responsibility of every employee to read and understand this Ancillary Safety Statement. This statement should be read in conjunction with the Corporate Safety Statement.**

Policy Area	
Version	
Date	
Monitored	
Responsibility	

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  - DES Teacher’s Wellbeing Resource Guide

**Coláiste na Trócaire  
Safety and Health Policy**

Note This policy is effective from 10<sup>th</sup> April 2019 and replaces all previous Safety and Health Policies

## Safety and Health Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the school and Limerick and Clare Education and Training Board (LCETB) to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and all other persons in 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 pupils of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all. Coláiste na Trócaire and LCETB undertakes in so far as is reasonably practicable to:

- 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 any other relevant legislation, standards and codes of practice;
- provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- consult with staff on matters related to safety, health and welfare at work;
- provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, visitors and contractors.
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Coláiste na Trócaire and LCETB are committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and reverse it in light of changes in legislation, experience and other relevant developments.

Signed: \_\_\_\_\_  
Chairperson BOM

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

***Safety is a journey not a destination***

# Ancillary Safety Statement

## 1. Policy Statement

Coláiste na Trócaire is committed to ensuring that all staff are provided with a safe place of work, safe plant and machinery and safe systems of work in accordance with the Safety, Health & Welfare at Work Act 2005 and associated regulations. LCETB is committed to the elimination of risks that can give rise to harm for staff and those who may be impacted by its activities and will ensure a robust documented system is available as evidence of its accountability.

## 2. Purpose

To support all employees to comply with this policy and procedure so as to support the management of health and safety within Coláiste na Trócaire.

## 3. Scope

- 3.1 This policy is applicable to all members of staff (temporary, whole-time, agency and part-time) irrespective of length of service. It is the responsibility of every employee to read and understand this Ancillary Safety Statement. If you do not understand any of the content of the Safety Statement please seek clarification from your line manager.
- 3.2 It is a requirement of LCETB that where it engages with third parties, that appropriate evidence is sought of their systems and structures; the objective being to ensure that LCETB will not be adversely impacted by third party activities.

## 4. Legislation, codes of practice, standards, guidance

- 4.1 Safety, Health standards and Welfare at Work Act 2005.  
Safety, Health and Welfare at Work (General Application) Regulations 2007 – 2010
- 4.2 Safety, Health and Welfare at Work (Construction) Regulations 2006 – 2010
- 4.3 Education and Training Boards Act 2013
- 4.4 Further Education and Training Act, 2013
- 4.5 Department Circulars
- 4.6 Code of Practice for the Governance of Education and Training Boards 2015 (C.L. 018/2015) DES.
- 4.5 ISO 31000:2009 Risk Management Standard
- 4.6 Code of Conduct for Employees
- 4.7 VEC Risk – excellence in governance through best practice risk management (IPB)

## 5. Objectives

- 5.1 Support compliance with legislation, codes of practice, standards, guidance, and Department circulars.
- 5.2 Document roles and responsibilities.
- 5.3 Support implementation of management controls to ensure a positive, safe working environment will be in place.
- 5.4 Support the promotion of best practice in relation to health and safety among staff and clients.
- 5.5 Support the maintenance of an up-to-date LCETB Corporate Safety Statement.
- 5.6 Support the maintenance of an up-to-date Ancillary Safety Statement.
- 5.7 Ensure that health and safety hazard audits are conducted on a regular basis.

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- 5.8 Support health and safety co-ordinators.
- 5.9 Develop an enhanced awareness of health and safety
- 5.10 Promote an integrated approach to the management of health and safety

### INTRODUCTION

Coláiste na Trócaire adopts

values that determine how we operate within an educational and administrative setting and influence our interaction with learners, staff and stakeholders. School staff adhere to a number of established values, subject to constant revision. The list below, based on consensual values, is not exhaustive:

- Excellence
- Professionalism
- Equality and Fairness
- Integrity
- Respect
- Openness / Transparency
- Inclusiveness
- Caring / Supportive / Encouraging

The Mission, Vision and Values of Coláiste na Trócaire are translated in its Strategic Plan 2017 – 2020 which declares the objectives to be achieved to ensure the quality of the services provided. Coláiste na Trócaire will provide all staff with the appropriate training to ensure best practice in relation to Health & Safety within the working environment.

Coláiste na Trócaire Ancillary Safety Statement is derived from the LCETB Corporate Safety Statement. Coláiste na Trócaire will ensure all staff and learners are provided with a safe working/teaching and learning environment, safe plant and equipment and safe systems of work in accordance with the Safety, Health & Welfare at Work Act 2005 and associated regulations. Control of risks and on-going policy of risk reduction will aim to ensure that Accident / Incident or near miss occurrences are avoided, thereby safeguarding the safety, health and welfare of staff, learners, contractors or visitors who have reason to enter Coláiste na Trócaire.

# Ancillary Safety Statement

## SECTION 1 - SAFETY, HEALTH AND WELFARE POLICY

The fundamental aim of the **Safety, Health and Welfare at Work Act 2005** and the **General Applications Regulations**, is the prevention of accidents and ill health in the place of work.

Senior Management has responsibility for implementing the Policy on Safety, Health and Welfare; however, all staff are expected to co-operate in carrying out this policy and to take reasonable care for their own safety, health and welfare and that of others who may be affected by their act or omissions while at work.

The Safety, Health and Welfare at Work Act 2005 outlines “duties of care” of employers and their employees, regarding safety and health.

**Section 8 of the Act** places duties of care on the employer to manage and conduct their undertakings so that they are safe for employees.

Coláiste na Trócaire will endeavour to manage and conduct work activities in such a way as to:

- ensure, so far as is reasonably practicable, the safety, health and welfare at work of staff, contractors, visitors and learners.
- to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of staff at risk.

Coláiste na Trócaire will determine and implement necessary measures, as far as is reasonably practicable, that will take account of changing circumstances and the general principles of prevention (**Appendix I**) when identifying hazards and carrying out a risk assessment.

Coláiste na Trócaire will ensure, so far as is reasonably practicable, the safety and prevention of risk to health at work of its staff by:

- the maintenance of the building in a condition that is safe and without risk to health
- ensuring safe means of access to and egress from the building
- ensuring that plant and machinery are safe and without risk to health
- reducing the risk to exposure to noise, vibration, or ionizing or other radiations or any other physical agent
- providing safe systems of work that are planned, organized, performed, maintained and revised as appropriate
- preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency
- reporting accidents and dangerous occurrences to Corporate Services, Limerick and Clare Education and Training Board, Marshal House, Dooradoyle Road, Co. Limerick, conducting a thorough investigation, where an accident / incident occurs, to determine the cause and devise an Action Plan and implement it to prevent a recurrence
- providing the appropriate information, instruction, training and supervision

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- obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) to advise and assist in the safety, health and welfare at work of staff
- ensuring that adequate resources are made available to implement effective safety policies and ensure that such resources are reviewed regularly
- providing and maintaining suitable personal protective equipment (PPE) where hazards cannot be eliminated
- providing a written risk assessment and ancillary safety statement and ensuring their review when there has been a significant change in matters relating to H & S
- preparing and revising Emergency Plans
- providing and maintaining welfare facilities including toilets and first-aid

**Section 13 of the Act** places specific duties on staff including:

- comply with relevant laws and protect their own safety, health and welfare and that of any other person who may be affected by their act or omission
- co-operate with their employer or any other person to enable them to comply with any statutory provisions
- use the safety equipment, appliances and the PPE provided in such a manner so as to ensure their safety, health and welfare
- participate in safety and health training offered by their employer
- reporting to the employer without reasonable delay, any defects in plant, equipment, place of work or work system, which might endanger safety, health and welfare of which they become aware
- not to interfere with any items provided for securing the Safety, Health and Welfare of persons at work
- not engage in any improper conduct that could endanger their safety or health or that of anyone else
- ensure that they are not under the influence of any intoxicant to the extent that they could endanger their own or others safety
- if reasonably required by their employer, submit to appropriate, reasonable and proportionate tests by or under the supervision of a General Practitioner
- inform one's employer if one becomes aware they are suffering from any disease or impairment, which could affect their or others safety in the work they perform

Staff are encouraged to make suggestions on means of improving safety, health and welfare and to raise any issue of concern with the H & S Co-ordinator.

Signed by:

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Principal

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**Vincent Murphy**

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**Tony Kenny**

## Ancillary Safety Statement

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**Assumpta O Connell Russell**

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**Aoife Kearney**

### SECTION 2 - RESPONSIBILITIES

The following describes the responsibilities of staff in relation to Health and Safety matters only:

#### **Principal, Deputy Principal and Teachers**

The Principal, Deputy Principal and Teachers hold overall responsibility for all safety, health and welfare matters in LCETB especially regarding the implementation of the requirements of this Ancillary Safety Statement.

The Principal, Deputy Principal and Teachers will:

- manage and conduct work activities
  - to ensure the safety, health and welfare of all staff
  - to prevent any improper conduct or behaviour likely to put safety at risk
- compile a hazard identification and risk assessment for Coláiste na Trócaire
- report, without undue delay, on all accidents and dangerous occurrences within Coláiste na Trócaire
- be fully aware of LCETB policies regarding safety, health and welfare at work
- ensure that safety, health and welfare policy statements and/or revisions are brought to the attention of all staff
- monitor, review and adapt operations to ensure that they are carried out safely and in accordance with LCETB procedures so as to minimise risk to employees and learners
- provide and arrange appropriate training in consultation with Corporate Affairs
- ensure that only trained employees operate machinery and that all machines are operated safely
- ensure that an up-to-date machines register is maintained for all machines operated within the premises
- provide protective clothing and equipment where necessary
- ensure that work areas are tidy and free from trip, slip or fall hazards and that emergency exits and escape routes are free from obstruction at all times

#### **Health and Safety Co-ordinator**

The Deputy Principal has responsibility for the co-ordination of Safety, Health and Welfare and acts as Health and Safety Co-ordinator.

The Health and Safety Co-ordinator will:

- act as chairperson of the Health and Safety Committee
- report to the H & S Committee periodically, on the overall Health & Safety status within the school, accidents, statistics etc.
- inform staff of impending H & S legislation that is likely to affect operations
- manage the implementation of H & S policies and procedures
- liaise with the Principal on an-ongoing basis regarding monitoring safe work practices, H & S audits and inspections
- maintain H & S records, accident / incident investigations and reports, training etc.
- submit accident / incident reports to Corporate Affairs.

## **Ancillary Safety Statement**

- ensure that the Ancillary Safety Statement is available for inspection
- review the Ancillary Safety Statement annually

### **Assistant Co-ordinators**

The H & S Co-ordinator and Assistant Co-ordinators acts on behalf of colleagues by:

- consulting with, and making representations to the H & S Co-ordinator on matters relating to health, safety and welfare within the working environment
- carrying out routine audits and inspections, in consultation with the H & S Co-ordinator, in order to identify potential hazards and, where possible, propose ways of addressing them
- investigate potential hazards and complaints reported on Safety, Health & Welfare matters
- notify the H & S Co-ordinator of any accidents / incidents and dangerous occurrences
- investigate accidents and dangerous occurrences, in consultation with the H & S Co-ordinator
- identify the H & S training needs required for staff
- participate in relevant H & S Training
- attend regular H & S Committee meetings
- accompany the H & S Co-ordinator and an inspector from the H & S Authority, where appropriate, if s/he visits the School
- keep colleagues informed of key H & S issues and new H & S legislation, as appropriate

### **Health and Safety Committee**

The Health and Safety Committee comprises broad staff representation and meets once a term. All staff are encouraged to consult with the H & S Committee or H & S Co-ordinator in relation to safety, health and welfare matters at any time and are urged to do so.

#### *Guidelines for H & S Committee*

- the H & S Co-ordinator will change members of the H & S Committee
  - every three years or
  - when a member seeks to be released from the responsibility or a member leaves the organisation
- meetings will be held once a term
- 75% quota must be in attendance to constitute a committee meeting
- minutes will be kept of all meetings
- minutes to be issued to Principal and CE
- chairperson has casting vote in case of tied vote

### **Health and Safety Representative**

Safety Representatives will act on behalf of colleagues by:

- consulting with, and making representations to the Line Manager, in the first instance, and thereafter to the Safety Co-ordinator, on matters relating to health, safety and welfare within the work area

## **Ancillary Safety Statement**

- carrying out routine audits and inspections within his/her designated areas, in consultation with the Line Manager, in the first instance, and thereafter to the Safety Co-ordinator, in order to identify potential hazards and, where possible, propose ways of addressing them
- investigating potential hazards and complaints reported on Safety, Health & Welfare matters
- notifying the Line Manager and Safety Co-ordinator of any accidents and dangerous occurrences
- investigating accidents and dangerous occurrences, in consultation with the Line Manager and Safety Co-ordinator
- participating in relevant Health and Safety Training
- accompanying the Safety Co-ordinator and an inspector from the H & S Authority where appropriate where s/he visits the workplace
- keeping colleagues informed of key Health & Safety issues and new Health & Safety legislation, as appropriate.

## **Fire Safety Officer**

The Fire Safety Officer is a competent person who has responsibilities under the Safety, Health and Welfare at Work Act, 2005 and the Fire Services Act, 2003. Section 18 (2) places a duty on the manager to “take all reasonable measures to guard against the outbreak of fire on such premises as to ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire”.

While the Principal / Deputy Principal is required to exercise a duty of care to all employees, learners and users of the premises in respect of health and safety risks, the fire safety management of the premises is designated as the responsibility of the Fire Safety Officer.

The Fire Safety Officer will:

- ensure that any employees, learners and users new to Coláiste na Trócaire are briefed on fire safety arrangements
- ensure that all fire services and equipment in Coláiste na Trócaire are adequate, constantly reviewed and updated where necessary
- ensure that the service contract is adhered to, and that maintenance is recorded and logged on the Appliance
- be vigilant to legislative changes and inform management accordingly

## **Fire Warden**

The Fire Warden(s) will:

- ensure that the alarm is raised and the fire brigade has been called
- ensure that all routes into the building are unlocked and unobstructed
- open all gates or security barriers required for Fire Brigade access
- meet the officer in charge of the Brigade and provide details of:
  - the numbers and locations of persons still on the premises
  - the location of LPG storage facilities or flammable liquid stores
  - entry points to all parts of the building
  - the location of fire hydrants, dry risers, hose reels or other facilities for firefighting

## **Ancillary Safety Statement**

- provide the fire brigade with a copy of a Floor Plan
- shut off, if safe to do so, the main gas supply to the premises
- organise fire drills on a regular basis in consultation with the H & S Co-ordinator and Principal
- up-date the Fire Register on an on-going basis

### **First Aider**

The First Aider(s) will:

- maintain the allocated First-Aid boxes, and ensure that they and their contents are available to staff as required
- render first-aid assistance in accordance with training
- advise the H & S Co-ordinator of any accidental injury which happens on the premises

### **In the event of an emergency:**

- the first priority is the health and safety of all concerned, so don't put yourself or others at risk
- look after the injured person, but seek professional medical assistance for all but minor injuries. Make the injured person safe whilst others are summoning the ambulance
- complete the appropriate accident / incident report form

### **Departments**

Departments will:

- fully familiarise themselves with the Corporate Safety Statement, Ancillary Safety Statement and associated H & S policies
- ensure that all provisions under the Ancillary Statement are implemented effectively
- ensure that all staff within their school know what to do in case of fire or other emergency and know the location of Emergency Exits and Assembly points
- in conjunction and in consultation with the H & S Co-ordinator ensure a safe system of work within their school
- maintain the highest standards of good housekeeping within their school at all times
- make staff aware of any hazards identified within their school
- identify training needs of staff within their school and report to the H & S Co-ordinator
- ensure that accidents / incidents or dangerous occurrences are reported to the H & S Co-ordinator and that appropriate reports are completed
- ensure that all staff are informed of H & S policies and procedures pertinent to that school, especially new employees, recent graduates, learners on work experience etc.
- ensure that all staff are aware of the location of First-Aid Boxes and are informed of the names of First Aiders
- ensure that any work activity is immediately stopped where there is a serious risk of injury to staff, visitors or members of the public
- ensure that Personal Protective Equipment (PPE) is worn or used, when appropriate

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- ensure all defects in plant and machinery in their school is notified immediately and equipment de-activated, if necessary
- accompany the H & S Co-ordinator on Safety inspections when requested
- co-operate with senior management on all Safety Policy implementation

### Teachers

Teachers will:

- fully familiarise themselves with the Corporate Safety Statement, Ancillary Safety Statement and associated H & S policies
- ensure that all provisions under the Ancillary Statement are implemented effectively
- ensure that all learners within their class know what to do in case of fire or other emergency and know the location of Emergency Exits and Assembly points
- ensure the use of a safe system of work and maintain the highest standards of good housekeeping at all times
- participate in H & S training offered by Coláiste na Trócaire and/or LCETB
- ensure that accidents / incidents or dangerous occurrences are reported to the School Head
- complete an Accident / Incident Report Form, in conjunction with the School Head
- ensure that they are familiar with the location of First-Aid Boxes and know the names of First Aiders
- ensure that any work activity is immediately stopped where there is a serious risk of injury to oneself, visitors or members of the public
- ensure that Personal Protective Equipment (PPE) is worn or used, when appropriate
- ensure all defects in plant and machinery is notified immediately and equipment de-activated, if necessary
- co-operate with senior management on all Safety Policy implementation

### Learners

Learners have a responsibility not to endanger themselves or others by their acts or omissions. **(See Learner Code of Conduct & Behaviour)**

### Contractors

Coláiste na Trócaire, in conjunction with LCETB, shall seek to employ only competent contractors to carry out work. To achieve this, only contractors that have demonstrated an understanding of health and safety and an ability to manage their work safely will be considered.

With regards to maintenance contracts the LCETB shall ensure that during works, arrangements are in place to monitor the Contractor for safe work practices specifically in connection with any risks, which may arise to staff, visitors or any other members of the public.

Coláiste na Trócaire will share its Ancillary Safety Statement with contractors and will seek the contractor's site specific statement appropriate to the working environment:

1. for their staff working on site and how they will provide for these requirements, and

## **Ancillary Safety Statement**

2. how they will ensure the safety, health and welfare of the School Community and others affected by their activities

## SECTION 3 – RISK ASSESSMENT, HAZARDS AND ACCIDENT PREVENTION

### Risk Assessment

***Risk means the likelihood that a specified undesired event will occur due to the realization of a hazard, or during work activities, or by the products and services created by work activities. A risk always has two elements; the likelihood that a hazard may occur and the consequences of the Hazardous event. The number of people exposed as well as how often also determines the risk (HSA 2006)***

Risk assessment is about identifying the hazards in the workplace that give rise to risk for staff and those affected by the activities of Coláiste na Trócaire. When we consider risks we need to consider our goals and what activities could occur (both positively and negatively) that would impact on these.

Once risks have been identified a formal assessment process should take place. Risks should be assessed on the **likelihood** of occurrence and the **impact** if they are to occur.

Risks are identified by staff, from expert reports, from expert writing on risks, from publications from experts on the subject of H & S, from accident / incident reports. Coláiste na Trócaire is aware that the failure to manage physical risks could undermine the achievement of our goals and objectives.

### Hazards

***A hazard means a source or a situation with the potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these (HSA 2006)***

A hazard is defined as anything with the potential to cause harm. Hazards are grouped into 5 categories:

1. **Physical** - manual handling, working at height, equipment, slips, trips, falls, fire, electricity, housekeeping
2. **Health** - noise, dust, lighting, vibration, radiation, extremes of temperature, ergonomics
3. **Chemical** – substances that may be inhaled, absorbed or ingested
4. **Biological** - bacteria, viruses, fungi (yeasts and moulds) and parasites
5. **Psychosocial** – stress, violence to staff, bullying, passive smoking, sexual harassment, working hours

It is the duty of all those who have responsibility for resources and staff to ensure hazards arising in the workplace which may give rise to risk for the safety, health and welfare of employees and those affected by Coláiste na Trócaire's activities are identified, assessed and eliminated or managed to the lowest level possible. (See Appendix IV).

In ranking the hazards according to their risk potential, the risk is looked at before any controls are put in place and given a rating of high, medium or low based on the following criteria:

- HIGH – Possibility of irreversible injury
- MEDIUM – Possibility of reversible injury

LOW – Possibility of light injury

Where hazards cannot be removed, then controls will be recommended to reduce the risk to an acceptable level. Where funding for the control of a hazard is not available or is deferred then a schedule will be prepared to identify the timescale for implementation of the control.

### Accident Prevention

“An **accident** is an incident plus its consequences; the end product of a sequence of events or actions resulting in an undesired consequence (injury, property damage, interruption, delay)”

“An **incident** is the sequence of events or actions leading up to the accident”.

Accidents can be prevented by applying active control measures as a result of any hazards identified and also by adhering to the general health and safety precautions.

Whether an accident actually occurs or a near miss occurs, it is essential that the accident be reported so that the risk involved can be rectified.

An accident report form is available on Staffconnect on [www.lcetb.ie](http://www.lcetb.ie). Incident Report forms stored electronically as incidents occur. Upon investigation of the incident, the persons sign off the report and it is submitted for approval by the Principal

### SECTION 4 – GENERAL ARRANGEMENTS

#### Consultation

**Section 26 of the Safety, Health and Welfare Act 2005** specifies that an employer must consult with employees and take account of any representations made by the employees for the purposes of giving effect to the employer's statutory duties.

Coláiste na Trócaire is committed to meeting its obligations under the Safety, Health and Welfare Act 2005 and associated regulations on consultation.

It is Coláiste na Trocaire's policy:

- to consult staff for the purpose of making and maintenance of arrangements to enable management and staff to co-operate effectively in promoting and developing measures to ensure their safety, health and welfare at work and in ascertaining the effectiveness of such measures
- to take account of any representations made by staff, so far as it is reasonably practicable
- to maintain an active and participative Health & Safety Committee for the purpose of consultation on all aspects of policy pertaining to safety, health and welfare at work
- to provide, as is reasonably practicable, appropriate training on H & S matters

#### Information for Staff

Coláiste na Trócaire is fully aware when providing information to staff:

- a) that it is in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employees concerned, and
- b) includes the following information:
  1. the hazards to safety, health and welfare at work and the risks identified by the risk assessment
  2. the protective and preventive measures to be taken concerning safety, health and welfare at work under the relevant statutory provisions in respect of the place of work and each specific task to be performed at the place of work and,
  3. the names of persons designated under Section 11 and of safety representatives selected under Section 25 (*Safety Health and Welfare at Work Act 2005*)  
(*See Appendix II for designated persons*)

### Health and Safety Training

Coláiste na Trócaire recognises that even with the best engineered work arrangements, people may still need clearly defined safety procedures and instructions. For that reason there is substantial commitment by Coláiste na Trócaire and LCETB to:

- identifying safety training needs
- carrying out that training
- measuring the competence of trainees

Coláiste na Trócaire will ensure the following training will be provided:

- Health, Safety & Welfare Training
  - on employment of new staff to include an overview of the hazards specific to their place of work
  - in the event of transfer or change of task assigned to the employee
  - on the introduction of new work equipment, systems of work or changes to existing work equipment or work systems
  - on the introduction of new technology
- Safety Statement Information Training
  - to include an overview of the policies and procedures applicable to relevant staff
- Manual Handling Training
- Fire Safety Training
  - to include fire extinguisher usage
- First-Aid Training
  - to include certification, where applicable
- Hygiene Provision Training
  - to include the use of cleaning materials and equipment
- Defibrillator Training
- Using Ladders
- Motorised vehicles

### SECTION 5 – SAFE SYSTEMS OF WORK

Staff when using any plant, machinery, appliances etc. must adhere to Safe Systems of Work. One should refer to manufacturers or suppliers operating guidelines. Where these are not available, or mislaid or obsolete, do not attempt to operate any equipment without instruction from a competent member of staff. Instruction sheets for operation of all equipment must be kept close to the particular appliance and a copy filed centrally for reference.

Staff should adopt general safety and health precautions for those hazards identified and relevant to work being carried out.

#### Ladders

Ladders are for the use of Coláiste na Trócaire caretaking staff only. Caretaking staff using a ladder must wear the appropriate Personal Protective Equipment (PPE) and adhere to the following safety precautions and check:

- for B.S. mark
- ladders are stable and functioning properly prior to alighting
- area to which ladder is to be conveyed to ensure safe access
- warning signs are available for ladders use
- another person is available to secure ladders at base if appropriate
- footplates
- rope to secure ladders at top if required
- rungs of ladder with hands for security

One should immediately notify, repair or replace if defects are noticed.

#### Electrical Tools

Electrical tools are for the use of Coláiste na Trócaire caretaking staff only. Caretaking staff using an electrical tool must wear the appropriate Personal Protective Equipment (PPE) and adhere to the following safety precautions and check:

- for B.S. mark and double insulated marks
- correct plug is fitted
- lead is not cut or frayed and that it is effectively clamped at entry to the plug and tool
- all screws are in place and secure
- permissible number of power tools on each current or transformer is not exceeded
- extension lead is suitably rated for electric current
- cable is correct type
- tool is disconnected before adjusting or performing maintenance on it

One should immediately notify, repair or replace if defects are noticed.

## VDU Use

Operators of VDUs should ensure that:

- characters on screen are well defined and clearly formed
- image on screen is stable with no flickering
- brightness / contrast is adjusted correctly
- screen and keyboard are free from reflective glare
- screen is at a downward angle from the operator
- elbows are at an angle of 70 – 90<sup>0</sup>
- workstation is tidy and that paperwork is organised for easy access to avoid over-reaching
- space around workstation is uncluttered allowing the operator to move freely from side to side
- clothing is comfortable and non-restrictive

## Hazardous Materials

Coláiste na Trócaire accepts that some work activities may involve the use and handling of materials which have the potential for harming health and accordingly will take steps to provide safe systems of work for the materials and to reduce such use as far as practicable.

## Usage of Hazardous Substances

Toner	Domestos	CIF Kitchen Cleaner
Pritt Stick	Toilet Block	Air Freshner
Tippex	Brasso	Dettol
Dettol	Scouring Pads	Washing Up Liquid
Furniture Polish	Film / Paper Developer	Film / Paper Fix
White Spirits etc.		

Surgical Spirits	Perm Lotion
Nail Polish Remover	Peroxide
Wax Equipment Cleaner	Bleaching Powder
Beeswax & cold Wax	Coloring Products
Barbicide	

Linseed Oil	Film Developer agfa rodinal
Oil based printing ink	Paper Developer
Silkscreen-photo screen emulsion	Fix for film and paper
Photoscreen-diasol removal	Stop bath
Universal screen wash	
Degreasers-cleaning products	
Fixatives	
Plaster	
Clay	

Staff are reminded that materials used at work should be treated with respect, warning labels must be adhered to as well as any written advice provided by either LCETB or Coláiste na Trócaire. LCETB and Coláiste na Trócaire undertake to provide appropriate

## **Ancillary Safety Statement**

chemical handling training for staff who are in contact with any chemicals during the course of their work.

### **Slips / Trips / Falls**

Coláiste na Trócaire undertakes to protect all staff, learners and the general public using its premises from injury as a result of a slip, trip or fall. Slips, trips and falls are the most common cause of major injuries at work and keeping Coláiste na Trócaire clean, tidy and uncluttered can generally control them. It is the responsibility of each staff member to keep their own work area clean and tidy.

Staff are reminded of the following:

- good housekeeping is a must in all working areas
- each work area should be free of boxes, trailing cables or rubbish
- all extension leads should be secured either to the floor with a mat or taped down or placed tight against the wall to prevent slips, trips or falls. Maintenance staff should be advised of any trailing leads and same corrected
- floors should be washed, half by half (length ways), to facilitate people passing through. Caution/warning signs should be clearly visible at either end of the washed area. The person washing the floor is responsible for displaying these signs
- any defects in floor coverings, tiles, linoleum, shelving, etc. should be reported for urgent repair
- step ladders and/or footstools should always be used if accessing high shelves or storage areas. Do not attempt to use other shelves, chairs, furniture, etc. to gain access
- heavy or awkward items should not be stored on top of storage units
- all corridors and passageways should be free from clutter at all times. Clear exits should be maintained at all times.
- do not leave filing cabinet drawers or other drawers open when unattended

### **Plant / Boiler / Heating System**

All plant and machinery will be maintained in accordance with manufacturer's instructions and LCETB / Coláiste na Trócaire policy.

### **Photocopiers and all Office Equipment**

One should not attempt to operate photocopiers or office equipment without instruction from the supplier and/or a competent member of staff. Coláiste na Trócaire undertakes to train all staff in the use of photocopiers and office equipment. Photocopiers and office equipment contain several hot operating parts and one needs to contact the caretaker to rectify any malfunction e.g. remove paper jams. Instruction notices on the use of photocopiers are displayed above each photocopier.

### Manual Handling

In many instances, a staff member has to manually handle a load. One should assess whether this is likely to result in injury. Support staff are provided with appropriate Manual Handling training.

One should:

- remove or reduce the need for manual handling by using a trolley etc.
- disperse the load e.g. divide load into smaller loads
- not store heavy or awkward items above head height
- use safety ladders / kick-steps where required
- ensure the load does not catch on loose clothing

### Personal Protective Equipment (PPE)

Coláiste na Trócaire will ensure that PPE is provided where necessary. Regular inspections will be carried out to ensure the appropriate PPE is worn. Each staff member is responsible for maintaining PPE in a good condition, and shall inform the H & S Co-ordinator when PPE needs replacement.

The recommended PPE for caretakers includes:

- General maintenance tasks: protective over-alls, steel toe-capped boots and protective gloves
- Specific maintenance tasks e.g. use of lawnmower, strimmer: visor or eye goggles in addition to PPE already mentioned

The recommended PPE for canteen staff includes:

- tunic with protective head band with net, non-slip shoes, gloves

The recommended PPE for cleaners includes:

- apron/tabard, non-slip shoes, protective gloves, mask and goggles to protect from potential chemical splashes

### First Aid Facilities

In compliance with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007 Coláiste na Trócaire is committed to providing suitable and sufficient first-aid facilities. Staff should be aware that in the event of a medical emergency, efforts should be made to seek professional medical assistance.

In compliance with the obligations placed upon it Coláiste na Trócaire provides sufficient First-Aid kits, which are in clearly marked first-aid boxes and are readily accessible. The contents of the kits are in compliance with the Health and Safety Authority Guidelines on First-Aid. Appendix III outlines the Contents of First-Aid Boxes and Kits. In the event of an accident resulting in first-aid being administered, the first aider shall ensure that a record is made as to the first-aid treatment given.



## Ancillary Safety Statement

- comply fully with the requirements of LCETB's *Policy on Health and Safety Requirements for Contractors*
- undertake a complete health and safety policy familiarisation briefing prior to any work commencing
- co-operate fully with any person appointed as project supervisor
- provide all information requested by LCETB / Coláiste na Trócaire or any person acting on their behalf
- ensure that all work is carried out in compliance with the Safety, Health and Welfare at Work, Construction Regulations 2006, and (S.I. 504 of 2006)
- ensure that all sub-contractors comply with the Construction Regulations and observe all safety procedures as stipulated by the Project Supervisor Construction Stage
- all work equipment used by the contractor must be safe, free from defect, properly maintained and comply with the provisions of the Safety, Health and Welfare (General Application) Regulations, 1993
- electrical equipment shall be 110 volt or battery operated. All lifting equipment shall carry a certificate of test as appropriate
- not put at risk any Coláiste na Trócaire staff member, learner or visitor
- provide a copy of their own safety statement to Coláiste na Trocaire
- co-operate with Coláiste na Trócaire so that Coláiste na Trócaire can comply with legislation on safety and health
- carry appropriate insurance cover
- report any defects in the place of work which might endanger safety
- obey any safety regulations in force within Coláiste na Trócaire
- report any accidents or dangerous occurrences to the H & S Co-ordinator or a nominated person
- cordon off the boundaries of the contractor's operations, where reasonably practicable and provide warning signs
- provide any emergency safety equipment which may be required for the contractor's operation
- follow strictly the terms of any permit-to-work system in force at the time of the contract
- not use any dangerous equipment

In accordance with the provisions of the Safety, Health and Welfare at Work Act, 2005 the contractor shall be provided with all relevant information concerning inherent hazards under the control of Coláiste na Trócaire.

The information provided will include the following:

- relevant sections of the Ancillary Safety Statement
- internal safety procedures and practices
- emergency procedures

Contractors will be supervised to ensure that:

- the requirements of LCETB's / Coláiste na Trócaire's policy are being observed
- equipment or substances are not left or stored on the premises without prior approval
- circulation routes and means of escape are kept clear at all times

## **Ancillary Safety Statement**

- all accidents and dangerous occurrences are reported so that a full investigation can be carried out as appropriate
- permit-to-work systems are used as appropriate
- the no smoking policy is observed

For its part, LCETB / Coláiste na Trócaire will abide by Section 12 of the Safety Health and Welfare at Work Act 2005 with regard to the obligations imposed on it concerning a safe place of work for contractors.

### **Students / Learners**

Students / learners have a responsibility not to endanger themselves or others by their acts or omissions.<sup>1</sup>

### **Visitors**

Visitors must:

- report to Reception where they will sign-in in the Visitors Book

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<sup>1</sup> Student / Learner Code of Conduct – Policy specific to Centre  
Coláiste na Trócaire Safety Statement

## SECTION 6 – REPORTING AND MONITORING PROCEDURES

Monitoring is an ongoing activity and should be reported quarterly to the H & S Co-ordinator/Health and Safety Committee and on request by Corporate Affairs. The review will be fully comprehensive and will cover all matters which affect the safety, health and welfare in the workplace. Staff are invited to contribute to the review through the H & S Co-ordinator. Review of relevant safety procedures will take place following all accidents and incidents. All staff will be made aware of any changes in the safety, health and welfare policy. Coláiste na Trócaire will adhere to all statutory requirements concerning the keeping of records and reporting.

### Reporting Procedures

It is the policy of Coláiste na Trócaire to comply with all requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 regarding the reporting of accidents and dangerous occurrences. It is also policy to investigate all accidents and dangerous occurrences with a view to preventing re-occurrences irrespective of whether they are notifiable or not.

### Internal Reporting

All staff are briefed on the action to be taken in the event of an accident or dangerous occurrence. All accidents / incidents, no matter how minor, must be reported to the Health & Safety Co-ordinator and Head of School. The H & S Co-ordinator will:

- ensure that an Accident / Incident Report form is completed and filed
- report accident
- will critically review each accident / incident (near miss) from the point of view of Place, Plant, Procedure and People, to see where the Safety System has failed and to tighten controls to prevent re-occurrence
- ensure the accident reporting procedures are being observed

### External Reporting

The H & S Co-ordinator will report the accident / incident to Corporate Affairs, LCETB Head Office. In turn, Corporate Affairs will report all notifiable accidents and dangerous occurrences to the Health and Safety Authority (HSA). For example, the following are notifiable events:

- the death of any person irrespective of whether or not they are at work, as a result of an accident arising out of, or in connection with work
- the death of any employee, which occurs, some time after a reportable injury but **not more than one year afterwards**
- an accident to any employee, which disables them from carrying out their normal work for **more than 3 calendar days**

Coláiste na Trócaire will provide LCETB with a Risk Assessment Report on the evaluation of the extent to which the safety policy was fulfilled during the period of time covered by the report. (H & S Audit).

Risk Assessments will be reviewed on a timely basis. For all hazards identified, there are control measures established. Through adequate performance indicators (e.g. H & S

## Ancillary Safety Statement

audits and accident statistics) the efficiency and effectiveness of the Ancillary Safety Statement is monitored. In the event that the efficiency and effectiveness is inadequate measures will be taken to rectify the situation.

### Emergency Numbers – Contact:

		<b>Phone</b>
Garda:	Henry St. Roxboro	999/061 212400 999/061 214340
Fire Brigade		999 / 112
Hospitals:	Regional, Dooradoyle St. Johns	061 301111 061 415822
Ambulance		999 / 112

### APPENDIX I

#### GENERAL PRINCIPLES OF PREVENTION

1. The evaluation of unavoidable risks
2. The combating of risks at source
3. The adaption of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a pre-determined work rate and to reducing the effect of this work on health.
4. The adaption of the place of work to technical progress.
5. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
6. The giving of priority to collective protective measures over individual protective measures.
7. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organization of work, working conditions, social factors and the influence of factors relating to the working environment.
8. The giving of appropriate training and instructions to employees.

**Schedule 3 – General Principles of Prevention  
Safety, Health & Welfare at Work Act 2005**

**APPENDIX II**

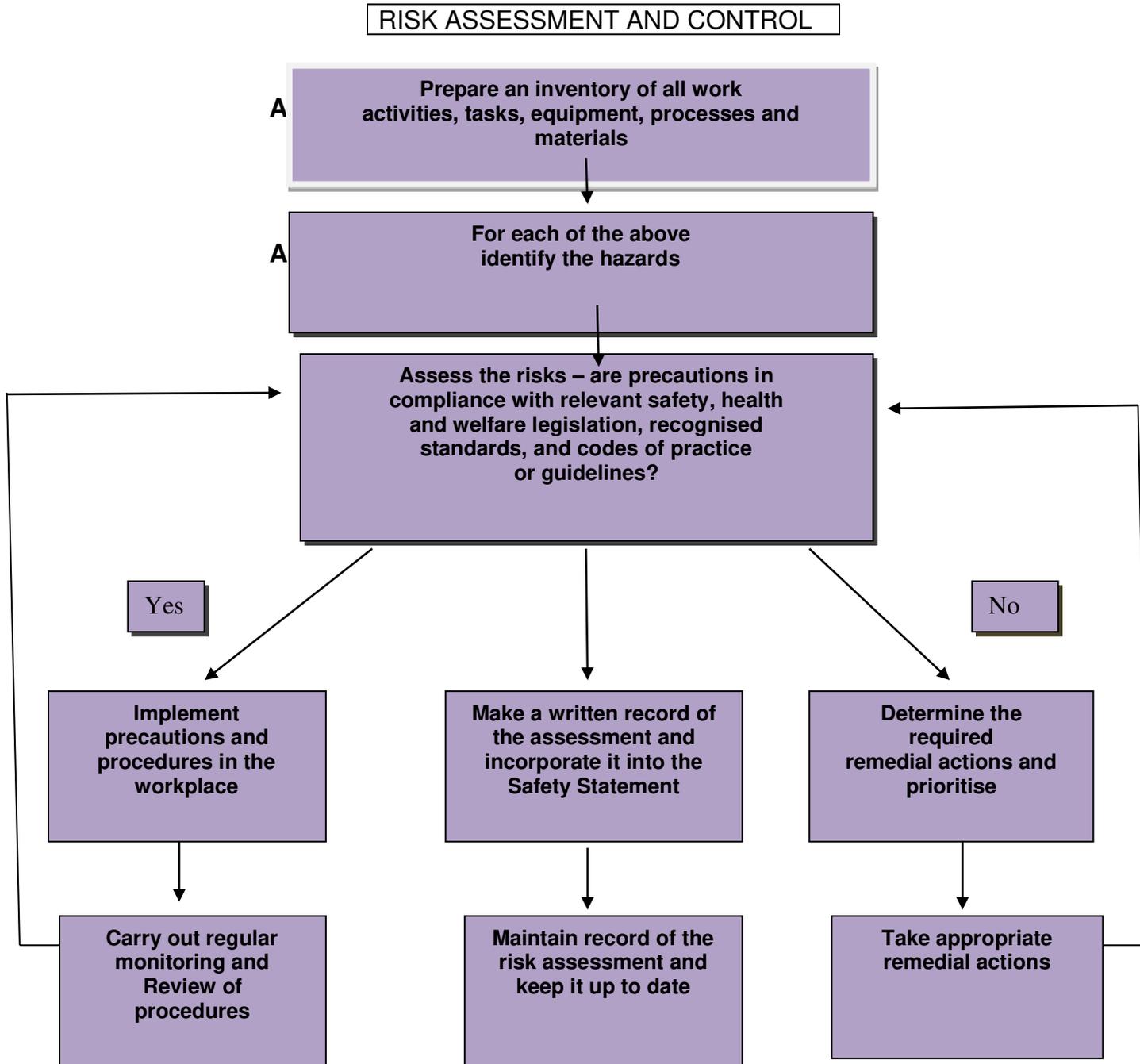
**Responsible Persons**

<b>MANAGEMENT TEAM</b>			
	Principal	Michael Behan	
	Deputy Principal	Susan Burke	
<b>FIRE SAFETY</b>			
	Fire Officer/Warden	Vincent Murphy	
	Fire Wardens - Day	Vincent Murphy	
<b>FIRST AIDERS</b>			
	First Aiders	Killian Phair	
<b>BUILDINGS OFFICER</b>			
	Buildings Officer	Kieran Guinane	
<b>HEALTH AND SAFETY REPRESENTATIVES</b>			
	H & S Co-ordinator	Susan Burke	
	H & S Committee	Aoife Collins	
	H & S Committee	Vincent Murphy	
	H & S Committee	Tony Kenny	
	H & S Committee	Assumpta O'Connell Russell	

**APPENDIX III**

**Contents of First-Aid Boxes and Kits**

<b>Materials</b>	<b>First-Aid Kit Contents</b>	<b>First-Aid Box Contents 26 – 50 persons</b>
Adhesive Plasters	20	40
Sterile Eye Pads (bandage attached)	2	4
Individually Wrapped Triangular Bandages	2	6
Safety Pins	6	6
Medium Individually Wrapped Sterile Un-medicated Wound Dressings	1	4
Large Individually Wrapped Sterile Un-medicated Wound Dressings	1	8
Extra Large Individually Wrapped Sterile Un-medicated Wound Dressings	1	4
Individually Wrapped Disinfectant Wipes	10	40
Paramedic Shears	1	1
Pairs of Examination Gloves	3	10
Sterile Eye Wash	1	2
Pocket Face Mask	1	1
Small Water Based Burns Dressing	1	1
Large Water Based Burns Dressing	1	1
Crepe Bandage	1	3



## Appendix V

### Policies and Procedures

This Ancillary Safety Statement should be read in conjunction with the following policies and procedures developed by Coláiste na Trócaire, LCETB, IVEA, TUI as appropriate. Coláiste na Trócaire and LCETB policies and procedures are available on StaffConnect.

#### Coláiste na Trócaire Policies & Procedures

- Learner Code of Commitment
- Bullying and Harassment Policy – Learners
- Conduct and Behaviour Policy
- Breach of Behaviour Procedure
- Critical Incident Policy & Procedures
- Food Service Staff Hygiene Procedure
- CCTV System Policy

#### LCETB Policies & Procedures

- Workplace Policy
- Work Equipment Policy
- Smoke-Free Workplace Policy
- Pregnant Workers' Policy
- Pregnant Employee Risk Assessment
- Personal Protective Equipment Policy
- Out of Hours Working Policy
- Manual Handling Policy
- First-Aid Policy
- Fire Safety Policy
- Display Screen Equipment Policy
- Automatic External Defibrillator Policy
- CCTV System Policy

#### DES, IVEA, TUI

- Code of Practice for Dealing with Complaints of Bullying and Harassment in LCETB Workplaces
- Code of Practice for Dealing with Complaints of Sexual Harassment in LCETB Workplaces
- DES Teacher's Wellbeing Resource Guide

New Policies and Procedures are ever evolving. These will be brought to the attention of staff as they are developed.