



POLICY STATEMENT SAFETY HEALTH AND WELFARE AT WORK

This document contains the policies, rules and procedures relating to Safety, Health and Welfare within this location.

SAFETY STATEMENT

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management/MSLETB to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect learners, visitors, contractors and other persons at the college 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 learners of the college.

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 staff.

The Board of Management/MSLETB, as employer, undertakes in so far as is reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety and health matters pertinent to the activities of the college;
- d. 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;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, learners, contractors and visitors.

The Board of Management/MSLETB is committed to playing an active role in the implementation of the occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: _____ **Date:** _____
Margaret Scollan (Principal; North Connaught College)

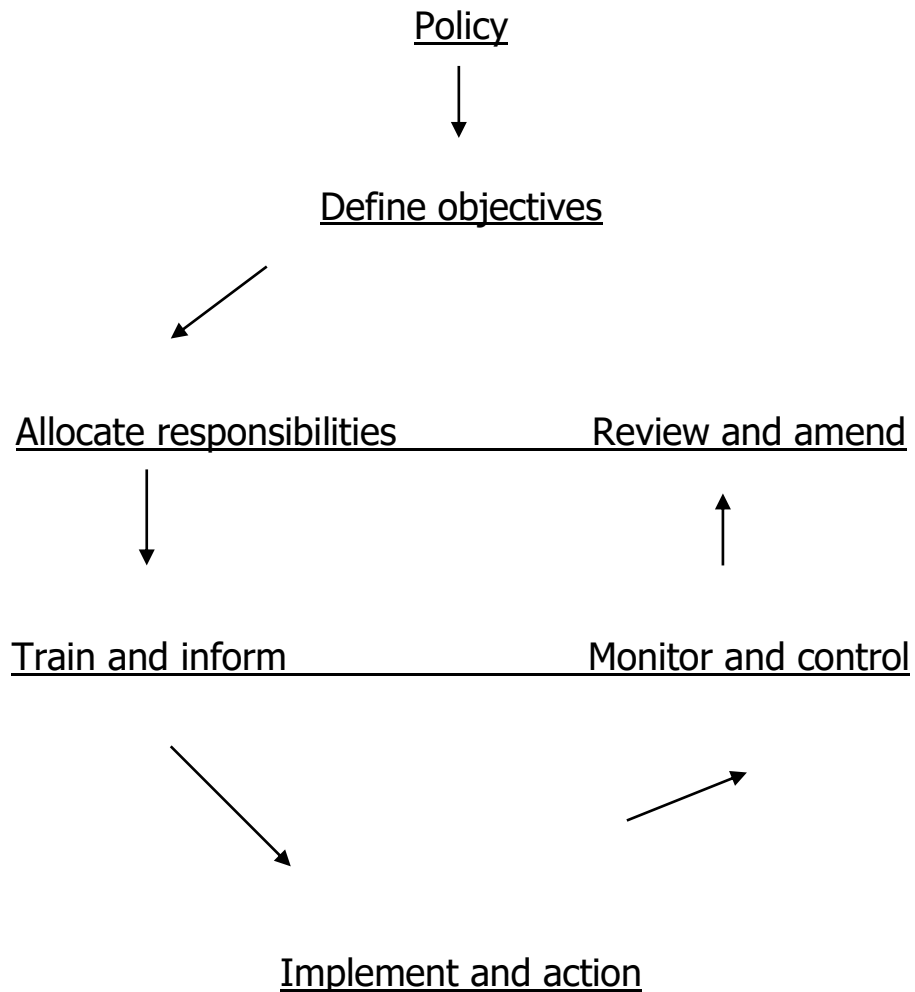
Signed: _____ **Date:** _____
Margaret Gormley (Chairperson; Board of Management North Connaught College)

Signed: _____ **Date:** _____
Shaun Purcell (Chief Executive; MSLETB)

CONTROL SYSTEM

Object: To satisfy our legal responsibilities and to exercise a greater control of health and safety within our organisation, to protect people and control the centre

Simple Model



Having agreed the policy, this enables us to use the framework to control health and safety issues, to provide the structure and information to provide safe systems at work and to measure, monitor, review and amend performance.

RESPONSIBILITIES OF EMPLOYEES

All employees are reminded that the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

1. Take responsibility for the Safety, Health and Welfare of him / herself and of all other parties who may be affected by their acts or omissions at work.
2. To co-operate with Management and any other person to such an extent as will enable management to comply with all relevant statutory provisions.
3. To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or object provided (whether for their own use or for use by them in common with others) for securing their safety, health and welfare whilst at work.
4. To report to management or immediate superior, without unreasonable delay any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which they become aware.

Remember it is an offence under the Legislation to fail to discharge the above duties or intentionally or recklessly to interfere with or misuse anything provided in the interests of Safety, Health and Welfare under the current statutory provisions.

RESPONSIBILITIES TOWARDS THIRD PARTIES

The Management's representatives charged with the responsibility for the application of the legislation in accordance with this policy statement must ensure that:

- (1) All third party visitors including contractors, visitors and other members of the general public are made aware of all known hazards of the Management's concerns and also means of escape by means of notices.
- (2) Where contractors and sub-contractors are on the premises, the management must advise employees, customers, visitors and other third parties likely to be affected, of the potential hazards arising from the work being undertaken.
- (3) There is no interference with contractor's staff in the performance of their duties, but where it appears that unsafe practices are being followed, they should contact the main contractor and the party engaging the main contractor where appropriate.
- (4) That the contractor or sub-contractors equipment is in good repair and in a safe condition.
- (5) All the contractors and sub contractors have a Safety Policy Statement.

CONSULTATION PROCESS

Management at all time wish to encourage co-operation in Safety, Health and Welfare matters with all parties who may be affected by their work practices.

- (1) The law requires that staff must report defects of which they become aware without delay so that remedial action can be taken.
- (2) The person to whom these defects are reported will record the information and if within their power rectify the defects. Should this not be practicable it should be reported to the next time of authority who will arrange to have the defect rectified.
- (3) Suggestions for improvements in Safety and health matters should be conveyed to the management.

The staff periodically appoints Safety Representatives, and the normal rights afforded under the legislation are honoured by the Management

These rights are as follows:

- (a) To make representations on Safety, Health and Welfare at the place of work.
- (b) To investigate accidents and dangerous occurrences provided he does not interfere or obstruct statutory performances.
- (c) To make oral or written representations to inspectors and to receive advice and information from an Inspector of the National Authority.
- (d) To carry out inspections with prior agreement and notice to the management.
- (e) To investigate potential hazards (again with prior notice and approval) and complaints made by staff that he represents.
- (f) To accompany and Inspector from the National Authority on an inspection tour other than one which is a result of an accident.

TRAINING AND INFORMATION

Policy

It is our policy to ensure that all our employees are adequately trained in our policies and procedures. Training includes the identification of the risks associated with hazardous situations or substances they may come in contact with.

Training is given in the risks associated with fire fighting, the use of fire fighting equipment and areas of evacuation of the premises.

Certain employees are trained for action in an accident situation and in first aid treatment.

Information

It is also our policy to ensure that all relevant information is made available on aspects of health and safety to employees, visitors and contractors.

This will include:

- a) Contents of the Safety, Health and Welfare Policy.
- b) Safe Working Procedures
- c) Safe Working Guidance Notes.
- d) Information on Training.

Responsibility of Employees

All employees have a legal responsibility to co-operate with the company's training and information requirements. They must attend any training session requested and put into practice any new instruction or guidelines provided.

Employees must also follow any revised working procedure drawn up in the interest of safety, once they have received the appropriate information, instruction and training.

Induction training

A short period of induction will take place for new employees joining the staff.

This programme will include:-

1. A tour of the premises for familiarisation purposes.
2. Fire emergency procedures, location of exits, assembly points and training on fire fighting apparatus.
3. A discussion of the hazards in the work place and the preventative measures in force.
4. An explanation on the consultative processes in force.
5. A detail of the new employees safety responsibilities.
6. Details of any further training required.

HEALTH AND SAFETY RULE

Because of the constantly changing environment in the workplace it is not possible to write rules for all aspects of Safety, Health and Welfare at work, but by reading and understanding those listed here you will be helping to comply with your legal duty and contributing to the safe running of our operation.

If you do not understand what is expected of you or if you are not sure of our safety rules, consult the management.

Workplace

- A) Ensure that a clear means of access to and access from the place of work remains free from obstruction at all times and from slipping and tripping hazards.
- B) Do not leave cables or hoses trailing across floor unless absolutely necessary and then only if the appropriate warning is used.
- C) It is important that your work area is kept clear and tidy and that you pay attention to the general housekeeping of the workplace by regularly removing rubbish and waste materials.
- D) All spillages must be cleaned up as soon as possible.

Machinery and Equipment

- a) Do not operate machinery or use equipment unless you have been authorised to do so.
- b) You must not clean any moving machinery or carry out repairs or maintenance work unless a risk assessment has been carried out and safe system of work in operation.
- c) Do not use machinery without effective guards and safety devices in place and ensure that proper use is made of them.
- d) Report any fault or defect in machinery, equipment guards or safety devices immediately.
- e) Never interfere or wilfully damage any guard or safety device.

Protective Clothing and Equipment

- a) You must properly use all protective clothing and equipment provided for your personal protection. Any unsuitable, defective or lost items must be reported as soon as possible.

Notices

- a) You must read and comply with all notices, instructions, hazard and warning signs provided for your information.

Fire

- a) Make sure you are familiar with the fire procedures for your workplace.
- b) For your own safety do not tamper with fire fighting equipment. Any damage to such equipment should be reported immediately.
- c) Be aware of the procedure if you discover an unplanned fire or a fire out of control. Raise the alarm immediately.
- d) Be aware of the position of the nearest fire-fighting appliance and how to use it, provided you do not put yourself in danger.

Hazardous substances

- a) Make sure you have sufficient information on any hazardous substances before you use it – if not ask.
- b) Always read the instructions, only use substances in accordance with their instructions.
- c) With substances in containers, only use substances in the original containers and do not transfer substances from one to another if it does not have the correct labelling on it.
- d) Make sure you return the substances to its designated safe storage area when finished.
- e) Only dispose of waste substances as instructed.

EMPLOYER HAZARD REPORTING AND RECORDING

Reporting

The following circumstances must be reported verbally immediately.

- a) On discovery of a fire.
- b) If you have an accident, injury or illness which affects your ability to carry out your work.
- c) If you have an accident, or injury sustained by a non-employee.
- d) If you see any potential accident incident or dangerous occurrence.
- e) If any guards or safety devices are ineffective, defective or have been removed.
- f) If your protective clothing or equipment is inadequate, ineffective, damaged or missing.
- g) If a fault occurs to any machinery, plant or equipment which will affect its safe operation.
- h) If you have not been provided with suitable information with regard to the safe operation of machinery, plant or equipment.
- i) If you are not provided with suitable hazard information for a substance.
- j) If you are not aware of the correct way of using and handling a substance.
- k) If there is a spillage of a hazardous substance.

Recording

As stated above all hazards will be reported verbally to the management without delay and the action and the priority it will receive will be decided. Management will investigate the reported hazard and enter in the hazard report book the remedial action taken or explain why no action has been taken.

ACTION BY ENFORCING AUTHORITY

Should a serious incident occur at work, an inspector from the Enforcing Authority will carry out his / her own investigation. It should also be noted that enforcement officers may visit our premises for routine inspections and will not necessarily visit just because of an accident or complaint.

Following an investigation, they can take action against our organisation or an individual, either management or employee. This can lead to prosecution in the courts which level of court depends on the seriousness of the offence.

The courts have the power to impose fines or custodial sentences in cases referred to higher courts.

ACCIDENT/INCIDENT REPORTING

- (1) All accidents will be reported regardless of their severity. The term accident in this context refers to all accidents including "near misses" and property damage.
- (2) All accidents will be reported to the person in charge.
- (3) The injured person will complete an accident report form. If this is not feasible it must be completed by the person in charge.
- (4) In the event of a serious injury the site must be left undisturbed, after treatment to the injured party, until such time as clearance has been given.

Details of all accidents will be recorded and copies retained.

Whatever any of the items listed below occur, the event will be reported in writing to the Health and Safety Authority and a record of the report retained.

- (a) The death of a person, irrespective of whether or not they are at work, as a result of an accident arising out of or in connection with work.
- (b) The death of an employee, which occurs sometimes after a reportable injury, which leads to that employee's death but not more than one year afterwards.
- (c) A person at work (including a self employed person) being disabled from performing his normal work for more than 3 days.
- (d) A person who is not at work but who as a result of a work activity sustains injury requiring medical treatment.
- (e) One of a list of specific dangerous occurrences arising out of or in connection with work.

In the event of the death of any employee or the death of, if a person is not at work, as a result of a work activity or of a dangerous occurrence the responsible person must first of all notify the Health and Safety Authority about it by the quickest practicable means e.g. by telephone or fax.

GENERAL RISK ASSESSMENTS

Health and Safety can be successfully managed by first identifying the hazards, measuring and evaluating the risks associated with the hazards, removing or controlling the risks, followed by educating all exposed to the risk, implementing an action programme, monitoring and reviewing the performance and the control of risks.

Hazard is taken to mean any substance, material or practice which has the potential to cause harm to the safety, health or welfare of employees at work and others effected by that work.

Risk is taken to mean the likelihood of that potential being realised.

Policy

We will carry out suitable assessments of the risks to the health and safety of our employees and others affected by our work activities in compliance with the legislation as follows by:

- 1) Identifying all hazards with a potential to cause harm to our employees and others affected by our work.
- 2) Evaluating the probability and severity of injury or damage.
- 3) Where we identify a risk or imminent danger –
(A) Establishing appropriate procedures, including the stopping and resumption of work, for controlling exposure to this special risk. (B) By nominating sufficient competent persons to implement the procedure for evacuation of the premises.
(C) By restricting access to the danger are for all who have not received adequate instruction.
- 4) Analysing the options for eliminating, reducing or controlling the risks and then take the appropriate action.
- 5) Reviewing the assessment periodically and particularly where they may no longer be valid or

where there has been significant change in work activities or processes.

- 6) Keeping records in writing or electronic form of the significant findings of risk assessments and identifying employees who may be especially at risk.
- 7) Providing appropriate health surveillance and identifying employees who may be especially at risk.
- 8) Appointing competent persons to assist us in complying with our statutory duties for safety, health and welfare.
- 9) Providing our employees and contractors on our premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

MAIN HAZARDS ASSOCIATED WITH CENTRE

The following general hazards are those where the risks to employees and third parties are most applicable.

Fire Hazards

Electrical Equipment

Handing Disciplines

Slips and Falls

Cuts and Bruises

Health and Hygiene

To reduce the risks the following hazards are highlighted together with the suggested means of eliminating or mitigating the risk and in all cases the resources required have already been made available as outlined in this safety statement.

SPECIFIC HAZARDS

Violence Incidents where any employee is abused, threatened or assaulted by a fellow employee, learner or other third party in circumstances arising of the course of the employee's employment are treated as hazards by the management. Employees looking after premises, working alone, home visiting, dealing with learners with behavioural difficulties, looking after money or valuables, disciplining learners, dealing with angry parents or relatives are recognised as being risk. The management will fully investigate by means of an incident report from, any violence or threat of aggression against staff.

Fire Hazard

Formal evacuation procedures will be carried out thrice yearly and evidence of this will be logged.

Portable fire fighting equipment will be checked on a regular basis and evidence of these checks will be recorded.

All fire points will be kept clear at all times and will be highlighted. Exits and entrance will be kept un-locked during normal operating hours. They will be kept clear at all times and will adequately signposted.

Electrical equipment

The management have a healthy respect for electricity and its inherent hazards as applied to their particular plant and consequently make provisions for the safety of all employees from any association with the generations, transformation, conversion, switching, controlling, regulation, storage transmission, distribution and use of electrical energy in their workplace in compliance with Electricity Acts 1927 – 1988.

The following precautions will apply:

All electrical equipment will be suitably identified and live parts will be adequately covered. Precautions will be taken by earthing or automatic disconnection, to prevent danger from any exposed conductive part that may become live.

Due practice will be complied with in choosing and using electrical portable tools. Over current protective devices will be fitted.

Note: Only appropriate qualified trained personnel will work on electrical equipment.

Guarding of moving parts on plant and equipment

Unguarded drives, couplings, etc., may occur due to human factors. Strict attention will be given by means of communications, supervision and notices that all moving machines parts will have safety guards in place and they will only be removed in authorised situations. Attention will be drawn to the dangers associated with loose pendant type jewellery, long hair, neckties, scarves, loose clothing and flowing robes.

A programme of fitting tripping mechanisms to prevent equipment operating on the removal of guards will be an ongoing programme with the Management.

Manual Handling

The Management lay special emphasis on the manual handling of loads as follows; Appropriate organisational measure(s) will be taken or the appropriate mechanical means to avoid the need for manual handling of loads.

Service Isolation:

Particular emphasis is placed on the dangers associated with services provided to particular locations. Where gas and electricity are supplied to a particular location, clear and understandable means of safe isolation and start up will be maintained. Where automatic systems are not provided clear notices and instructions will be provided. These will be continually checked by responsible personnel for safe operations.

General on ongoing hazards

In addition to the foregoing the following policies will be maintained at all times.

1. Adequate lighting both internally and externally will be provided at all times.
2. Pertinent notices on safety disciplines will be liberally displayed.
3. No flammable material will be left near sources of heat.
4. Continuous care will be given to un level walking surfaces. Sudden changes in floor level or headroom height will be highlighted by means of warning notices.

5. Broken panes of glass will be attended to immediately.
6. Broken or chipped delph, pottery, or glassware will be disposed of immediately. Care will be taken to dispose of these separately from the normal waste.
7. Emergency stopping procedures for all power equipment will be tested on a regular basis.
8. Spillage for all liquids in particular all kinds of hazardous chemicals, will be cleared up immediately. Hazardous chemicals will be neutralised prior to disposal.
9. Canteen / kitchen areas, washrooms, and toilets will be maintained in a safe and hygienic condition at all times.
10. Broken furniture will be taken out of commission immediately for repair or replacement. Tabletops and worktops will be constantly monitored for any signs of splitting or fraying.
11. Full first aid facilities will be provided at all times.
12. The operation and use of the Visual Display units will be in accordance with regulations.
13. Only designated smoking areas will be used to protect non-smokers from the associated hazards attributed to cigarette, cigar or pipe smoking.
14. Overcrowding in all areas will be monitored.
15. Floor surfaces will be constantly inspected and tripping hazards such as crumpled mats and carpets, missing floor tiles etc., will be corrected.
16. Containers of chemicals, flammable liquids or dangerous liquid will be labelled as to contents, hazard and information on action to take in the event of contact with the hazardous liquid.
17. Equipment in all rooms will be isolated when not in use will be locked away or properly sheathed.

18. Notices will be posted in classrooms indicating equipment which learners are not allowed to work unsupervised.
19. Dangerous behaviour, horseplay or other similar activity, which could result in injury, will not be practised.
20. Any one deemed to be under the influence of alcohol or harmful drugs will not be allowed to commence work.

HAZARDS ASSOCIATED WITH SPECIFIC DISCIPLINES

It is the policy of the management to draw attention to intrinsic hazards in their specific areas. This enables constant attention to be paid to them not alone by teachers, learners and other staff but also third party visitors. These areas and some of the associated points of importance are listed hereunder. The comments listed hereunder are intended as guidance for safe operation in the particular areas, but may not be assumed to cover all eventualities. Please note that:

- (1) On going **risk assessment** will highlight new, unforeseen problems. These assessments are part of the schools safety policy.
- (2) The **suppliers safety instructions** for all plant and equipment will be heeded by all people operating or supervising the operations of that equipment. **Safe Work Practice Guidelines** will be consulted regularly.
- (3) **Potentially harmful substance** used in all areas of the school will receive the due emphasis. In the event that they may be poisonous, corrosive, irritant, harmful, flammable or explosive the label should also be consulted. If there is no label or if the container is not properly labelled the suppliers **Material Data Sheet** should be consulted.

Beauty Therapy

All students need to be aware of the particular instructions involving the use of all machines

- ❖ Students need to wear proper protective clothing
- ❖ Students need to ensure that biological waste is disposed of correctly i.e. use of cin bins.
- ❖ Students need to be aware of particular hazards associated with products instruments e.g. electrolysis needles, chemicals, scissors, wax pots
- ❖ All electrical machines will be serviced annually (copy kept in safety statement)

RESPONSIBILITIES

Management

1. To initiate the Safety Policies of the centre.
2. To administer these policies and delegates to staff as appropriate.
3. To arrange, through Management, that adequate funds and facilities to implement these policies are made available.
4. To maintain the safe upkeep of the premises.
5. To implement and initiate evacuation procedure.
6. To ensure that the First Aid facilities and controls are implemented.
7. To periodically arrange to have this policy statement revised.
8. To maintain relevant records and documents pertaining to statutory requirements.
9. To provide full executive support for all staff who have been given responsibility under this statement of policy.
10. To ensure that the centres annual report is received and that it contains, in addition to the normal information, an evaluation of the extend on which this policy has been put into effect.
11. To reprimand any member of staff failing in their responsibilities.
12. To set a personal example.
13. To release staff for training where necessary.

RESPONSIBILITIES OF TUTORS

See appendix 1

- (1) To ensure that learners carry out all their routines in a safe manner and do not create danger for themselves or for others.
- (2) To be familiar with evacuation procedures.
- (3) To be familiar with the fire fighting equipment and its uses.
- (4) To notify management of any accidents or incidents that could result in accidents that occur and keep records of them.
- (5) To insist that all wear protective clothing and use protective equipment where necessary.
- (6) To identify hazards intrinsic to their own disciplines and to ensure that they eliminate or take protective action against them
- (7) Use notices liberally to highlight problem areas.
- (8) To set an example for all.
- (9) To keep abreast of all Safety and Health legislation.
- (10) To encourage safe working practices in their own area and report any problem areas to the Safety Advisor or Principal.

RESPONSIBILITIES OF CARETAKER / CLEANER

Name: Mr. Michael Kelleher – Caretaker

Name: Mrs. Bernie Curran - Cleaner

- 1) To work in a manner which is safe to themselves and others.
- 2) To use the proper tools and equipment for each task.
- 3) To report any hazard that is encountered.
- 4) To use proper protective clothing and equipment where necessary.
- 5) To ensure that no people have access to areas which are hazardous.
- 6) To supervise and control the entry of students to and from their exit from the College and to prevent loitering in the vestibule and corridors, classrooms, toilets and social areas and outside the building.
- 7) To be available for attendance when the College is open outside normal hours.
- 8) To be familiar with fire drills and evacuation procedures.
- 9) To be familiar with the use of fire fighting equipment.
- 10) To prevent the build up of rubbish and especially of combustible material.
11. To maintain heating and ventilation plant in proper working order.
12. To repair light fittings as soon as they become faulty.
13. To repair broken windows and doors at all times.
14. To remove broken furniture from use and to have these repaired.
15. To ensure that all exits, entrances, fire fighting equipment and fire alarms points are not obstructed.
16. To Monitor continuously that services such as gas and electricity are safely isolated when not in use in particular locations. This will entail on going patrols of all these locations.

APPENDIX I

LIST OF STAFF

Margaret Scollan, Principal

Deirdre O'Connor, Deputy Principal

Deirdre O'Connor, Safety Advisor

Tutors

Patricia O'Reilly
Patricia Hurley
Caroline Casey
Kathleen Reilly
Deirdre O'Connor
Kate Jordan
Fiona Morrisroe
Lily Murphy
Laura Rainey
Mary Leydon
Maura Brennan
Adrian Lyons

Support Staff

Hugh Ward
Gabrielle Mc Sharry

Caretaker

Michael Kelleher

Cleaner

Bernie Curran

Secretary

Dolores Hannan

Annual Health and Safety Report For North Connaught College

The following is a report of progress with our Health and Safety Policy:

1. Safety Training

During the year, the following safety courses were attended by staff:

2. New Safety Arrangements

The following new safety arrangements were put in place during the year

3. Purchase of Safety Equipment

The following items of safety equipment were purchased during the school year

4. Emergency Drills

(Number) of emergency drills were practiced during the school year and the results were:

5. Safety Programme

Our Health and Safety Programme for the next academic year includes:

6. Safety Consultation Group

(Number) meetings of the consultation group took place during the year and they reviewed the following issues:

7. List of Accidents on School premises

- a) Accidents resulting in absences in excess of three days

- b) Minor accidents

8. Safety Deficiencies

The following areas will be addressed during the coming academic year

APPENDIX II

SPECIFIC DATA

1. Trial emergency evacuations are carried out thrice yearly and evidence of this is so recorded.
2. All fire fighting equipment will be inspected annually and the equipment is labelled accordingly.
3. First Aid Stations are located at:
 - Reception
 - Room 9
 - Room 4
 - Room 6

The trained "First Aider" in charge of these stations and charged with the responsibility for administering First Aid and maintaining the stock of first aid equipment are:

- Dolores Hannon
- Caroline Casey

5. Emergency Services

Health and Safety Authority,
Hogan Place,
Dublin 2.

Tel: 01 662 0400
Fax: 01 662 0417

Safety Consultants,
McCarthy Safety,
Rocks Road,
Kingscourt,
Co. Cavan.

Tel: 042 9667196
Fax: 042 9667196

Gardai:

- Tubbercurry: 0719185002
- Ballymote: 0719183333

Fire brigade: 071 9185028

Doctor:

- Dr. Coleman: 071 9185606,
- Dr. Baoighill: 071 9185477,
- Health Centre: 071 9185966/7

Hospital: 071 9171111