



etb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

NORTH CONNAUGHT COLLEGE SAFETY HEALTH AND WELFARE AT WORK POLICY

This document contains the rules, regulations and procedures relating to Safety, Health and Welfare within North Connaught College.

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: James Hardiman

Date: 16th December 2020

James Hardiman (Principal; North Connaught College)

Signed: Dara Mulvey

Date: 16th December 2020

Dara Mulvey (Chairperson; Board of Management North Connaught College)

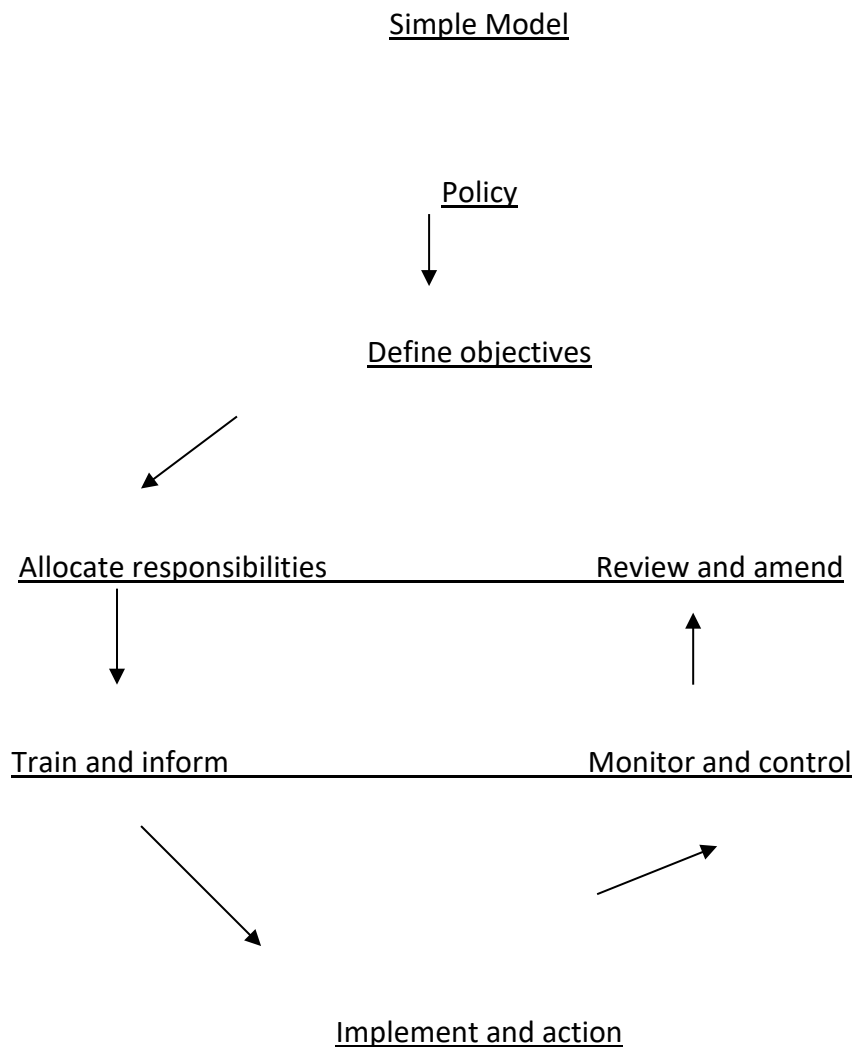
Signed: Tom Grady

Date: January 2021

Tom Grady (Chief Executive; MSLETB)

CONTROL SYSTEM

Objective: 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



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.

GENERAL PROFILE OF NORTH CONNAUGHT COLLEGE

Name of Centre	North Connaught College
Address	Tubbercurry, Co. Sligo
Name of Principal	James Hardiman
Name of Deputy Manager	Deirdre O'Connor
Staff with Posts of Responsibility	Caroline Casey Patricia Hurley Gabrielle McSharry
	<p>Teachers: Patricia O'Reilly Patricia Hurley Caroline Casey Deirdre O'Connor Kate Jordan Gabrielle McSharry Fiona Morrisroe Lily Murphy Laura Rainey Mary Leydon Maura Brennan Aideen Cosgrove Adrien Kneale</p> <p>Academic Support Gabrielle McSharry</p> <p>Career Guidance Hugh Ward</p> <p>Caretaker Michael Kelleher</p> <p>Cleaner, Canteen Manager and LWR Hugh McGowan</p> <p>Secretary Dolores Hannan</p> <p>Night School Director Patricia O'Rielly</p>
Number of students	To be confirmed by the end of September 2020.
Number of buildings	Main building with 6 classrooms, staffroom, 2 offices, 3 toilets and building 2 with 3 classrooms and an office

	and 1 outbuilding.
Facilities detailing number of classrooms, labs, workshops, gymnasiums, pools, outside pitches	Rooms 1 – 6 in main building and 7 – 9 in other building. Outbuilding is in 2 parts (sheds).
Provision for persons with special needs	Ramps at entrances to main entry points
List of regular visitors providing services to centre e.g. external contractors or educational service providers	An Post ETB executives and staff. Trainers/workshop organisers. ETB Language support staff. Fire service officers.
Building used for other purposes outside normal school hours including adult education and recreational facilities	No
Adult Education (if applicable)	Night school for QQI courses 2 evenings per week. Patricia O’Rielly is the Night School Director. (Mobile: 0863043842)
Name of Health and Safety Rep(s)	Gabrielle McSharry (Mobile 0879523777)
Location of Defibrillators / First Aid Kit	Defibrillators – Fire Station and GAA Pitch First Aid Kit - Secretaries Office, Room 6 and Room 9
Name of Chief Fire Warden (s)	The following have the Fire Warden training completed - James Hardiman Deirdre O’Connor Michael Kellegher Hugh McGowan Gabrielle McSharry
External fire assembly points	Outside, to right and front of main building.

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.
5. To attend and take part in any training provided by management.

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. Parents/learners/third party visitors who have children accompanying them onto the premises are made aware that their child/children may be at risk of harm if left unaccompanied (e.g. in canteen). (This is linked to the College's Child Safeguarding Policy and Statement).
3. 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.
4. 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.
5. That the contractor or sub-contractors equipment is in good repair and in a safe condition.
6. All the contractors and subcontractors 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.

Currently the Safety Advisor is Gabrielle McSharry and the Lead Worker Representative is Hugh McGowan. The staff periodically appoints Safety Representatives, and the normal rights afforded under the legislation are honoured by the Management. These rights are as follows:

1. To make representations on Safety, Health and Welfare at the place of work.
2. To investigate accidents and dangerous occurrences provided they do not interfere or obstruct statutory performances.
3. To make oral or written representations to inspectors and to receive advice and information from an Inspector of the National Authority.
4. To carry out inspections with prior agreement and notice to the management.
5. To investigate potential hazards (again with prior notice and approval) and complaints made by staff that they represent.
6. To accompany an 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 firefighting, the use of firefighting 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:

1. Contents of the Safety, Health and Welfare Policy.
2. Safe Working Procedures
3. Safe Working Guidance Notes.
4. 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

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

Workplace

1. Ensure that a clear means of access to and egress from the place of work remains free from obstruction at all times and from slipping and tripping hazards.
2. Do not leave cables or hoses trailing across floors unless absolutely necessary and then only if the appropriate signage is used.
3. 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.

4. All spillages must be cleaned up as soon as possible.

Machinery and Equipment

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

Protective Clothing and Equipment

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

Notices

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

Fire

1. Make sure you are familiar with the fire procedures for your workplace.
2. For your own safety do not tamper with fire fighting equipment. Any damage to such equipment should be reported immediately.
3. Be aware of the procedure if you discover an unexpected fire or a fire out of control. Raise the alarm immediately. Follow the Emergency Evacuation Guidelines displayed in each room in the College,
4. 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

1. Make sure you have sufficient information on any hazardous substances before you use it and if not, ask.
2. Always read the instructions, only use substances in accordance with their instructions.
3. With substances in containers, only use substances in the original containers and do not transfer substances from one container to another if it does not have the correct labelling on it.

4. Make sure you return the substances to their designated safe storage area when finished.
5. Only dispose of waste substances as instructed.

EMPLOYER HAZARD REPORTING AND RECORDING

Reporting

The following circumstances must be reported verbally immediately.

1. On discovery of a fire.
2. If you have an accident, injury or illness which affects your ability to carry out your work.
3. If you have an accident, or injury sustained by a third party.
4. If you see any potential accident incident or dangerous occurrence.
5. If any guards or safety devices are ineffective, defective or have been removed.
6. If your protective clothing or equipment is inadequate, ineffective, damaged or missing.
7. If a fault occurs to any machinery, plant or equipment which will affect its safe operation.
8. If you have not been provided with suitable information with regard to the safe operation of machinery, plant or equipment.
9. If you are not provided with suitable hazard information for a substance.
10. If you are not aware of the correct way of using and handling a substance.
11. 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.

Whenever 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.

1. 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.
2. The death of an employee, which occurs sometimes after a reportable injury, which leads to that employees death but not more than one year afterwards.
3. A person at work (including a self-employed person) being disabled from performing his normal work for more than 3 days.
4. A person who is not at work but who as a result of a work activity sustains injury requiring medical treatment.

In the event of the death of any employee or the death of a person who is not at work, as a result of a work activity or of dangerous occurrences. 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 email.

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 area 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 have been significant changes 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 THE COLLEGE

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

Fire Hazards, Electrical Equipment, Manual Handling Disciplines, Slips, Falls, Cuts and Bruises and 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

Violent Incidents where any employee is abused, threatened or assaulted by a fellow employee, a learner or a third party in circumstances arising during the course of the employee's employment are treated as hazards by 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 a risk. The management will fully investigate by means of an incident report form, 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.

Schedule of Fire Drills for 2020 - 2021

Time period for Fire Drill	Actual Date	Completed	Signed by Safety Officer
Week of 5th October 2020	Wednesday 7 th October at 2.30 pm	Completed 7 th October at 3.00pm	Gabrielle McSharry
Week of 8th March 2021			
Week of 12th April 2021			

Portable firefighting equipment will be checked on an annual basis and evidence of this check will be recorded. The tables below will be completed for each fire drill.

Fire Drill Record 1 2020 - 2021

Name:	Gabrielle McSharry	
Location:	North Connaught College	
Date:	7 th October 2020	
Time:		
Time taken to complete evacuation:	90 seconds (3 groups Beauty 1, Beauty 2 and Security).	
Nature of Drill: Fire	Planned	Emergency
Call point / detector activated (Location required)	Planned. Deirdre O'Connor completed a sweep of rooms 7, 8 and 9. Gabrielle McSharry completed a sweep of all rooms in main building including toilets.	
Top Security Phone no. 014900333		
Digii code - 44372		
	Yes	No
Was everyone accounted for (check students, visitors, and contractors)?	Yes	
Were there any problems? (if Yes please explain in additional comments box)		No
Did the Fire Wardens check all parts of the College?	Yes - Deirdre O'Connor completed a sweep of rooms 7, 8 and 9. Gabrielle McSharry completed a sweep of all rooms in main building including toilets.	
Additional Comments:		

Fire Drill Record 1

Name:		
Location:		
Date:		
Time:		
Time taken to complete evacuation:		
Nature of Drill:	Planned	Emergency
Call point / detector activated (Location required)		
	Yes	No
Was everyone accounted for (check students, visitors, and contractors)?		
Were there any problems? (if Yes please explain in additional comments box)		
Did the Fire Wardens check all parts of the College?		
Additional Comments:		

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Fire Drill Record 3

Name:		
Location:		
Date:		
Time:		
Time taken to complete evacuation:		
Nature of Drill:	Planned	Emergency
Call point / detector activated (Location required)		
	Yes	No
Was everyone accounted for (check students, visitors, and contractors)?		
Were there any problems? <i>(if Yes please explain in additional comments box)</i>		
Did the Fire Wardens check all parts of the Collegel?		
Additional Comments:		

Fire Fighting Equipment Checks

Date of Fire Fighting Equipment Check
February 2021 (Atlantic Fire)

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

Electrical equipment

The management have a healthy respect for electricity and its inherent hazards as applied to the particular item 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. What does this mean?

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

Electrical Inspection Checks

Next date of Electrical Inspection Check	Date Completed	Signed by Principal
February 2021 (MR PA Test Services)		

The item list will be inserted at the end of this policy.

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. Training on this matter was delivered in 2019.

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 and 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 displayed.
3. No flammable material will be left near sources of heat.
4. Continuous care will be given to unlevel 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 annually.
8. Spillage of 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 in line with COVID-19 guidelines at all times
10. Broken furniture will be taken out of commission immediately for repair or replacement. Table tops and worktops will be constantly monitored for any signs of splitting or degrading.
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 as per COVID-19 guidelines.
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 the action to be taken in the event of contact with the hazardous liquids.
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 on unsupervised.
19. Dangerous behaviour, horseplay or other similar activity, which could result in injury, will not be practised.
20. Anyone 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

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

RESPONSIBILITIES

Management

1. To initiate the Safety Policies of The College
2. To administer these policies and delegate to staff as appropriate.
3. To make available through Management, adequate funds and facilities to implement these policies.
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 College's annual report is received and that it contains, in addition to the normal information, an evaluation of the extent to 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 firefighting equipment and its uses.
4. To notify management of any incidents that could result in accidents potentially occurring and keeping 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. (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: Mr. Hugh McGowan- Cleaner/Canteen/LWR

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 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. 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 ongoing patrols of all these locations.

OFF SITE TEACHING

Due to the required COVID distancing of 2m, teaching space and toilets have been leased on a termly basis at An Chroí South Sligo Enterprise Centre, South Sligo Enterprise Park, Ballina Road, Tubbercurry, Co. Sligo F91 X772.

The space includes one large teaching space, one small office adjoining office, toilets and a common space. The lease includes, light, heating and wifi use.

Teaching for Health Level 5, Health Level 6, Advanced Administration Level 6, Nursing Studies Level 5 will take place at An Chroí.

The common space will not be used. North Connaught College will have its own entry and exit doors. Nobody else will be using the large room, small room, or toilet. A key will be provided to lock the entry door and the small room which will be used for storage only.

An Chroí Board is responsible for repair and maintenance of the teaching space. North Connaught College will be responsible for the items brought to the site from the site at North Connaught College.

An Croi will do one daily clean of the facility as agreed with Louise Kilbane, Chairperson (following COVID-19 regulations). NCC will also put in place a cleaning regime. An Croi will also supply the cleaning materials. NCC will supply the disinfecting gel to be placed at the two entrances to the large room. NCC will also supply all signage for the area including the

signage for the isolation area which has been identified at the bottom of the stairwell beside the entrance door.

All good practice to prevent the spread of COVID-19 that is applied at North Connaught College will be applied at An Croi, namely 2m distancing, mask wearing when moving out of seat, regular and appropriate hand washing, use of sanitisation gel and appropriate respiratory hygiene. All desks and chairs to be wiped down by the user at the end of each teaching episode.

Reviewed 15 th September 2020 – whole document review and update by Laura Rainey, Hugh McGowan and Gabrielle McSharry.	Gabrielle McSharry
Reviewed 6 th October 2020 – entered off site teaching	Gabrielle McSharry
Reviewed 7 th October 2020 – entered planned fire drill details.	Gabrielle McSharry

Signed: Dara Mulvey

Date: 16th December 2020

Chairperson, Board of Management

Review Date: Academic Year 2021 - 2022

APPENDIX I

List of Staff

James Hardiman, Principal

Deirdre O'Connor, Deputy Principal

Gabrielle McSharry, Safety Advisor

Tutors

Patricia O'Reilly

Patricia Hurley
Caroline Casey

Deirdre O'Connor

Kate Jordan

Fiona Morrisroe

Lily Murphy

Laura Rainey

Mary Leydon

Maura Brennan

Aideen Cosgrove

Adrien Kneale

Ademic Support

Gabrielle Mc Sharry

Career Counsellor

Hugh Ward

Caretaker

Michael Kelleher

Cleaner/Canteen/LWR

Hugh McGowan

Secretary

Dolores Hannan

APPENDIX II

Specific Data

1. Trial emergency evacuations are carried out three times yearly and evidence of this is recorded above.
2. All firefighting equipment will be inspected annually and the equipment is labelled accordingly (see page 12).
3. First Aid Stations are located at:
 1. Reception
 2. Room 9
 3. Room 4
 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 is Dolores Hannon

4. Emergency Services

Health and Safety Authority,
Hogan Place,
Dublin 2.

Tel: 01 6147000 or 1890 289389
Fax: 01 662 0417

First Safety Management Consultants Ltd.,
Teach Dearg,
Coothill Road,
Drumalee,
Co. Cavan.

Tel: 087 2482582

Gardai:

- Tubbercurry: 071 9185002
- Ballymote: 071 9183333

Fire brigade: 071 9185028 or 999/112

Doctor:

- Dr. Coleman: 071 9185606,
- Dr. O’Baighill: 071 9185373

- Health Centre: 071 9185966/7

Hospital: 071 9171111

ANNUAL HEALTH AND SAFETY REPORT FOR NCC

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

1. Safety Training

During the year (2019 – 2020), the following safety courses were attended by staff:

- | | | |
|---|-------------------------|-----------------------------------|
| 1. 14 th , 21 st , 22 nd October | First Aid Responder | Dolores Hannon |
| 2. 4 th November | Fire Warden/Fire Safety | James Hardiman & Michael Kelleher |
| 3. 18 th December | Fire Warden/Fire Safety | Deirdre O'Connor |
| 4. 3 rd February 2020 | Fire Warden/Fire Safety | Gabrielle McSharry |

2. New Safety Arrangements

The following new safety arrangements were put in place during the year
See COVID-19 Location Risk Assessment in SharePoint.

3. Purchase of Safety Equipment

The following items of safety equipment were purchased during the school year.
ULV Cold Fogger

4. Emergency Drills

(Number) of emergency drills were practiced during the school year and the results were: See Fire Drill Schedule (page 12).

5. Safety Programme

Our Health and Safety Programme for the next academic year includes:
A Health and Safety Risk of Assessment of each room.
Implement the COVID-19 Location Risk Assessment.

6. Safety Consultation Group

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

15/09/2020 Health and Safety Policy reviewed and amended by Laura Rainey, Hugh McGowan and Gabrielle McSharry.

7. List of Accidents on School premises

- a. Accidents resulting in absences in excess of three days
- b. Minor accidents – recorded in a minor incident sheet in each First Aid Box.

8. Safety Deficiencies

The following areas will be addressed during the coming academic year.

General Health and Safety risk assessment to be undertaken throughout the College.

COVID-19 Implementation of Location Risk Assessment throughout the College.

Appendix III – Important Information

Critical Incident Response Team		Replacements
Team Leader / Centre Head	James Hardiman (086) 4611905	
Deputy Team Leader / Deputy Centre Head	Deirdre O'Connor (086) 1272627 (087) 3538636	
Critical Incident Administrator	Fiona Morrisroe (087) 2223148	Patricia O'Reilly (086) 3043842 Patricia Hurley (086) 8062406
Board of Management Reps	Patricia O'Reilly	Maura Brennan (085) 1027431
Guidance Counsellors	Hugh Ward (086) 8268807	
Care Team Leader	Deirdre O'Connor (086)1272627	
Pastoral Care / Care Team	Laura Rainey (087) 7834352	Maura Brennan (085)1027431 Gabrielle McSharry (087) 9523777
Centre Secretary	Dolores Hannon – not on team (Administration team to assist)	
Centre Caretaker Michael Kellegher –	Michael Kellegher – not on team	

Emergency Contacts

Name / Title	Phone number 1	Phone Number 2
Gardaí:		
Sligo (Pearse Road)	071-9157000	
Easkey	096-49002	
Tubbercurry	071-9185002	
Ballymote	071-9183333	
Grange	071-9163144	
Riverstown	071-9165122	
Ambulance / Fire brigade	999 or 112	
MSLETB Quay St.	071-9194800	
Sligo General Hospital	071-9171111	
Chairman of the Board of Management	087 6885050 Cllr. Dara Mulvey	
Local Clergy	071-9185049 Fr. Martin Jennings	
DES – Communications Unit	094-9286620 Tom Grady	
Psychologist/Counsellor	076-1108701 NEPS Alan Gregory	
TUI	01-4922588	
HSE		1850 24 1850
Employee Assistance Service	Teachers and SNA's	1800 411 057
Employee Assistance Service	All other staff	1800 817 435

Fire Wardens		
Name	Location	Contact Number
James Hardiman	Principal's Office	086 4611905
Deirdre O'Connor	Deputy Principal's Office	087 3538636
Michael Kellegher	Outbuilding	087 2166915
Gabrielle McSharry	Office off Canteen	087 9523777
Hugh McGowan	Canteen	086 1676937

First Aid Team / Responders		
Name	Location	Phone
Dolores Hannon	Secretary's Office	071-9185282 086 0876403

Health and Safety Committee		
Name	Location	Contact Number
Gabrielle McSharry (Safety Representative)	Office off Canteen	087 9523777
James Hardiman (Principal)		<u>086 4611905</u>

Result of Health and Safety Audit 2020

Place	Issue	Comments
Principal's Office	No exit sign.	Low risk. James to print off an exit sign, from the internet, laminate and put it over the door.
Canteen	Electrical socket repair on left outside isolation room.	Low risk. Was repaired around 19/11/2020 by our regular electrician.
Room 3	Seal in window has broken and water has gathered between the two panes.	Low risk but needs Michaels or expert's attention.
Room 9	Windowsills swollen from ingress of water.	Low risk. Asked Michael (caretaker) to keep a regular check on the flat roof and sweep the water off. Also asked him to clean the gutters regularly. He confirmed that he had sealed all the windows with silicon on the outside.
Main Corridor	Fungal growth on wall outside reception.	Medium risk. Asked Hugh (cleaner) to remove any new mould growth and spray the area with Mouldx or bleach.
Storeroom in An Chroi	Fungal growth along window.	Low risk. Nothing is being stored in the room from NCC.
Deputy Principal's Office	Bump in carpet beside desk. Window leaks.	Low risk. Asked Michael to lift the carpet and remove what is causing the bump.
Secretary's Office	Ceiling damp and mould on walls.	Low risk. Asked Michael (caretaker) to keep a regular check on the flat roof and sweep the water off. Also asked him to clean the gutters regularly. He confirmed that he had sealed all the windows with silicon on the outside.