



etb

Bord Oideachais agus
Oiliúna Thiobraid Arann
*Tipperary Education and
Training Board*

SAFETY STATEMENT

TEMPLEMORE COLLEGE OF FURTHER EDUCATION

RICHMOND

TEMPLEMORE

CO. TIPPERARY.

Document Control

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COMPANY INFORMATION

| | |
|------------------------------------|--|
| Company Name: | Templemore College of Further Education |
| Company Address: | Richmond, Templemore, Co. Tipperary |
| Principal | Dr. Noel Colleran |
| Deputy Principal | Mr. Micheál Lenihan |
| School Administration | Ms. Pauline Ryan |
| Telephone Number: | 0504-31007 |
| Email: | info@tcfe.ie |
| Website: | www.tcfe.ie |
| Business Activity: | Education |
| No. of Employees: | 33 |
| Caretaker: | Ray Creaney |
| Cleaner | Susan Cummins |
| EMERGENCY NUMBERS | |
| Fire Brigade/Ambulance | 999 or 112 |
| Roscrea Garda Station | 0504-32630 |
| Paul O'Carroll | Templemore Medical Centre. 0504 53133 |
| ESB | 1850 372 999 |
| Bord Gais | 1850 205 050 |
| Health and Safety Authority | 01 6620400 |

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General Policy Statement

This document sets out the Health and Safety Policy of Templemore College of Further Education and specifies the means provided to achieve this policy. The objective is to provide a safe and healthy work environment for all employees and to meet our duties to Students, Next of Kin, Contractors, and Members of the public who may be affected by our school activities. The success of this policy depends on the co-operation of all those who make up the school community. It is important therefore that this document is read carefully and that the role of each employee is understood to ensure the success of school safety policies. It is the intention that this document will be amended regularly and will take into account any changes in legislation which may be relevant. Employees and all pertinent persons will be encouraged to put forward suggestions for the improvement of this Safety Statement.

Implementation

This policy statement will be implemented by Dr. Noel Colleran with the assistance of the staff of Templemore College of Further Education.

Signed: _____ Date: _____
Dr. Noel Colleran
School Principal

I, the undersigned, endorse and take responsibility on behalf of Tipperary Education and Training Board for the implementation of this policy statement.

Signed: _____ Date: _____
Ms. Fionuala McGeever
Chief Executive, TETB

1.0 MANAGEMENT OF HEALTH AND SAFETY

1.1 *Statement of Health and Safety*

Templemore College of Further Education is a well-equipped, co-educational college, delivering a wide range of courses to enable learners to gain employment or progress to further education. We are committed to meeting learner's needs in a caring, learning environment.

Learner's needs are met through a partnership approach. The views and ideas of our education partners, the Board of Management, the Next of Kin and Friends of Templemore College, the Learner's Council and staff contribute towards the development of curriculum programmes and College policies.

Our dedicated tutors use a variety of methodologies, team-teaching, active learning, group work, projects, research, etc. A feature of the College is that each course has at least one specialist tutor with wide experience of working outside the College in the particular field of the course. This ensures that courses are up-to-date and relevant to the real world.

Information on Learners progress is communicated via regular Learner – Tutor meetings and exam reports.

The code of behaviour exists to facilitate the two most important activities in the college, teaching and learning. We currently have over 350 adult students, including a very progressive self-funded night class provision, all over the age of 18. The College also incorporates a Céim Eile programme with 25 students. These students are largely under 18 years of age.

It is the policy of Templemore College of Further Education to comply with:

- The Safety, Health and Welfare at Work Act 2005.
- The Safety, Health and Welfare at Work (General Application) Regulations 2007-2016.
- Any other legislation, regulations or amendments that are applicable to our business.

The Board of Management liaising with College management will ensure, so far as is reasonable practicable, the safety, health and welfare of students during college hours, employees, and any contractors or visitors to the College.

It is the policy of Templemore College to ensure that adequate consultation takes place between the Board of Management and employees, on all health and safety related matters, employees are encouraged to notify the Principal of identified hazards in the workplace.

All employees have the responsibility to co-operate with the Principal, Tipperary ETB and the Board of Management, to achieve a health and safe workplace for themselves and for the students attending the College.

2.0 ORGANISATION AND RESPONSIBILITIES

2.1 Duties of Management

Section 8 of the Safety Health and Welfare Act 2005 requires every organisation to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all its employees. Management has the responsibility to constantly review the performance and standards achieved in relation to the health and safety of all operations and to ensure the hazards made later in this statement and controlled and regularly reviewed.

2.2 Responsibilities of Tipperary ETB Senior Post Holders

- Ms. Fionuala McGeever, Chief Executive
- Mr. Frank Bermingham, Director of Organisation, Support and Development
- Ms. Linda Tynan, Director of Schools

The senior post holders will:

- Take responsibility on behalf of management for safety, health and welfare.
- Appoint a person as Health and Safety Officer in accordance with section 25 of the Safety, Health and Welfare at Work Act 2005.
- Ensure a system is in place to ensure the safety policies and procedures are complied with and that each employee is aware of their responsibilities and the means by which they can carry them out safely.
- Ensure that staff are provided with safety information and instructions relevant to their work.
- Ensure that First Aid equipment is provided and regularly checked and restocked when necessary.
- Ensure the safety statement is available to all contractors and inspectors of the Health and Safety Authority for review.

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

Principal: Dr. Noel Colleran **Deputy Principal:** Mr. Micheál Lenihan

2.3 Duties of the Employer:

As Principal, Dr. Noel Colleran has overall responsibility for Safety, Health and Welfare within Templemore College of Further Education.

This includes:

- a) Knowing the appropriate statutory requirements affecting the college operations **e.g.**
 - 1) Safety, Health and Welfare at Work Act 2005.
 - 2) General Application Regulations 2007.
 - 3) Any other relevant legislation, regulations and amendments.This will be achieved by regularly reviewing the legislation and also reviewing safe work procedures with employees, learners and contractors.
- b) Liaise with the Tipperary ETB on any pertinent health and safety matters.
- c) Ensure that arrangements are in place for communicating the information included in the Safety Statement to employees, contractors.
- d) Identify safety training needs and ensuring that appropriate training is provided.
- e) Ensure all employees, learners, contractors and visitors observe the requirements of the company policy.
- f) Ensuring the necessary inspections and maintenance are carried out on all equipment.
- g) Management will review and amend this document when significant changes occur, the risk assessment is no longer valid or changes of relevant names within the company.
- h) Ensuring the Safety Statement is available to all contractors and inspectors of the Health & Safety Authority for review.
- i) Ensuring adequate welfare, first aid and firefighting facilities and equipment are available on the premises.
- j) Be aware of all identified hazards throughout the college and ensure specific measures are taken to reduce the risks associated with these hazards.
- k) Ensure that employees under their immediate control are aware of actions to be taken in case of an emergency.
- l) Ensure that an Accident Report form is completed thoroughly and promptly for all reported accidents and, when necessary, ensure accident reports have been filed with the Health and Safety Authority (HSA).

2.4 Duties of the Employee

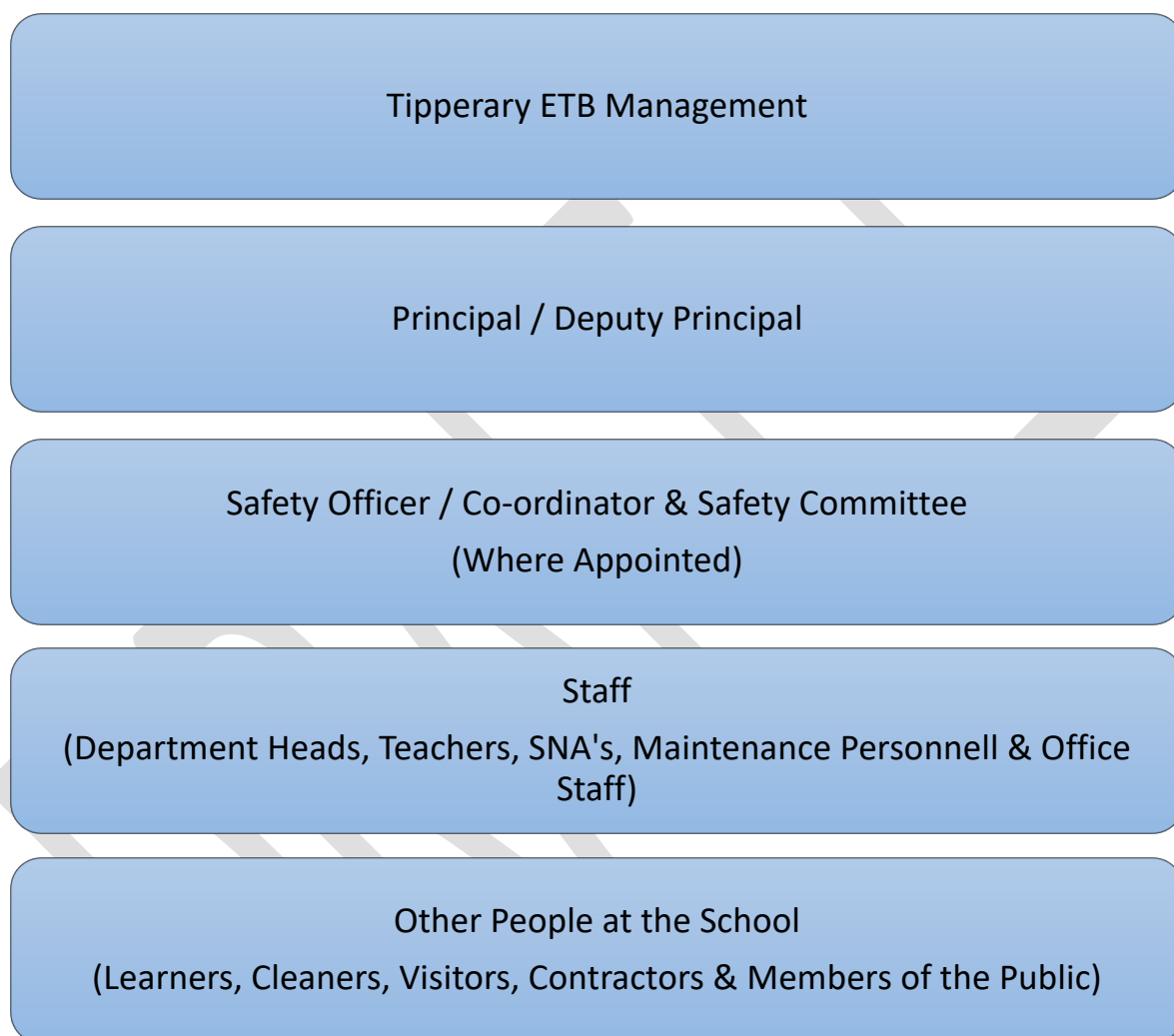
All employees of Templemore College of Further Education **MUST** take responsibility for health and safety in the classroom and the safety, health and welfare of themselves and the students while in the classroom.

In accordance with the requirements the Safety, Health and Welfare at Work Act 2005, employees have the following responsibilities:

- a) All employees are required to co-operate fully with all provisions taken by Templemore College of Further Education for ensuring the safety, health and welfare of other employees, students, contractors and visitors.
- b) All employees are required to immediately report all accidents, incidents, dangerous occurrences using Tipperary ETB Accident Report Form (**APPENDIX I**) and unsafe conditions and unsafe acts to management using Tipperary ETB Hazard Report Form (**APPENDIX III**)
- c) All employees are required to adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided.
- d) All employees are required to discharge their work in a safe manner taking care of their own safety and that of the students, who may be affected by their acts or omissions.
- e) All employees are required to attend training and take instruction on the correct use of articles or equipment.
- f) All employees are required to report to their employer as soon as is reasonably practicable
 - a. Any work being carried out which might endanger him/herself or others;
 - b. Any defects in the place of work, the system of work, any article or substance which might endanger him/herself or others;
 - c. Any contravention of the relevant statutory provisions of which he/she is aware;
- g) All employees must read through each risk assessment included in this Safety Statement, which affects their work and comply with the safety procedures written in them.
- h) No member of staff should be under the influence of an intoxicant to the extent that they endanger their own safety or the safety of others around them.
- i) All employees are required to submit to tests for intoxicants, if reasonably required, with the tests carried out by a registered medical practitioner, who is a competent person.
- j) Employees must not engage in any improper conduct or dangerous behaviour.
- k) All employees **MUST** co-operate with Templemore College of Further Education and Tipperary ETB to enable them to comply with relevant health and safety legislation (**e.g. completing risk assessments, attending relevant training etc.**)

2.5 ORGANISATION CHART

There is a duty on everyone at work to co-operate effectively in developing and promoting safety and health. This organisation chart illustrates the hierarchy of duties in the School.



3 SAFETY OF THE WORKPLACE

3.1 Means of Escape

Templemore College of Further Education will ensure escape routes are kept free from obstruction and that all staff and learners are made aware of all exits.

3.2 Cleanliness and Housekeeping

The premises shall be kept clean and tidy. The building is cleaned regularly by the College Cleaner and the Caretaker. Any spillages e.g. liquid spills, chemical spill etc. are cleaned up immediately. It is the responsibility of all staff within the building to keep their workstation and work area/classroom clean and tidy and free from clutter and obstruction.

Items delivered and left on the floor (paper deliveries, sample catalogues etc.) must not obstruct passageways or escape routes. They should be placed in their final position without delay. In the event of the Caretaker not being available to move the items, they should be placed in a safe manner in the Reception area.

3.3 Personal Protective Equipment

Templemore College of Further Education will ensure that all employees are adequately protected and where it is not reasonably practicable to reduce or eliminate the risk, then as a last resort will provide PPE appropriate to the task/work environment.

As required Tipperary ETB will ensure:

- To provide adequate and suitable PPE if and when required.
- That PPE is used, maintained and replaced in accordance with the manufacturer's instructions.
- To record information to include supply of and training in the use of PPE as appropriate.
- PPE is provided free of charge to employees.

On receipt of appropriate PPE, Tipperary ETB expect our employees to:

- Use PPE correctly and whenever it is required.
- Report any defects in or damage to their PPE immediately.
- Participate in any training or instruction provided on the fitting, use and inspection of PPE.
- Inform Principal of any medical conditions they have that may affect the correct use of the PPE provided to them.
- Look after any PPE provided to them.

3.4 Display Screen Workstations

Some users may suffer from temporary eye fatigue, exhibiting symptoms such as failure to see clearly, red eyes, sore eyes or headaches. This can be caused by:

- Poor positioning and adjustment of the display screen.
- Poor legibility of screen or source documents.
- Poor lighting, glare or reflections.
- A drifting or flickering image on the display screen.

Display screens should be set up as follows:

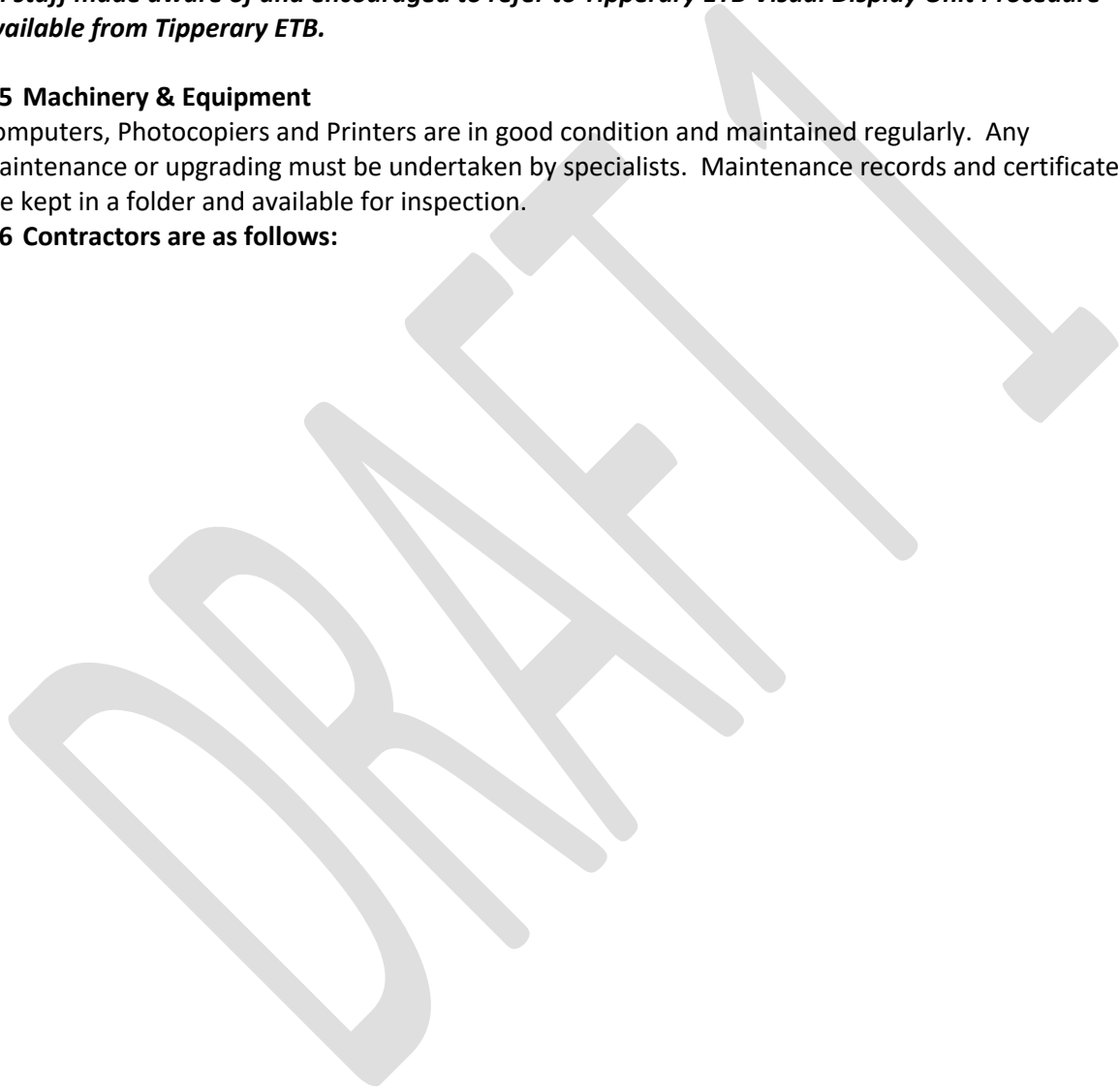
- The image on the screen should be free from flickering and other forms of instability.
- The screen should have easily adjustable contrast and brightness.
- The screen should be easy to tilt or swivel.
- The screen should be free from reflective glare, which can cause discomfort.
- The height of the screen should be adjusted to minimise head and neck movement.
- The angle of the screen should be adjusted to suit the seating position.

All staff made aware of and encouraged to refer to Tipperary ETB Visual Display Unit Procedure available from Tipperary ETB.

3.5 Machinery & Equipment

Computers, Photocopiers and Printers are in good condition and maintained regularly. Any maintenance or upgrading must be undertaken by specialists. Maintenance records and certificates are kept in a folder and available for inspection.

3.6 Contractors are as follows:



2.5 Contractors are as follows: (please fill in details)

| | |
|---|--|
| Photocopiers: | <p>Copymoore Ltd. 234 Blanchardstown Corporate Park, Blanchardstown, County Dublin Phone: 0818-222918 Email: support@copymoore.com Website: www.copymoore.com</p> |
| Computers and Server: | <p>Solve IT Unit 7A Gurtnafleur Business Park Clonmel 052 6190000</p> |
| Fire Extinguishers Checked Annually by: | <p>Amber Fire Protection Lt. B6 Corcanree Business Park, Dock Rd. Limerick 061 228991</p> |
| Security Alarm Checked regularly by: | <p>Firecheck 086 3849149</p> |
| Shredding | <p>All Security Mobile Shredding Ltd. Ballyartella, Ballycommon, Nenagh, Co. Tipperary Phone: 067-24848 Email: info@securityinshredding.com Website: www.securityinshredding.com</p> |
| Contract Cleaning | <p>We have our own College Cleaner</p> |
| Lift Maintenance | |
| Boiler Maintenance | |

4 PUPILS, VISITORS & CONTRACTORS

4.1 Pupils

Templemore College of Further Education will ensure, as far as is reasonably practicable, the safety of Learners (day and night), while on the premises.

- a) All areas of the school and the grounds will be as safe as is reasonably practicable.
- b) All fire evacuation procedures signage will be in place and fire exits clearly marked.
- c) The teacher of each class will take a roll call, and bring it with them to the assembly point, in the event of an evacuation.

4.2 Visitors

Templemore College of Further Education will ensure, as far as is reasonably practicable, the safety of visitors and contractors while on our premises.

While under the supervision of Templemore College of Further Education, visitors and contractors are to obey the safety rules and emergency procedures at all times. All visitors are required to sign in and out on the Visitors Log Book which is located at Reception.

4.3 Contractors

All construction work will be carried out in accordance with the Safety Health and Welfare at Work (Construction) Regulations 2013. All contractors e.g. window cleaners etc. employed by Templemore College of Further Education will comply with the following duties:

- a) Co-operate with the Templemore College of Further Education, to ensure safety is maintained and relevant statutory provisions are met.
- b) Contractors will complete Health and Safety Induction Checklist before they are deemed qualified for the works.
- c) Contractors will be asked to provide their Safety Statement, or a Method Statement prior to the commencement of work, at the discretion of the management.
- d) Contractors must not commence with any work on the premises until relevant safety procedures are read, understood and accepted.
- e) Contractors are required to provide training as necessary, to ensure that employees under their control are competent to carry out work safely.
- f) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of the staff, pupils and others on the premises.
- g) Contractors must maintain the work area in good order and in a satisfactory state of cleanliness.
- h) Contractors must provide an assessment of risk associated with any substance, process or work activity, which may be hazardous, to the Board of Management, before work commences. Any material, or substance brought onto the premises, which has health, or fire risks must be used and stored in accordance with the relevant legislation.
- i) All plant, or equipment brought onto the grounds of Templemore College of Further Education must be safe and in good working condition, fitted with any necessary guards and safety devices, and with necessary certificates.

4.4 Health and Safety Induction Checklist (Contractors & Suppliers)

| HEALTH AND SAFETY INDUCTION CHECKLIST (For Contractors & Suppliers) | | | |
|--|--------------------------|--------------------------|-----------------|
| <p>Name: _____</p> <p>Company: _____</p> <p>Area of Work: _____</p> <p>Date: _____</p> <p>This checklist must be completed by Principal / Centre Manager for all Contractors & Suppliers carrying out work for Tipperary ETB. When induction is completed, the relevant box should be ticked. For items not covered, comments should be recorded giving reasons and date for completion. The Contractor & Supplier and person providing the induction should both sign the form and keep a copy.</p> | | | |
| 1. Safety Information Obtained | Yes | No | Comments |
| <ul style="list-style-type: none"> • Contractor's insurance policies must be submitted for examination prior to work commencing. • Have Contractors provided their Safety Statement and / or a Method Statement prior to the commencement of work. • Provided training and education as necessary to ensure that employees under their control are competent to carry out their work safely. • Have you issued your employees with the correct Personal Protective Equipment to ensure they can carry out their work safely? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Risk Assessments & Training | Yes | No | Comments |
| <ul style="list-style-type: none"> • Have you communicated the safety rules for Contractors/Suppliers as stated in the company policy? • Have you indicated the specific hazards associated with the work area the contractors are working in? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | |
|---|------------|-----------|-----------------|
| <ul style="list-style-type: none"> Do they know the name and contact number of a company employee to report safety issues to? | | | |
| <ul style="list-style-type: none"> Have they been made aware of emergency contacts numbers? | | | |
| <ul style="list-style-type: none"> Is all plant brought onto our premises in good working order? | | | |
| 3. Emergencies & Fire Arrangements | Yes | No | Comments |
| <ul style="list-style-type: none"> Have personnel been informed of the procedure to follow on discovering a fire or hearing the fire alarm, including where the fire escape routes and fire exits are in the building? | | | |
| <ul style="list-style-type: none"> Have you explained where the fire assembly point is? | | | |
| <ul style="list-style-type: none"> Have you explained where the fire extinguishers are positioned? | | | |
| 4. Accident & Hazard Reporting | Yes | No | Comments |
| <ul style="list-style-type: none"> Have you explained the incident / accident and hazard reporting procedure? | | | |
| <ul style="list-style-type: none"> Have you pointed out the location of the nearest Emergency Telephone? | | | |
| 5. First Aid | Yes | No | Comments |
| <ul style="list-style-type: none"> Have you pointed out the location of the nearest First Aid Box and told them who the local First-Aiders are? | | | |
| 6. List here any further company precaution to be put in place to ensure the safety and health of the Contractor/Supplier while carrying out work e.g. restricting areas of work etc. | | | |
| 7. Declaration | | | |
| <p><i>I certify that the above Health and Safety induction subjects have been explained:</i></p> <p>Induction conducted by _____ Date: _____ <i>(please include job title)</i></p> | | | |

Contractor/Supplier signature:

Date:

2.6 Record of Documentation for Contractors

Site: _____

| Contractor | Date | Safety Statement Submitted | Method Statement Submitted |
|------------|------|----------------------------|----------------------------|
| | | | |
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5 TRAINING

5.1 Training for Safety

It will be the duty of the Principal to identify the required training for employees within the school. They will then apply to Tipperary ETB for the necessary funding to carry out the required training. A copy of application will be held on file.

Templemore College of Further Education will provide such training as required by Section 8 and 9 of the 2005 Act to safeguard the safety, health and welfare of employees. Employees will be given safety training in various aspects of safety where identified.

Specifically, employees will be given the following safety training:

- a) All employees will receive induction training to ensure that they fully understand the hazards to which they may be exposed while at their work and the safety precautions and emergency procedures required.
- b) Employees who are required to lift materials will be given training in correct manual handling techniques as appropriate for their position.
- c) The Safety Representative will receive the necessary training as required by the Health and Safety Authority to carry out his/her role effectively.
- d) A first aider will be appointed for every 25 persons employed. An approved body will carry out training. The first aider will attend a refresher course within a 3-year period.

5.2 Records of Training

Training records will be maintained by the Principal (**APPENDIX II**) and filed in the Health and Safety folder provided by Tipperary ETB.

5.3 Induction Training

All staff employed by Templemore College of Further Education will receive induction training on commencement of employment.

Induction Training will include the following:

- College Policies / Risk Assessments as outlined in the Safety Statement.
- Location of Fire Fighting Equipment and Emergency Evacuation Procedures
- Accident Reporting and Investigation Procedures
- First Aid Facilities and Arrangements
- Maintenance and Security Arrangements
- Disciplinary Procedures

2.7 Health and Safety Induction Checklist

| HEALTH & SAFETY INDUCTION CHECKLIST | | | |
|--|-----|----|----------|
| Name: _____ Job Title: _____ _____ | | | |
| Area of Work: _____ Start Date: _____ | | | |
| <p>Initial induction should be completed within two weeks of commencement of employment. Emergency procedures should be covered on the first day. When induction health and safety training is completed, the relevant box should be ticked. For items not covered, comments should be recorded giving reasons and date for completion. The new employee and person providing the induction should both sign the form and keep a copy.</p> | | | |
| 1. Health & Safety Policy & Information | Yes | No | Comments |
| • Have the contents of the Safety Statement been explained to the employee and the location of a copy for reference been explained? | | | |
| • Have they been given a copy of the Staff Handbook? | | | |
| • Do they know who to report Safety issues to? | | | |
| • Have they been made aware of emergency contact numbers? | | | |
| 2. Risk Assessments & Training | Yes | No | Comments |
| • Have you informed the new employee of H&S risk assessments relating to their work and safe systems of work that must be followed? | | | |
| | | | |

| | | | |
|---|------------|-----------|-----------------|
| <ul style="list-style-type: none"> • Have the health and safety training needs of the new employee been identified? • Have you arranged for them to receive instruction / training on safe manual handling offloads, if their work requires this? • Has the appropriate Personal Protective Equipment been issued to employees and have they received instruction in safe and correct use and storage? | | | |
| | | | |
| | | | |
| 3. Emergencies and Fire Arrangements | Yes | No | Comments |
| <ul style="list-style-type: none"> • Has the new employee been informed of the procedure to follow on discovering a fire or hearing the fire alarm, including where the fire escape routes and fire exits are in the building? • Have you explained where the fire assembly point is? • Have you explained where the fire extinguishers are positioned, how they operate and what type of fires they are suitable for extinguishing? | | | |
| | | | |
| | | | |
| 4. Security Procedures | Yes | No | Comments |
| <ul style="list-style-type: none"> • Have you explained the premises security procedures? | | | |
| 5. Accidents and Hazard Reporting | Yes | No | Comments |
| <ul style="list-style-type: none"> • Have you explained the incident/accident and hazard reporting procedure? • Have you pointed out the location of the nearest emergency telephone? | | | |
| | | | |
| 6. First Aid | Yes | No | Comments |
| a) Have you pointed out the location of the nearest First Aid Box and told the new employee who the trained First Aider on site is? | | | |
| 7. List here any Health & Safety training needs identified (including timescales for attendance) and any additional Health and Safety information required by/for the new employee: | | | |

| | |
|---|-------|
| 8. Declaration | |
| I certify that the above Health & Safety induction subjects have been explained: | |
| Induction conducted by: (please include job title) | Date: |
| Employee Signature: | Date: |

6 ACCIDENT INVESTIGATION AND REPORTING POLICY

6.1 Introduction

All accidents should be reported to the Principal, appointed Safety Representative and Tipperary ETB, who will then in turn:

- a) Investigate the possible cause, or condition that triggered the accident.
- b) Determine any contributing circumstances, and then
- c) Take positive action to remove, or modify the cause to avoid similar accidents from occurring in the future.
- d) The Safety Representative will record all accidents and records kept on file.

6.2 The Accident Reporting Form (Please see APPENDIX I)

It is important that all accidents and incidents with potential for injury are reported to the Principal using Tipperary ETB Accident Report Form (APPENDIX I).

In the event of a serious accident, staff must preserve the scene of the accident/incident and if possible, take photographs so that a proper investigation can be carried out. Staff are also required to refer to the accident checklist overleaf to ensure correct procedure is followed. A copy of this checklist must be attached to the relevant accident report form.

Templemore College of Further Education will keep a record of accidents and incidents with potential for injury to staff. These accidents / incidents must be reported to Tipperary ETB immediately using Tipperary ETB Accident Report Form. A copy of this form must be kept on file and another copy submitted to Tipperary ETB.

Where a member of staff is absent from work for more than three days, the Accident Report form – IR1 Form available at www.hsa.ie will be completed with the assistance of Tipperary ETB and sent to the Health and Safety Authority (HSA).

- a) It is important that all accidents, incidents and near misses are reported to the Principal and Tipperary ETB at once following the occurrence.
- b) It is the duty of all members of staff to contact the trained First Aider immediately following an accident.

- c) An Accident Report form must be completed as soon as possible following an accident and a copy sent to Tipperary ETB.

This report form must be completed in full giving as much specific information as possible.

Templemore College of Further Education will follow the stated procedure in the event of an injury to a student. If parents / guardians cannot be contacted the Principal / Deputy Principal / Teacher, will act as would a reasonable parent/guardian and seek medical assistance.

2.8 ACCIDENT CHECKLIST

| Immediately after an accident, have you: | Yes | No |
|--|------------|-----------|
| Provided emergency medical assistance to anyone who is injured or ill? | | |
| Taken any necessary emergency action to prevent further injury or property damage? | | |
| Secured the scene to preserve the evidence for study? | | |
| Taken photos or measurements, if necessary? | | |
| Interviewed witnesses to determine what happened? | | |
| Interviewed others with relevant information? | | |
| Determined the cause(s) of the accident? | | |
| Made recommendations and action plans? | | |
| Filed other required reports? | | |
| Does your record include the following information: | | |
| Name of injured employee(s) | | |
| Accident date and time? | | |
| Nature and extent of injury/illness? | | |
| Location of accident? | | |
| Witnesses and their activities at the time? | | |
| Others with relevant knowledge? | | |
| Description of accident? | | |
| Description of events preceding accident? | | |
| Task/activity engaged in at time of accident? | | |
| Employees normally assigned task? | | |
| Length of employment and assignment to current job? | | |
| Relevant training received by employee and training dates? | | |
| Equipment/materials involved in the accident? | | |
| Physical surroundings of accident? | | |
| Unsafe acts that could have led to accident? | | |
| Description and dates of similar or related accidents? | | |
| Cause(s) of accident? | | |
| Actions taken to prevent similar accidents? | | |
| Additional Recommendations? | | |

7 FIRST AID

Part 7 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 concerns first aid at work.

The first aid box must be available and fully stocked in accordance with guidelines issued by the Health and Safety Authority. These First Aid Kits must be checked regularly by trained first aiders and this should be recorded.

First Aid Kits must also be located in designated areas throughout the school. All employees will be made aware of the location of the first aid supplies and the trained first aider for their area. A notice must also be posted at Reception outlining the location of First Aid boxes.

7.1 Emergency Procedures

In an emergency situation either the teacher on duty or the teacher who the incident was reported to (or trained first aider) is to administer first aid and deal with the accident/injury.

If the school needs to bring the injured student for further medical advice, 2 other learners must accompany the teacher and the injured student to and from the surgery/hospital.

The following person(s) are occupational first aiders and have received appropriate training and certification: **(insert names of trained first aiders here)**

1.
2.

| Suggested numbers of first-aid personnel to be available at all times people are at work | | |
|---|-----------------------------------|--|
| 1 From your risk assessment, what degree of hazard is associated with your work activities? | 2 How many employees do you have? | 3 What first-aid personnel do you need? |
| Low hazard eg offices, shops, libraries | Less than 25 | At least one appointed person |
| | 25-50 | At least one first-aider trained in EFAW |
| | More than 50 | At least one first-aider trained in FAW for every 100 employed (or part thereof) |
| Higher hazard eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture | Less than 5 | At least one appointed person |
| | 5-50 | At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur |
| | More than 50 | At least one first-aider trained in FAW for every 50 employed (or part thereof) |

An accident report must also be completed with the details of the injuries sustained and the treatment administered.

7.2 Infectious Disease

Upon notification from a parent that a student has been diagnosed with meningitis, measles or chicken pox etc. the Principal will issue a warning notice to staff and to parents of all the learners in the school of the outbreak and a possible risk of infection.

The sick child must not return to the school until a letter is forwarded to the Principal from their GP, stating that there is no risk of cross infection.

8 CONSULTATION FOR EMPLOYEES

8.1 Safety Representative

The nominated Safety Representative is: **To Be Appointed**

The Safety Representative may be selected in accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005, which states:

- b) Employees have the right to make representations to and consult the Board of Management on matters of safety, health and welfare in their place of work.
- c) Employees may select and appoint a safety representative to represent them in consultations with regard to their safety to the Principal / Board of Management.
- d) A Safety representative shall have the right to information from the Principal as is necessary to ensure, so far as is reasonably practicable, the safety and health at the place of work.
- e) It shall be the duty of the Principal to take such steps as are practicable, to inform the safety representative when an inspector enters the school for the purpose of making a tour of inspection.

It will be the duty of the Safety Representative to:

- a) After the giving of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represent.
- b) Make oral or written representations to the Board of Management/Principal on matters of safety, health and welfare at work, on behalf of the employees.
- c) Make representations to HSA inspectors.
- d) Investigate accidents and dangerous occurrences.

9 OCCUPATIONAL HEALTH

9.1 Violence and Aggression

Templemore College of Further Education will take all necessary measures to protect employees from acts of violence, or aggression during the course of their work. The Board of Management will investigate any reports, or complaints made by employees, or other persons affected.

Refer to Code of Behaviour

9.2 Welfare Arrangements

The provision of welfare facilities i.e. staff toilets required by legislation is provided in accordance with Part 1 of the Safety, Health and Welfare at Work (General Applications) Regulations, 2007.

Templemore College of Further Education provides adequate toilets and means for taking meals or rest breaks for employees.

All welfare facilities are maintained in good condition and are cleaned on a daily basis. All classrooms are maintained and well ventilated at all times.

9.3 Manual Handling

Tipperary ETB will comply with the requirements of Part II, Chapter 4 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007.

If manual handling represents a significant part of an employees work, training will be provided for all personnel concerned. Manual Handling Risk Assessments and ongoing reviews would be conducted for each area where manual handling represents a significant part of the work performed.

In the normal course there is no requirement to lift or move heavy objects. Where possible a mechanical or other means will be used to avoid or reduce the need for the manual handling of loads by employees. It could arise with deliveries of paper or with transferring files or repositioning furniture. In this case the following technique should be followed:

- Plan how you are going to move the load before lifting.
- Position your feet close to your body.
- Keep load close to your body.
- Bend your knees, but avoid bending at the waist.
- Get a good grip of the load.
- Lift smoothly with no sudden movements.
- Turn using your feet to avoid twisting at the waist.
- Do not block your vision.

- Bend your knees again to position the item.

9.4 Pregnant Employees

Templemore College of Further Education will take all necessary steps to comply with the Safety, Health and Welfare at Work (General Applications) Regulations 2007.

- Employees should inform the Board of Management if they are pregnant, as early as possible in the pregnancy.
- The Board of Management should identify those aspects of the work process that may place the mother, or child at risk.
- Steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

9.5 Stress

Templemore College of Further Education will take all necessary steps, to ensure so far as reasonably practicable that employees are not exposed to excessive stress levels.

Employees must approach the Principal if suffering from excessive stress levels, measures may be taken internally to relieve their workload and to identify the origin of the stress

9.6 Harassment and Bullying

Templemore College of Further Education is committed to providing a workplace free from harassment and bullying (working in conjunction with Code of Practice on the Prevention of Workplace Bullying and the Code of Practice on Sexual Harassment and Harassment at Work). Refer to Code of Behaviour.

Templemore College of Further Education will not condone any behaviour relating to the adverse, differential treatment of a person due to sex, marital status, family status, sexual orientation, religion, disability, race or membership of the travelling community.

The Board of Management will deal with any allegations of bullying. All complaints will be dealt with fairly, with discretion and as far as reasonably practicable confidentially maintained.

9.7 Alcohol and Drugs Policy

The Board of Management will not tolerate the consumption of drugs, or alcohol before, or during the working period. Any employee found to be taking drugs, or alcohol will be subject to disciplinary proceedings. Any member of staff that is taking prescription drugs that may interfere with their work should inform the Principal

Any student found to be taking, or under the influence of drugs and / or alcohol will be subject to disciplinary action, as determined by the Board of Management.

Refer to Templemore College of Further Education Code of Behaviour.

9.8 Smoking Policy

Templemore College of Further Education will comply with the Tobacco Act 2004. Smoking is not permitted in any of the school buildings.

9.9 General Safety and Controls

9.10 Purchasing

It is the policy of the Board of Management of Templemore College of Further Education to take health and safety into consideration when purchasing equipment, goods or services, and to ensure that the required standards are met prior to such purchases being made.

The Principal of Templemore College of Further Education must be consulted on any purchasing decision made, which may have implications for health and safety.

9.11 Electricity and Equipment

Tipperary ETB will act in accordance with the requirements of Part III of the Safety, Health and Welfare at Work (General Application) Regulations, 2007.

All electrical equipment on the premises will be of safe design and construction and properly maintained at all times and required PAT Testing carried out.

9.12 Chemicals and Substances

Tipperary ETB will comply with the Safety Health and Welfare at Work (Chemical Agents) Regulations 2001 when involved in the purchase, use, and storage of chemicals i.e. cleaning agents, toner etc.

Information

Material Safety Data Sheets (MSDS) should be provided for all chemicals, or substances. These provide detailed information on each substance used.

Labelling

Containers of chemicals must be correctly labelled at all times. This label should contain information on the precautions necessary, as well as an orange label with the appropriate hazard symbol. Substances should **NOT** be transferred to an unlabelled container at any time.

10 FIRE SAFETY

10.1 Fire Safety Policy

Templemore College of Further Education will comply with:

- The Fire Services Act 1981.
- The Safety, Health and Welfare at Work Act, 2005.
- The Building Control Act, 1990.
- The Building Regulations 1997 & Associated Regulations.

Suitable firefighting equipment is available in the school. Fire Drills are carried out twice yearly, results are recorded and held on file with management. Emergency evacuation procedures are posted in all classrooms.

10.2 Training of Staff in Emergency Procedures

The Fire Wardens in the school will work together to ensure all staff/learners/contractors and night time learners are fully aware of the procedure to be implemented in the occurrence of an emergency.

The nominated fire warden should be given appropriate instruction and training on the duties assigned in emergency procedures. This will include such things as:

- Notifying the emergency services.
- Notifying the Principal of the emergency.
- Checking specific areas such as toilets for occupancy.
- Insuring all persons have left the buildings.
- Assisting any disabled persons (if safe to do so) in exiting the building.
- Closing doors/windows and other openings (if safe to do so) prior to exiting the building.
- Liaise with the fire services with a view to providing relevant information.

Fire Safety Register shall include:

- Training of personnel, certificates etc.
- Evacuation drills, times, dates etc.
- Record of maintenance on fire alarms and fire equipment.

10.3 Fire Drills / Emergency Plans

Fire drills must be carried every 6 months and results must be recorded and documented on the Fire Drill Record Book issued by Tipperary ETB. Fire evacuation procedures must be posted around the premises, and highlight the designated assembly point.

10.4 Fire Warden Checklist (To be completed at the start of school year)

| FIRE WARDEN CHECKLIST | | | |
|---|-----|----|-----------------|
| Description | Yes | No | Action Required |
| All emergency exit routes to be clear and unobstructed | | | |
| Fire Fighting Equipment Serviced in the last 12 months | | | |
| All fire extinguishers and fire blankets in place at designated area | | | |
| Are combustible materials stored in designated areas? | | | |
| All emergency evacuation lighting clearly visible and in good working order | | | |
| The fire drill being carried out every 6 months | | | |

| | | | |
|---|--|--|--|
| All new employees inducted to understand fire safety procedures | | | |
| All emergency contact numbers are posted clearly | | | |

Carried out by: _____

Date: _____

10.5 FIRE PREVENTION

FIRE PREVENTION

- Don't hang clothing over or near heating equipment
- Do not let paper, oily rags or other rubbish accumulate.
- Do not smoke in prohibited areas.
- Use proper sealed containers for flammable liquids, no open tins or buckets.
- Do not overload electric sockets – “one socket one plug”
- Handle flammable liquids at a safe distance from possible source of ignition.
- Bitumen boilers, soldering irons and gas rings must be on non-combustible stands.
- Switch off at mains any electrical equipment not in use.

FIRE PRECAUTIONS

- Make sure you know what to do in case of a fire.
- Make certain you know your escape route.
- Keep fire doors clear and unobstructed.
- Do not obstruct access to fire extinguishers.
- Ensure you know how to operate the fire extinguishers in your area.

FIRE EXTINGUISHERS

- Water **(Red)** - Use on paper, wood and solid flammable.
- CO2 **(Black)** - Use on liquids, gases and electrical fires.
- Foam **(Cream)**- Use on flammable liquids.
- Powder **(Blue)** - Use on all types of fires but primarily fires involving metals, such as aluminium and magnesium.

ACTIONS TO TAKE IN THE EVENT OF A FIRE

- Raise the alarm and then call the fire brigade.
- Close doors and windows to prevent the spread of fire.
- Evacuate the building or area you are working in.

- Fight the fire with extinguishers provided but don't put yourself at risk.
- Do not use water to put out electrical fires.

EMERGENCY PROCEDURE

When you hear the alarm, please do not panic.

Switch off any equipment you may be using but do not put yourself at risk.

Walk to the nearest exit point and gather at the assembly point.

Wait at the assembly point until the roll call is carried out and the all clear has been given.

11 RISK ASSESSMENTS

Risk assessments have been carried out at Templemore College of Further Education by Dr. Noel Colleran with the assistance of his staff using template Risk Assessments provided by the Health and Safety Authority.

The Safety Statement and Risk Assessments will be reviewed on an annual basis by the Health and Safety Officer in consultation with Dr. Noel Colleran and will be modified as names of responsible persons change, as risk changes, or as changes in legislation occur.

(PLEASE SEE ATTACHED COMPLETED RISK ASSESSMENTS FROM TEMPLEMORE COLLEGE OF FURTHER EDUCATION)

EMPLOYEE SIGNAGE SHEETS

SAFETY STATEMENT

EMPLOYER:

TEMPLEMORE COLLEGE OF FURTHER EDUCATION

I Confirm that:

I have read and I understand the contents of the Safety Statement, and will fully comply with its requirements and take all reasonable precautions to safeguard the Health and Safety of others and myself.

| NAME | SIGNATURE | DATE |
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APPENDIX I

ACCIDENT OR INCIDENT RECORD FORM

Accident: Incident:

INJURED PARTY DETAILS:

First Name(s): _____ Surname: _____

Address (School/Centre/Office): _____

D.O.B: _____

Status (Please tick appropriate box)

Staff: Student: Visitor: Contractor:

If Contractor, what work was taking place:

Date of Accident/Incident: _____

Time and Location of Accident/Incident: _____

Date Accident/Incident reported to Tipperary ETB: _____

Where appropriate, more than one box in each section may be ticked.

| TYPE OF ACCIDENT | v | PART OF BODY INJURED | v | Specify Side (Left/Right) |
|-------------------------------------|--------------------------|-------------------------------|--------------------------|---------------------------|
| Injured/damaged by a person | <input type="checkbox"/> | Head | <input type="checkbox"/> | <input type="checkbox"/> |
| Struck by/contact with | <input type="checkbox"/> | Eyes | <input type="checkbox"/> | <input type="checkbox"/> |
| Caught in/under | <input type="checkbox"/> | Face | <input type="checkbox"/> | <input type="checkbox"/> |
| Slip/Trip/Fall | <input type="checkbox"/> | Neck, Back, Spine | <input type="checkbox"/> | <input type="checkbox"/> |
| Sharps | <input type="checkbox"/> | Chest, Abdomen | <input type="checkbox"/> | <input type="checkbox"/> |
| Road Traffic Accident/Crash | <input type="checkbox"/> | Shoulder | <input type="checkbox"/> | <input type="checkbox"/> |
| Exposure to substances/environments | <input type="checkbox"/> | Upper Arm | <input type="checkbox"/> | <input type="checkbox"/> |
| Manual Handling | <input type="checkbox"/> | Lower Arm, Wrist | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Elbow | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Hand | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Finger | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Hip Joint, thigh, kneecap | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Knee Joint | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Lower Leg | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Ankle | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Foot | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Toe (one or more) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Trauma, Shock | <input type="checkbox"/> | <input type="checkbox"/> |
| TYPE OF INJURY | | Other (please specify): _____ | | |
| Fatality | <input type="checkbox"/> | _____ | | |
| Bruise | <input type="checkbox"/> | | | |
| Concussion | <input type="checkbox"/> | | | |
| Internal Injury | <input type="checkbox"/> | | | |
| Abrasion/Graze | <input type="checkbox"/> | | | |
| Fracture | <input type="checkbox"/> | | | |
| Sprain | <input type="checkbox"/> | | | |
| Torn Ligaments | <input type="checkbox"/> | | | |
| Burn/Scalds | <input type="checkbox"/> | | | |
| Frostbite | <input type="checkbox"/> | | | |
| Injury not Ascertained | <input type="checkbox"/> | | | |
| Trauma | <input type="checkbox"/> | | | |
| Occupational Disease | <input type="checkbox"/> | | | |
| Other (please specify) | <input type="checkbox"/> | | | |

DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- The work/activity being carried out when the accident occurred
- The part of body where injury occurred **e.g. right arm, left leg, 3rd finger right hand etc**
- Equipment being used if any
- Steps taken after accident happened **e.g. first aider called, taken to doctor, bandage applied etc.**
- Steps taken (if possible) to prevent accident reoccurring

| CONSEQUENCES | RESULT | ANTICIPATED ABSENCE |
|------------------------------------|---|---|
| <input type="checkbox"/> Fatal | <input type="checkbox"/> Medicine <input type="checkbox"/> Sent Home | <input type="checkbox"/> None <input type="checkbox"/> 1-3 Days |
| <input type="checkbox"/> Non-Fatal | <input type="checkbox"/> Light Duty <input type="checkbox"/> Sick Leave | <input type="checkbox"/> 4-7 Days <input type="checkbox"/> 7 Days + |

Declaration: IPB Insurance is classified as a Data Controller under Irish Data Protection Legislation. The information you provide to us as part of your claim application will be processed by us to confirm your identity, process your application and to record and cross reference particulars of your claim in insurance industry databases for fraud prevention purposes. This may involve exchanging information with Insurance Link, the anti-fraud claims database run by the Irish Insurance Federation. In certain cases we may also share your information with other insurance providers and private investigators.

I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief

Signature of Teacher present: _____ **Date:** _____

Signature of Principal / Vice Principal: _____ **Date:** _____

APPENDIX II – HEALTH AND SAFETY TRAINING RECORD

| EMPLOYEE NAME | INDUCTION | FIRST AID | MANUAL HANDLING | Fire Warden | SAFETY REPRESENTATIVE |
|---------------|---------------|-----------|-----------------|-------------|-----------------------|
| | DATE: EXP: | | | | |
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Hazard Report Form

All Identified Hazards **MUST** be reported to Management

APPENDIX III

| Identified Hazard | What is the Risk? | Risk Rating | Suggested Controls | Presented To Principal & ETB | Date | Signature | Actions Taken | Date | Signature |
|-------------------|-------------------|-------------|--------------------|------------------------------|------|-----------|---------------|------|-----------|
| | | | | | | | | | |
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Principal/Manager Signature: _____

Date: _____