



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	Health and Safety
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Monitored	Annually
Responsibility	Health and Safety Committee
This is an uncontrolled copy, please refer to Teams and School Website for the most up-to-date policy	

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**Coláiste na Trócaire
Safety and Health Policy**

Note This policy is effective from 28th September 2022 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.

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.

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- 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.
- 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 and the LCETB are translated in its Strategic Plan 2022 – 2026, which declares the objectives to be achieved to ensure the quality of the services, provided. Strategic Goal 2.7 “To promote active awareness of health, safety, welfare and wellbeing for all staff at a personal and organisational level”.

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.

Dignity & Respect at Work ¹

Coláiste na Trócaire is committed to maintaining a workplace environment that encourages and supports the right to dignity as work.

¹ Dignity and Respect in the Workplace Charter

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All who work in Coláiste na Trócaire, visitors, contractors, and students who visit our premises are expected to respect the right of each individual to dignity in their work place and have a responsibility to ensure that these rights are respected at all time.

Coláiste na Trócaire undertakes to:

- operate in accordance with the goals stated in our LCETB Equality Policy
- promote equality and accommodate diversity, in line with equality legislation
- ensure that the range and nature of LCETB provision promotes social inclusion
- ensure that our actions, or the actions of those who provide services on our behalf, are just and fair.
- foster a positive working environment
- ensure that professional standards are maintained
- provide a mechanism to process allegations that affords all concerned full rights in accordance with natural justice.²
- To raise awareness on the prevention of bullying and harassment or sexual harassment.

Coláiste na Trócaire is committed to providing a workplace that is free from violence and will not tolerate any verbal or aggressive behaviour from or to our staff.

² LCETB Equality Policy/Bullying Prevention Policy/Harassment/Sexual Harassment Prevent Policy/Grievance Procedures

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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:

Principal

Vincent Murphy

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Tony Kenny

Garrett Noonan

Aoife Collins

SECTION 2 - RESPONSIBILITIES

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.

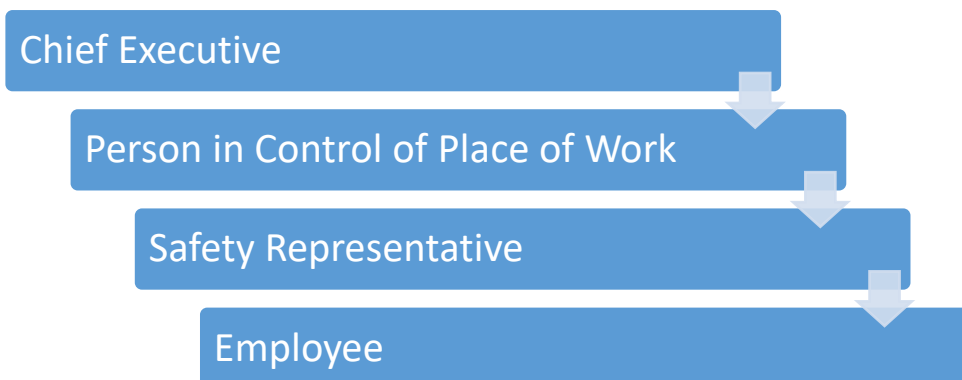
Under section 13 of the Education and Training Board Act, 2013, health and safety is an executive function with the Chief Executive as the Accounting Officer of the organisation. The Chief Executive may delegate functions to a School Manager who is defined under the 2005 Act as being a person in control 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 school's existing planning and self-evaluation processes. The safety statement should be informed by and reflect wider ETB / school 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.



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

Principal, Deputy Principal and Staff

The Principal, Deputy Principal and Staff 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 Health and Safety Committee 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 Services
- 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.

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- submit accident / incident reports to Corporate Services.
- 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
- chairperson has casting vote in case of tied vote

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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
- 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
- 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

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- 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
- 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

Fire Warden

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

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

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

Subject Departments

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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
- 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

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- 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

Students

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

Visitors

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

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

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

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

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

Contractors

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

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

- There is more than one contractor involved in the work;

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

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

From time to time the school 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 School 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 school on behalf of the school;
- Provide to contractors the school's safety statement and instructions relating to safety, health and welfare;
- Be aware of the contractor's duty to make available to the school 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.

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

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

All equipment brought into school 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.

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:

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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.

Key hazards

- Deficits in housekeeping (slips trips and falls)
- Information deficits
- Security deficits
- Visitors ignoring signs and information prohibiting access to buildings/sites
- Failure to control access to buildings/worksites
- Failure to manage visitors during an emergency
- Slippery surfaces
- Unsuitable footwear (PPE)
- Uneven ground coverings
- Changes in floor level
- Sharp implements (knives, Woodwork Room tools)
- Obstructions and Protrusions
- Poor lighting/visibility
- Electricity
- Violence and aggression
- Plant and machinery
- Implicating the LCETB, self or others for a potential civil or criminal prosecution
- Damage to LCETB reputation
- School Bus

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.

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An accident report form is available on Staffconnect on 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*)

Information will be communicated to staff through the induction process, staff handbook, StaffConnect, Coláiste na Trócaire Learning Platform/Internal SharePoint, staff meetings, text messages, e-mails etc.

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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.

Electrical Equipment

Employees shall:

- ensure that electrical appliances are checked before use, that all necessary protection devices are in place and report any defects in appliances to their supervisor;
- not use any appliance that has been marked not for use;
- not undertake any electrical work on any electrical appliance or installation unless competent to do so;
- ensure maintenance of security at electrical installations or switch rooms, if designated to do so;
- ensure that work is not undertaken on any electrical appliance or installation unless it has been isolated, locked and tagged out.

Eye Protection

Employees involved in any type of work, which presents a potential hazard to their eyes, are required to wear eye protection.

- Protective equipment is provided by the School;
- Should it be required, this protection is immediately available on request;
- The wearing of eye contact lenses at work involving the use of chemical agents is prohibited.

Eye protection will be worn during the following operations: -

- Handling or using hazardous liquids or chemicals.
- All other operations designated as eye protection work.

It is the responsibility of the employee to ensure that eye protection is used where or when required, and for requesting timely replacements.

Display Screen Equipment (DSE) Use³

Operators of DSEs 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 – 90⁰
- workstation is tidy and that paperwork is organised for easy access to avoid over-reaching

³ Display Screen Equipment Policy

Ancillary Safety Statement

- space around workstation is uncluttered allowing the operator to move freely from side to side
- clothing is comfortable and non-restrictive

Eye Tests: ⁴

Any employee who uses DSE equipment as a substantial part of their working day may on request avail of the opportunity of an eye test relating to DSE work.

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 Freshener
Tippex	Brasso	Dettol
Dettol	Scouring Pads	Washing Up Liquid
Furniture Polish	Film / Paper Developer	Film / Paper Fix
White Spirits etc.		
Surgical Spirits	Perm Lotion	
Wax Equipment Cleaner	Bleaching Powder	
Beeswax & cold Wax	Colouring 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.

⁴ Form to claim for eye test can be found in DSE Policy

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Storage of Hazardous Substances

All hazardous substances including flammable gasses will be stored in accordance with legislative requirements and safe practices.

- The appropriate location of storage will be determined by means of reference to the applicable Material Safety Data Information.
- Consideration will be given to chemical incompatibility and environmental impact in the event of release.
- All containers will be clearly identified, so as to provide information of hazard.
- All compressed gas cylinders will be colour code identified.
- All pipe line supplies will be identified.

Training will be provided to all employees who will come into contact with hazardous substances in their place of work and will include:

- the identification of hazardous substances and their effects;
- the protective clothing and/or safety equipment to be used when handling hazardous substances;
- the method of use of Hazardous Substance Safety Data Sheets providing information on the identity of the substance,
- the effects of contamination, emergency First-Aid treatment procedures and protective clothing/equipment to be worn or used during handling

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.

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 management who will contact the emergency services for help;

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- School 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.

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

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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. Photocopiers and office equipment contain several hot operating parts and care should be taken when rectifying any malfunction or removing a paper jam. If there is a risk of injury, please contact the main office who will in turn contact the company who supplied the photocopier to carry any necessary repairs. There are currently three copiers on campus, main office, staff workroom and main staffroom. Supplier and maintenance contact details:

In the event of maintenance required on machines the procedure is to contact main office who in turn will contact the supplier.

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

Any employee who while carrying out their duties is at risk from manual handling activities, must attend the relevant training and also highlight to their manager when he/she experiences any associated discomforts.

Personal Protective Equipment (PPE)

Safety Helmet	(EN397) – when required
Safety Glasses	(EN166) – when required
Safety Goggles	(EN166) – when required
Face Masks/respirators	(EN149) – when required
Safety Boots*	(EN345) – at all times on School premises
High Visibility Vest*	(EN471) – at all time on School premises

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Overalls	When required
Gloves	When required
Safety Harness**	(EN361) at all times working over 2 metres
Fall arrest lanyard (>5.75m)**	(EN355) at all time with safety harness
Inertia Reel Block (<5.75m)**	(EN365) – at all times with safety harness

***When required**

****Where applicable**

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.

Noise

So as to protect employees and students from the risks to their hearing, the School/Centre will comply with the requirements of the European Communities (Protection of Workers) (Exposure to Noise) Regulations, 2005.

LCETB is required to:

- assess the risk to employees from noise at work;
- take action to reduce the noise exposure that produces those risks;
- provide our employees with hearing protection if we cannot reduce the noise exposure enough by using other methods;
- make sure the legal limits on noise exposure are not exceeded;
- provide our employees with information, instruction and training;
- carry out health surveillance where there is a risk to health.

The regulations do not apply to:

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- members of the public exposed to noise from their non-work activities, or making an informed choice to go to noisy places;

Low level noise that is a nuisance but causes no risk of hearing damage.

Lone Working

Lone working is generally not best practice. In an unavoidable event that this is necessary the staff member concerned is advised to always let someone know where they are and be extra vigilant and cautious in their work.

Violence & Aggression at Work

Coláiste na Trócaire is committed to the provision of a safe & healthy work environment. This includes the protection of employees from acts of aggression or violence.

Employees potentially exposed to violent situations shall have their work activities assessed by their Manager. As a part of this assessment, each Manager will consult with the staff working within his/her area of responsibility and take into consideration the following:

- the concerns/opinion of the employee(s) in question
- any previous incidents of violent/aggressive encounters.
- the working patterns of the employee e.g. work outside of normal hours travel to and from work locations, working in isolation or on a one-to-one basis.
- the type/nature of people the employee is reasonably expected to interact with.

In the event that the threat of violent encounter is identified, both the Manager and employee(s) concerned should discuss and identify methods of removing/minimising the potentially violent situation.

Where a control measure is not immediately possible or actionable from a departmental level, the details of the assessment shall be communicated through normal channels of management.

Any corrective measures that are implemented shall be subjected to a review by the Manager of the department with a view to evaluating the effectiveness of the control measure.

All employees are reminded that all incidents of aggression, threat or actual violence must be reported to their direct manager. In the event that the perpetrator is a line manager then please report to more senior management.

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Pregnant Employees

Coláiste na Trócaire will comply with the provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations 2007 (Pregnant Employees etc.).

On receipt of written notification of pregnancy, recent birth or breastfeeding, each Manager shall in conjunction with Health and Safety Co-ordinator/Officer review the working patterns and tasks of the pregnant employee.

The School will, so far as possible, identify hazards in the workplace, which could affect the health of the pregnant woman, or of her unborn child. These hazards will be assessed and managed to avoid risk

Following identification of risk, all practicable measures will be taken to eliminate or control risk by engineering or organisational methods. If such safeguards are not possible, the employee will be reassigned to other work for which the risks are assessed as not significant or granted health and safety leave.

Pandemics

In compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005 and associated regulations, Government/HSA and HSE advice, LCETB will draw up and revise emergency plans as appropriate.

The ETB will ensure that all necessary protocols are in place, training will be undertaken by all employees and risk assessments carried out.

Schools and Centres will implement any controls deemed necessary as a result of risks identified and on the advice of the ETB.

Psychological Safety

The management and staff of the school aim to use available programmes and resources to enhance a sense of safety and security in the School/School.

Staff have access to supports such as the Employee Assistance Programme/Wellbeing initiatives.

Staff are familiar with the Child Protection Guidelines and Procedures

Staff can avail of training relative to the role they have undertaken e.g. Fire Warden

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

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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.

First-aid boxes are located as follows:

Ground Floor	Special Purpose Rooms
Front Office	Woodwork Rooms
PE Store	Metalwork Room
	Art Room
	Science Labs

Fire Precautions

Each staff member should familiarise themselves with:

- the layout of the building
- the location of all fire safety equipment e.g. fire extinguishers, fire alarms, break glass units etc.
- the correct action to take in the event of a fire

Fire safety equipment should be kept clear of all possible obstructions for safe and easy access. Any faults in fire safety equipment should be reported immediately to the Fire Officer / Fire Warden.

If one suspects that a fire has broken out, or if one smells something burning, act immediately to establish the situation and raise the alarm if necessary. Do not wait for someone else to act first.

A Permit to Work system is in operation in relation to the following activities:

- Electrical Work.
- Hot works.
- Restricted Access to the following areas:
 - Roof access
 - Electrical Sub-distribution rooms
 - Electrical HV Transformer rooms
 - Boiler House / Mechanical MCC rooms

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Gas Leak

In the event that there is a suspected gas leak staff should

- Evacuate students from the room
- Turn off gas (if appliance is in the room such as a cooker or in a lab)
- Do not turn on or off any switches
- Open windows
- Notify Management
- Arrange for the gas to be turned off at the meter
- If smell persists ring Gas Networks on 1850 20 50 50

Adverse Weather⁵

The safety of our staff and students is important and staff are advised to heed any safety advice given during adverse weather conditions such as gale force winds, icy roads, flooding etc. ⁶

LCETB and Coláiste na Trócaire have a protocol in place where staff may be advised to stay at home on the instructions of the Government where there is risk to the safety and health during severe national weather events.

Emergency Planning

In compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005 and associated regulations, will draw up and revise emergency plans as appropriate.

Planning for emergencies ensures that:

- injury to employees, students, emergency personnel and visitors is reduced to the lowest level possible
- damage to buildings, plant and equipment is reduced
- disruption of all Coláiste na Trócaire activities is minimised

In the event of an emergency outside normal hours a senior manager may be contacted by telephone.

Coláiste na Trócaire will make available such facilities as may be required by the emergency services for any emergency external to Coláiste na Trócaire .

⁵ LCETB Protocol on Government-Ordered Closures of ETB Schools, Colleges, Centres and Offices

⁶ Be Winter Ready – Government of Ireland

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Emergency Numbers – Contact:

		Phone
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
HSE Covid 19 Hotline		1800 700 700

Critical Incidents

Coláiste na Trócaire aims to protect the well-being of students and staff by providing clarity on how the school will respond to incidents that affect the wider school community. The Critical Incident Management Plan (CIMP) is one element of the school'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 school”. 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 school community through accident, violence, or other unexpected death;
- An intrusion into the school;
- An accident involving members of the school community;
- An accident / tragedy in the wider community;
- Serious damage to the school buildings through fire, flood, vandalism, etc.;
- The disappearance of a member of the school community.

Aim

The aim of the CIMP is to help School Management and staff to react quickly and effectively in the event of an incident, to enable us to maintain a sense of control

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and to ensure that appropriate support is offered to students and staff. Having a good plan should also help ensure that the effects on the students and staff will be limited. It should enable us to affect a return to normality as soon as possible.

Creation of a coping supportive and caring ethos in the school

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

Legionella ^[1]

Legionellosis is a collective term for diseases caused by legionella bacteria including the most serious Legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection

People contract Legionnaires' disease by inhaling small droplets of water (aerosols), suspended in the air, containing the bacteria. Certain conditions increase the risk from legionella if:

- the water temperature in all or some parts of the system may be between 20-45 °C, which is suitable for growth;
- it is possible for breathable water droplets to be created and dispersed e.g. aerosol created by a cooling tower, or water outlets;
- water is stored and/or re-circulated;
- there are deposits that can support bacterial growth providing a source of nutrients for the organism e.g. rust, sludge, scale, organic matter and biofilms.

There may be a risk of exposure to Legionella if any of our workplaces or premises has one of the following:

- a cooling tower or evaporative condenser
- hot and cold water systems
- Showers^[2]

^[2] Please see information on legionella for full list of systems where this might be prevalent

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 Services. Form M⁷ must be completed annually and returned to Corporate Services Department by the end of September. 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:

- 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 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;
- Ensure any CCTV footage is downloaded and held, this may be required in the event of a claim;
- Ensure that a photograph of the area is taken where the accident/incident happened as supporting evidence in the event of a claim;
- Remove and store any defective equipment as this will be required in the event of an investigation into the accident/incident;
- Ensure any hazards are dealt with, e.g. wet floor – dried, raised flooring – repaired etc.;
- Submit the ETB accident report form 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;

⁷ Form M (StaffConnect)

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External Reporting

The H & S Co-ordinator will report the accident / incident to Corporate Services, LCETB Head Office. In turn, Corporate Services 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**

Review/Audit

If requested 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 an annual basis. For all hazards identified, there are control measures established. Through adequate performance indicators (e.g. H & S 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.

Data Protection

All information and documentation in relation to Health & Safety, including risk assessments, is managed and retained in accordance with the LCETB Data Protection Policy and Data Retention Schedule. (www.lcetb.ie/StaffConnect).

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**

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APPENDIX II

Responsible Persons

MANAGEMENT TEAM			
	Principal	Michael Behan	
	Deputy Principal	Garrett Noonan	

FIRE SAFETY			
	Fire Officer/Warden	Vincent Murphy	
	Fire Wardens - Day	Kieran Guinane	

FIRST AIDERS			
	First Aiders	Killian Phair	
		Christopher Flanagan	

BUILDINGS OFFICER			
	Buildings Officer	Kieran Guinane	

HEALTH AND SAFETY REPRESENTATIVES			
	H & S Co-ordinator	Garrett Noonan	
	H & S Committee	Aoife Collins	
	H & S Committee	Vincent Murphy	
	H & S Committee	Tony Kenny	
	H & S Committee	Assumpta O'Connell Russell	

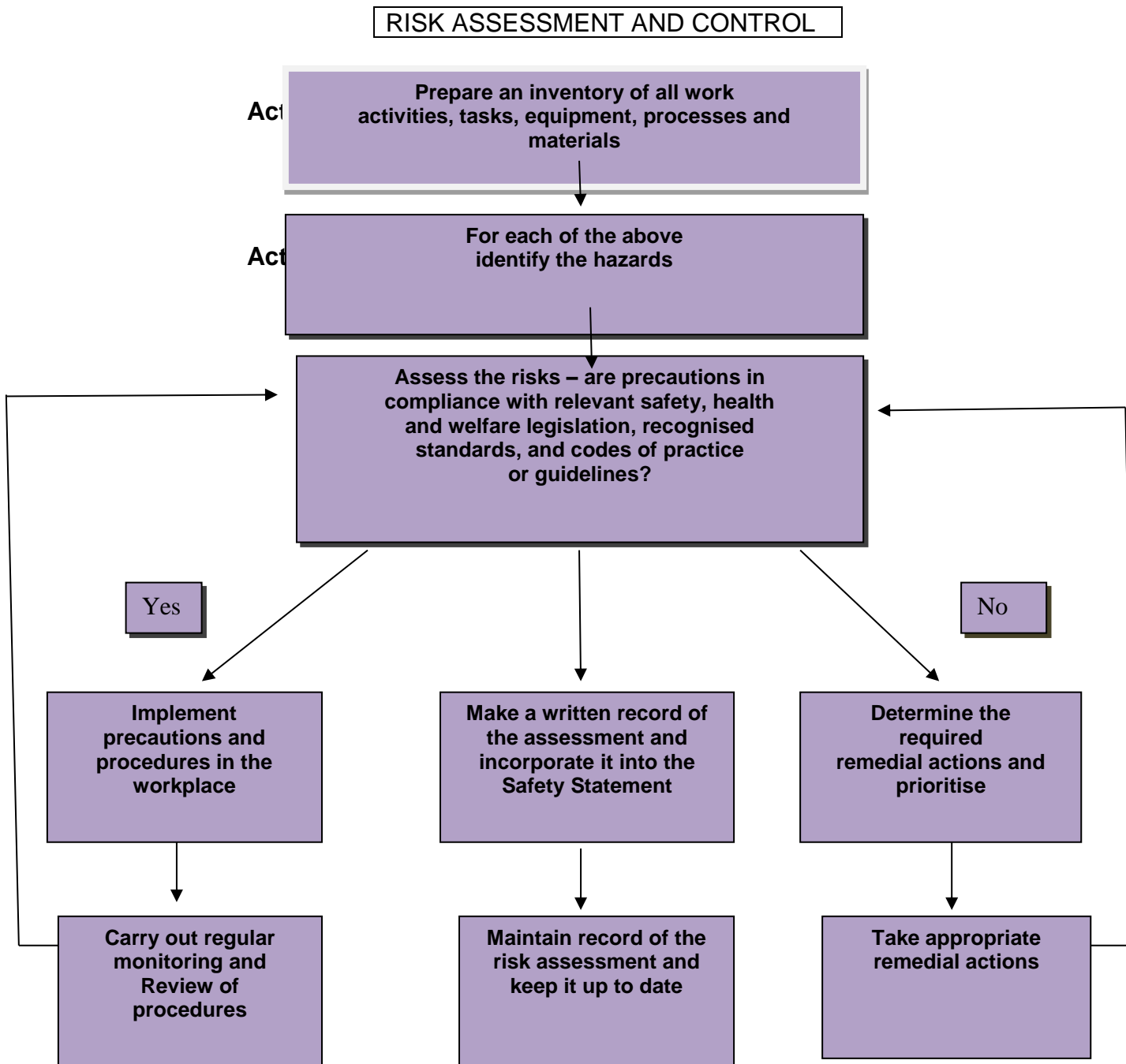
APPENDIX III

Contents of First-Aid Boxes and Kits

Materials	First-Aid Kit Contents	First-Aid Box Contents 26 – 50 persons
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

Ancillary Safety Statement

APPENDIX IV



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, ETBI, 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.