

# St Anne's Community College,



**lcetb**

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

# Killaloe

# Ancillary Safety Statement

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

Policy Area	Health and Safety
Version	1.00
Date	October 2025
Monitored	Annually
Responsibility	Health and Safety Committee
This policy is an uncontrolled copy. Each staff member should consult St. Anne's Staff Team for the latest version of this document.	

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# **ST. ANNE'S COMMUNITY COLLEGE**

## **Safety and Health Policy**

Note This policy is effective from Feb 2023 and replaces all previous Safety and Health Policies

## Safety and Health Policy

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

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

- promote standards of safety, health and welfare that comply with the provisions and requirements of the **Safety, Health and Welfare at work act 2005** and any other relevant legislation, standards and codes of practice;
- provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- consult with staff on matters related to safety, health and welfare at work;
- provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, visitors and contractors.

St. Anne's Community College and LCETB are committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and amend in light of changes in legislation, experience and other relevant developments.

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

Chairperson BOM

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

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

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

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

## Policy Statement

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

### 1. Purpose

To support all employees to comply with this policy and procedure so as to support the management of health and safety within St. Anne's Community College

### 2. Scope

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

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

- 3.1 Safety, Health standards and Welfare at Work Act 2005.  
Safety, Health and Welfare at Work (General Application) Regulations 2007 – 2010
- 3.2 Safety, Health and Welfare at Work (Construction) Regulations 2006 – 2010
- 3.3 Education and Training Boards Act 2013
- 3.4 Further Education and Training Act, 2013
- 3.5 Department Circulars
- 3.6 Code of Practice for the Governance of Education and Training Boards 2015 (C.L. 018/2015) DES.
- 3.7 ISO 31000:2009 Risk Management Standard
- 3.8 Code of Conduct for Employees
- 3.9 VEC Risk – excellence in governance through best practice risk management (IPB)

### 4. Objectives

- 4.1 Support compliance with legislation, codes of practice, standards, guidance, and Department circulars.
- 4.2 Document roles and responsibilities.
- 4.3 Support implementation of management controls to ensure a positive, safe working environment will be in place.
- 4.4 Support the promotion of best practice in relation to health and safety among staff and clients.
- 4.5 Support the maintenance of an up-to-date LCETB Corporate Safety Statement.
- 4.6 Support the maintenance of an up-to-date Ancillary Safety Statement.
- 4.7 Ensure that health and safety hazard audits are conducted on a regular basis.
- 4.8 Support health and safety co-ordinators.
- 4.9 Develop an enhanced awareness of health and safety
- 4.10 Promote an integrated approach to the management of health and safety

## INTRODUCTION

### **Mission Statement**

St. Anne's Community College provides Post-Primary Education for a student population of over 650 students. Each student is accepted as an individual with his or her unique talents and gifts which we as a staff hope to nurture and develop while they are in our care. We hope to produce school leavers who are confident, mature and responsible and are well equipped for the world of work and leisure.

At St. Anne's, we seek to develop the full potential of every student in an orderly caring environment where quality teaching and learning takes place. The key to this is in the strong spirit of collaboration that exists between the LCETB (Limerick & Clare Education and Training Board), Board of Management, staff, pupils, parents and the wider community.

### **Vision Statement**

The Mission, Vision and Values of St. Anne's Community College and the LCETB are translated in its Strategic Plan 2017 – 2021 which declares the objectives to be achieved to ensure the quality of the services provided. Strategic Goal 2.5 explicitly states that LCETB will “promote active awareness of health, safety, wellbeing and welfare for staff, students and learners at a personal and organisational level”.

St. Anne's Community College's Ancillary Safety Statement is derived from the LCETB Corporate Safety Statement. St. Anne's Community College will ensure all staff and learners are provided with a safe working/teaching and learning environment, safe plant and equipment and safe systems of work in accordance with the Safety, Health & Welfare at Work Act 2005 and associated regulations. Control of risks and on-going policy of risk reduction will aim to ensure that Accident / Incident or near miss occurrences are avoided, thereby safeguarding the safety, health and welfare of staff, learners, contractors or visitors who have reason to enter St. Anne's Community College. St. Anne's provides education for post primary students with the majority of students under the age of eighteen. As such any visitors to the campus must adhere to all current guidelines pertaining to minors e.g. garda vetting, visitors' badges, sign in/sign out etc.

## SECTION 1 - SAFETY, HEALTH AND WELFARE POLICY

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

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

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

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

St. Anne’s Community College will endeavour to manage and conduct work activities in such a way as to:

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

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

St. Anne’s Community College will ensure, so far as is reasonably practicable, the safety and prevention of risk to health at work of its staff by:

- the maintenance of the building in a condition that is safe and without risk to health
- ensuring safe means of access to and egress from the building
- ensuring that plant and machinery are safe and without risk to health
- reducing the risk to exposure to noise, vibration, or ionizing or other radiations or any other physical agent
- providing safe systems of work that are planned, organised, performed, maintained and revised as appropriate
- preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency
- reporting accidents and dangerous occurrences to Corporate Services, Limerick and Clare Education and Training Board, Marshal House, Dooradoyle Road, Co. Limerick, conducting a thorough investigation, where an accident / incident occurs, to determine the cause and devise an Action Plan and implement it to prevent a recurrence
- providing the appropriate information, instruction, training and supervision
- obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) to advise and assist in the safety, health and welfare at work of staff
- ensuring that adequate resources are made available to implement effective safety policies and ensure that such resources are reviewed regularly
- providing and maintaining suitable personal protective equipment (PPE) where hazards cannot be eliminated


- providing a written risk assessment and ancillary safety statement and ensuring their review when there has been a significant change in matters relating to H & S
- preparing and revising Emergency Plans
- providing and maintaining welfare facilities including toilets and first-aid


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


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

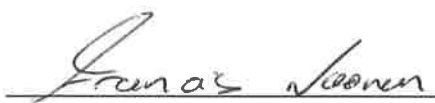
Staff are encouraged to make suggestions on means of improving safety, health and welfare and to raise any issue of concern with the H & S Co-ordinator.

Signed by:

  
 Beverley Hartigan Acting Principal

  
 Beverley Hartigan, H & S Co-ordinator

  
 Dean Byrnes, Fire Warden, Lead Worker Representative (2020)

  
 Francis Noonan, H & S Representative

Maire Hession

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Maire Hession, First Aider

Mary Fitzgerald

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Mary Fitzgerald, Deputy Principal

## SECTION 2 - RESPONSIBILITIES

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

The Principal, Deputy Principal and the Health and Safety Committee will take responsibility for all safety, health and welfare matters in the College especially regarding the implementation of the requirements of this Ancillary Safety Statement.

The Principal and Deputy Principal will, to the best of their ability:

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

### Health and Safety Committee

The Health & Safety committee is responsible, in conjunction with LCETB, for Safety, Health and Welfare on the school campus.

### The Health and Safety Co-Ordinator

The Health and Safety Co-ordinator will:

- report to the H & S Committee or Senior Management periodically, on the overall Health & Safety status within the college
- inform staff of impending H & S legislation that is likely to affect them
- manage the implementation, with the assistance of Senior Management and /or the H & S Committee, H & S policies and procedures
- liaise with the Principal on an-ongoing basis regarding monitoring safe work practices, H & S audits , risk assessment and inspections
- Work with senior management on advising all staff to submit accident and incident reports
- Maintain training reports and information
- ensure that the Ancillary Safety Statement is available for inspection
- review the Ancillary Safety Statement annually with the assistance of Senior Management and/or the H & S Committee

- accompany an inspector from the H & S Authority, where appropriate, if s/he visits St. Anne's Community College

## **Health & Safety Committee**

The H & S Committee acts on behalf of colleagues by:

- carrying out routine audits and inspections, in consultation with the staff, in order to identify potential hazards and, where possible, propose ways of addressing them
- investigate potential hazards and complaints reported on Safety, Health & Welfare matters
- discussing/investigate any accidents / incidents and dangerous occurrences and how best to address them
- identify the H & S training needs required for staff
- participate in relevant H & S Training
- attend regular H & S Committee meetings
- keep colleagues informed of key H & S issues and new H & S legislation, as appropriate

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

### *Guidelines for H & S Committee*

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

## **Health and Safety Representative-Francis Noonan**

Safety Representative will act on behalf of colleagues by:

- consulting with, and making representations to the Line Manager, in the first instance, and thereafter to the H & S Committee, on matters relating to health, safety and welfare within the work area made by any employee whom he or she represents,
- carrying out routine audits and inspections within his/her designated areas, in consultation with the Line Manager, in the first instance, and thereafter to the H & S Committee, in order to identify potential hazards and, where possible, propose ways of addressing them
- investigating potential hazards and complaints reported on Safety, Health & Welfare matters
- notifying the Line Manager and H & S Committee of any accidents and dangerous occurrences
- investigating accidents and dangerous occurrences, in consultation with the Line Manager and H & S Committee
- participating in relevant Health and Safety Training

- accompanying the H & S Committee and an inspector from the H & S Authority where appropriate where s/he visits the workplace
- keeping colleagues informed of key Health & Safety issues and new Health & Safety legislation, as appropriate.

### **Fire Safety Officer- Deputy Principal**

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

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

The Fire Safety Officer will:

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

### **Fire Wardens**

Dean Byrnes, (Training 2024), Rory Scanlan (Training 2024) Deirdre Wall (Training 2020)

The Fire Wardens will:

- ensure that the alarm is raised and the fire brigade has been called
- ensure the area they are situated in is evacuated
- inspect and attempt to put out any small fires in their area should it be safe to do so
- be trained in the use of basic fire extinguishers/blankets etc.
- ensure that all routes into the building are unlocked and unobstructed
- open all gates or security barriers required for Fire Brigade access
- meet the officer in charge of the Brigade and provide details of:
  - the numbers and locations of persons still on the premises
  - the location of LPG storage facilities or flammable liquid stores
  - entry points to all parts of the building
  - the location of fire hydrants, dry risers, hose reels or other facilities for firefighting
- provide the fire brigade with a copy of a Floor Plan
- shut off, if safe to do so, the main gas supply to the premises
- organise fire drills on a regular basis in consultation with the H & S Co-ordinator and Principal
- up-date the Fire Register on an on-going basis

### **First Aiders**

Maire Hession, Deirdre Wall, Cathy O’Casey, Megan Carroll, Neil Heffernan and Eukaria O’Grady

Maire Hession will:

- maintain the allocated First-Aid boxes, and ensure that they and their contents are available to staff as required

First Aiders will:

- render first-aid assistance in accordance with training
- advise the H & S committee of any accidental injury which happens either on the premises or on school excursions and fill out an accident report form

**In the event of an emergency:**

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

**AP1- Assistant Principals-**

AP1s will:

- fully familiarise themselves with the Corporate Safety Statement, Ancillary Safety Statement and associated H & S policies so as to be competent to act up and assume responsibility in the case of absence of Principal/Deputy Principal
- ensure that all provisions under the Ancillary Statement are implemented effectively
- ensure that accidents / incidents or dangerous occurrences are reported to the H & S Co-ordinator and that appropriate reports are completed
- ensure that all staff are informed of H & S policies and procedures pertinent to that School, especially new employees, recent graduates, learners on work experience etc.
- are aware of the location of First-Aid Boxes and are informed of the names of First Aiders
- ensure that any work activity is immediately stopped where there is a serious risk of injury to staff, visitors or members of the public
- co-operate with senior management on all Safety Policy implementation

**Teachers will:**

- fully familiarise themselves with the Corporate Safety Statement, Ancillary Safety Statement and associated H & S policies
- ensure that all provisions under the Ancillary Statement are implemented effectively
- ensure that all students within their class know what to do in case of fire or other emergency and know the location of Emergency Exits and Assembly points
- ensure the use of a safe system of work and maintain the highest standards of good housekeeping at all times
- participate in H & S training offered by St. Anne's Community College and/or LCETB
- ensure that accidents / incidents or dangerous occurrences are reported to the Principal/Deputy
- complete an Accident / Incident Report Form as soon as is practical after an incident occurs and file with ETB and Deputy/Principal. Additional notes should also be filed.
- ensure that they are familiar with the location of First-Aid Boxes and know the names of First Aiders

- ensure that any work activity is immediately stopped where there is a serious risk of injury to oneself, visitors or members of the public
- ensure that Personal Protective Equipment (PPE) is worn or used, when appropriate
- ensure all defects in plant and machinery is notified immediately and equipment de-activated, if necessary
- co-operate with senior management on all Safety Policy implementation and to complete risk assessments when requested by management.

## **Students**

Students have a responsibility not to endanger themselves or others by their acts or omissions. **(See Code of Behaviour and associated policies)**

## **Contractors**

St. Anne's Community College, in conjunction with LCETB, shall seek to employ only competent contractors to carry out work. To achieve this, only contractors that have demonstrated an understanding of health and safety and an ability to manage their work safely will be considered.

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

St. Anne's Community College will share its Ancillary Safety Statement with contractors and will seek the contractor's site specific statement appropriate to the working environment:

1. for their staff working on site and how they will provide for these requirements, and
2. how they will ensure the safety, health and welfare of the School and others affected by their activities

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

### Risk Assessment

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

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

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

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

### Hazards

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

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

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

It is the duty of all those who have responsibility for resources, staff<sup>1</sup> and students to ensure hazards arising in the workplace which may give rise to risk for the safety, health and welfare of employees and those affected by St. Anne's Community College's activities are identified, assessed and eliminated or managed to the lowest level possible. (See Appendix IV).

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

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<sup>1</sup> It is also the responsibility of all staff to co-operate with management in identifying hazards when asked to do so.

HIGH	–	Possibility of irreversible injury
MEDIUM	–	Possibility of reversible injury
LOW	–	Possibility of light injury

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

### Accident Prevention

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

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

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

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

All staff are provided with access to Staff Connect (LCETB) and are expected to complete accident reports on this system. Teachers are provided with a staff handbook annually or when joining the school during their induction process. The staff handbook provides clear instructions on the reporting of accidents. A paper copy of all reports should also be submitted to the Principal/Deputy Principal.

\*Risk Assessment for Covid 19 Response Plan in Plan

## SECTION 4 – GENERAL ARRANGEMENTS

### Consultation

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

St. Anne's Community College is committed to meeting its obligations under the Safety, Health and Welfare Act 2005 and associated regulations on consultation.

It is St. Anne's Community College's policy:

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

### Information for Staff

The H & S Committee is fully aware when providing information to staff:

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

Information will be communicated to staff through the induction process, staff handbook, staff connect, St. Anne's Learning Platform /Internal SharePoint, staff meetings, text messages, emails etc.

### Health and Safety Training

St. Anne's Community College recognises that even with the best engineered work arrangements, people may still need clearly defined safety procedures and instructions. For that reason, there is substantial commitment by St. Anne's Community College and LCETB to:

- identify safety training needs
- carry out that training
- measure the competence of trainees

St. Anne's Community College and LCETB will ensure the following training will be provided (through reputable training providers)

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

## SECTION 5 – SAFE SYSTEMS OF WORK

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

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

### Ladders

**Dean Byrnes - Ladder tagging training (Oct 2022)**

**Rory Scanlan Ladder tagging training (Nov 2022)**

Ladders are for the use of St. Anne's Community College caretaking staff only. Caretaking staff using a ladder <sup>2</sup>must wear the appropriate Personal Protective Equipment (PPE) and adhere to the following safety precautions and check:

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

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

**Working at Heights training completed on 16/12/2020 by Dean Byrnes. Certificates retained on file.**

### Electrical Tools

**Portable Appliance testing training completed by Dean Byrnes – 2023. Certificates on file.**

Those using an electrical tool must wear the appropriate Personal Protective Equipment (PPE) and adhere to the following safety precautions and check:

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

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<sup>2</sup> Caretakers must undertake Working at Heights Training

One should immediately notify, repair<sup>3</sup> or replace if defects are noticed.

## Electrical Equipment

Employees shall:

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

## Eye Protection

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

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

Eye protection will be worn during the following operations: -

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

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

## DSE (Display Screen Equipment) Use<sup>4</sup>

Operators of DSEs should ensure that:

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

<sup>3</sup> If qualified to do so – items must be taken out of commission if any of the above is not in place

<sup>4</sup> Display Screen Equipment Policy

## Eye Tests:

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

## Machine Guarding

All moving machine parts are guarded so as to protect employees from injury in accordance with the General Application (Amendment) Regulation 2001.

Prior to the modification, installation or purchase of equipment, all efforts will be taken by the person responsible for the purchase and installation to ensure that the equipment complies with the above regulation, the Machinery Regulations 2001. A risk assessment **must** be carried out prior to the final commissioning and use.

## Machinery/Equipment Operation

Many items of equipment and machinery encountered within the Centre have the potential to cause injury. So far as is reasonably practicable, guards are fitted to all moving parts of machinery that may present a hazard of injury.

- All guards & safety devices must be maintained in position during normal operation.
- When guards are removed, Isolation<sup>5</sup> procedures must be followed by the person carrying out removal (PICW) (Person In Charge Of Work) and these guards must be replaced prior to operation by the (PICW).
- Guard devices must not be removed or bypassed without authorisation; disciplinary action may be taken against any person found doing so.
- Walkways and areas around machinery must be kept clear of waste, spare parts and other hazardous objects, which may cause a person to slip, trip or fall.
- Clothing and accessories **MUST NOT** be loose fitting so as to allow parts to become entangled in machinery. This applies while working on or approaching any machinery.
- If working with or approaching any machinery long hair must be confined close to the head.
- Persons operating machinery are responsible for the safety of themselves and others by ensuring the safe operation of machinery or equipment under their control.

Training given to students prior to commencing work. Safety chapter completed. Advised to retain evidence of training.

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<sup>5</sup> As per Safety Data Sheet supplied by Manufacturer

## Hazardous Materials

LCETB and St. Anne's Community College accepts that some work activities may involve the use and handling of materials which have the potential for harming health and accordingly will take steps to provide safe systems of work for the materials and to reduce such use as far as practicable.

### Usage of Hazardous Substances

The areas below (not exhaustive) should identify and gather data sheets for any hazardous substances and use accordingly.

Area
Science
Home Economics
Metalwork
Woodwork
Art e.g. paint, glue
Cleaning and Maintenance e.g. pest control, weed killer, cleaning products, hand sanitiser, soap etc.
Office supplies e.g. Tippex, toner, pritt stick

Staff are reminded that materials used at work should be treated with respect, warning labels must be adhered to as well as any written advice provided by LCETB. LCETB undertake to provide appropriate chemical handling training for staff who are in contact with any chemicals during the course of their work.

### Storage of Hazardous Substances

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

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

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

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

## Slips / Trips / Falls

St. Anne's Community College undertake to protect all staff, students and visitors using it's premises from injury as a result of a slip, trip or fall. Slips, trips and falls are the most common cause of major injuries at work and keeping St. Anne's Community College clean, tidy and uncluttered can generally control them. It is the responsibility of each staff member, student, visitor, contractor or external user to keep their own work area clean and tidy.

Staff are reminded of the following:

- good housekeeping is a must in all working areas;
- each work area should be free of boxes, trailing cables or rubbish;
- all extension leads should be secured either to the floor with a mat or taped down or placed tight against the wall to prevent slips, trips or falls. Maintenance staff should be advised of any trailing leads and same corrected;
- floors should be washed, half by half (length ways), to facilitate people passing through. Caution/warning signs should be clearly visible at either end of the washed area. The person washing the floor is responsible for displaying these signs;
- any defects in floor coverings, tiles, linoleum, shelving, etc. should be reported for urgent repair;
- step-ladders and/or footstools should always be used if accessing high shelves or storage areas. Do not attempt to use other shelves, chairs, furniture, etc. to gain access;
- heavy or awkward items should not be stored on top of storage units;
- all corridors and passageways should be free from clutter at all times. Clear exits should be maintained at all times;
- do not leave filing cabinet drawers or other drawers open when unattended;
- never open more than one cabinet drawer at a time;
- always place heavier filing in the lower cabinet drawer;
- never slump back or sit down suddenly on swivel chairs;
- never place a chair with castors on a platform;
- always place an anti-slip mat under a chair with castors in an area where there could be a slip hazard;
- do not extend any telephone or power cords across walkways in such a manner as to present a trip hazard;
- do not dispose of flammable substance containers or glass objects in waste paper bins;
- emergency exits and equipment must be accessible at all times;
- do not store paper or other combustible material near any electrical equipment or heating equipment;

## Plant / Lift / Boiler / Heating System

All plant and machinery will be maintained in accordance with manufacturer's instructions and LCETB / St. Anne's Community College's policy.

## Photocopiers and all Office Equipment

One should not attempt to operate photocopiers or office equipment without instruction from the supplier and/or a competent member of staff. Photocopiers and office equipment contain several hot

operating parts and care should be taken when rectifying any malfunction or removing a paper jam. If there is a risk of injury, please contact the main office who will in turn contact the company who supplied the photocopier to carry any necessary repairs. There are currently three copiers on campus, main office, staff workroom and main staffroom. Supplier and maintenance contact details: Cantec, Limerick Office (061) 313646

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

## Manual Handling

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

One should:

- carry out a risk assessment on the load to be moved (each item can vary in size and shape and appropriate training may be required)
- remove or reduce the need for manual handling by using a trolley etc.
- disperse the load e.g. divide load into smaller loads
- not store heavy or awkward items above head height
- request the assistance of another member of staff, who also has been trained in manual handling
- use safety ladders / kick-steps where required
- ensure the load does not catch on loose clothing

## Personal Protective Equipment (PPE)

Safety Helmet	(EN397) – when required
Safety Glasses	(EN166) – when required
Safety Goggles	(EN166) – when required
Face Masks/respirators	(EN149) – when required
Safety Boots*	(EN345) – at all times on School premises
High Visibility Vest*	(EN471) – at all time on School premises
Overalls	When required
Gloves	When required
Safety Harness**	(EN361) at all times working over 2 metres
Fall arrest lanyard (>5.75m)**	(EN355) at all time with safety harness
Inertia Reel Block (<5.75m)**	(EN365) – at all times with safety harness

**\*When required**

**\*\*Where applicable**

LCETB and St. Anne's Community College will ensure that PPE is provided where necessary. Regular inspections will be carried out to ensure the appropriate PPE is worn. Each staff member is responsible for maintaining PPE in a good condition, and shall inform the H & S committee when PPE needs replacement.

The recommended PPE for caretakers includes:

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

The recommended PPE for canteen staff includes:

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

The recommended PPE for cleaners includes:

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

## **Noise**

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

LCETB is required to:

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

The regulations do not apply to:

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

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

## **Managing School Waste**

St. Anne's Community College is cognisant of the dangers waste can pose. Suitable waste locations must be established and these must be segregated where applicable as per Waste Management Act 1996 and Amendment Act 2001

- A formal waste management system should be implemented such as spending the last 15 minutes of each working day or say the last hour of each Friday, cleaning up the School
- Waste should be removed from School by those in possession of valid waste carrier licence and should only be handed over to those with a valid licence
- Consideration should be given on how waste should be separated
- If skips are to be situated in public places permission may be required and suitable cordoning to protect members of the public and their vehicles

- Skips should not be overloaded as it could cause a hazard
- Skips should not be loaded above the recommended level
- Beware of flammable waste
- Never burn or bury waste on school grounds
- Dispose of any foodstuffs in suitable receptacle to avoid attracting vermin and the spreading of disease
- Inspect waste and ascertain can it be recycled or reduced in any way
- Ensure nails are removed from wood or hammered flat to avoid puncture wounds
- If lightweight waste is produced it may need to be bagged and tied to prevent the wind blowing it over the public places

### **Lone Working**

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

### **Violence & Aggression at Work**

St. Anne's Community College is committed to the provision of a safe & healthy work environment. This includes the protection of employees from acts of aggression or violence.

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

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

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

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

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

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

## **Pregnant Employees**

St. Anne's Community College will comply with the provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application Regulations 2007 (Pregnant Employees etc.).

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

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

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

## **Pandemics**

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

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

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

Please see school's current Covid 19 Response Plan

## **First Aid Facilities**

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

In compliance with the obligations placed upon it, LCETB and St. Anne's Community College provides sufficient First-Aid kits, which are in clearly marked first-aid boxes and are readily accessible. We endeavour to maintain supplies in the kits are in compliance with the Health and Safety Authority Guidelines on First-Aid. Appendix III outlines the Contents of First-Aid Boxes and Kits. In the event of an accident resulting in first-aid being administered, the first aiders shall ensure that a record is made as to the first-aid treatment given.

First-aid facilities are located as follows:

Facility	Location
First Aid box	Main office
Defibrillator	Main office
First Aid box	PE Office
First Aid Cupboard	First Aid Room
Ice packs	First Aid Room Freezer
Student specific emergency supplies e.g. Epipens, diabetes supplies etc.	First Aid Room
First Aid kits	Practical rooms

### Fire Precautions

Each staff member should familiarise themselves with:

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

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

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

### Contractors

Each contractor employed by LCETB/St. Anne's Community College will be provided with a copy of the school's Ancillary Safety Statement and provide a signed receipt for same.

LCETB Capital and Procurement or school senior management (or their delegated representatives) will make every effort to:

- supervise the contractor to ensure compliance with the requirement of the policy, conduct a pre-work safety orientation and advise the contractor of any known potential hazards e.g. chemicals, machines etc.

Contractors must:

\*At present due to the pandemic complete the online form regarding Covid 19 and visitors.

- report to Reception where they will be issued with a visitor's pass
- comply fully with the requirements of LCETB's *Policy on Health and Safety Requirements for Contractors*
- undertake St. Anne's Community College health and safety policy familiarisation briefing prior to any work commencing
- co-operate fully with any person appointed as project supervisor

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

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

The information provided will include the following:

- a copy of the Ancillary Safety Statement and other relevant documentation and guidelines

Contractors will be supervised in so far as is practicable to ensure that:

- the requirements of LCETB's / St. Anne's Community College's policy are being observed
- equipment or substances are not left or stored on the premises without prior approval
- circulation routes and means of escape are kept clear at all times
- all accidents and dangerous occurrences are reported so that a full investigation can be carried out as appropriate
- permit-to-work systems are used as appropriate
- the no smoking policy is observed

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

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

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

### **Students**

Students have a responsibility not to endanger themselves or others by their acts or omissions.<sup>6</sup>

### **Visitors**

\*At present due to the pandemic complete the online form regarding Covid 19 and visitors.

Visitors must:

- report to Reception where they will sign-in in the Visitors Book and wear a visitor's badge.

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<sup>6</sup> Student / Learner Code of Conduct – Policy specific to Centre  
St. Anne's Community College

## SECTION 6 – REPORTING AND MONITORING PROCEDURES

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

### Reporting Procedures

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

### Internal Reporting

All staff are briefed on the action to be taken in the event of an accident or dangerous occurrence. All accidents / incidents, no matter how minor, must be reported using the Accident reporting form on StaffConnect and a paper copy submitted to Principal/Deputy Principal for retention in the school.

The Health and Safety Committee:

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

### External Reporting

The Principal/Deputy Principal will notify Corporate Affairs of all notifiable accidents and dangerous occurrences who, in turn, will notify the Health and Safety Authority (HSA). For example, the following are notifiable events:

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

St. Anne's Community College will provide LCETB with a Report<sup>7</sup> and evaluation of the extent to which the safety policy was fulfilled during the period of time covered by the report (H & S Audit).

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

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<sup>7</sup> This could take the form of a Corporate Survey  
St. Anne's Community College

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

**Emergency Numbers – Contact:**

**Phone**

**Garda:** Killaloe 999 / 061 620540

**Fire Brigade:** 999 / 112

**Hospitals:** UHL (Regional), Dooradoyle 061 301111  
St. Johns 061 415822  
Nenagh 067 31491

**Ambulance:** 999 / 112

**Doctor:** Ballina Medical Practice 061 376546  
Dr. Frieda Carmody 061 376349  
Dr. Michael Carmody 061 376349  
Dr. Bernie Lynch 061 374333  
Dr. Michael Lynch 061 375731

**APPENDIX I**

**GENERAL PRINCIPLES OF PREVENTION**

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

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

**APPENDIX II**

**Responsible Persons**

<b>MANAGEMENT TEAM</b>			
Eukaria O'Grady	Mary Fitzgerald	Rebecca Keating	Christine Noonan
Anna Marie Ryan	Beverley Hartigan	Raymond Murray	Angela Halley
Maree Murphy	Maria O'Connell	Barry O'Donnell	Patricia Fitzgerald
<b>FIRE SAFETY</b>			
	Fire Officer/Wardens	Dean Byrnes	Mary Fitzgerald
	Fire Wardens - Day	Dean Byrnes	Rory Scanlon
	Fire Wardens - Night	Monitoring company	Dean Byrnes
<b>FIRST AIDERS</b>			
	First Aiders	Maire Hession	Neil Heffernan
<b>BUILDINGS OFFICER</b>			
	Buildings Officer	Eukaria O'Grady/Beverley Hartigan	
<b>HEALTH AND SAFETY REPRESENTATIVES</b>			
	H & S Co-ordinator	Eukaria O'Grady/Beverley Hartigan	
	H & S Representative	Francis Noonan	
	H & S Committee	Rory Scanlon	
	H & S Committee	Dean Byrnes	
	H & S Committee	Colette O'Mahoney	

## APPENDIX III

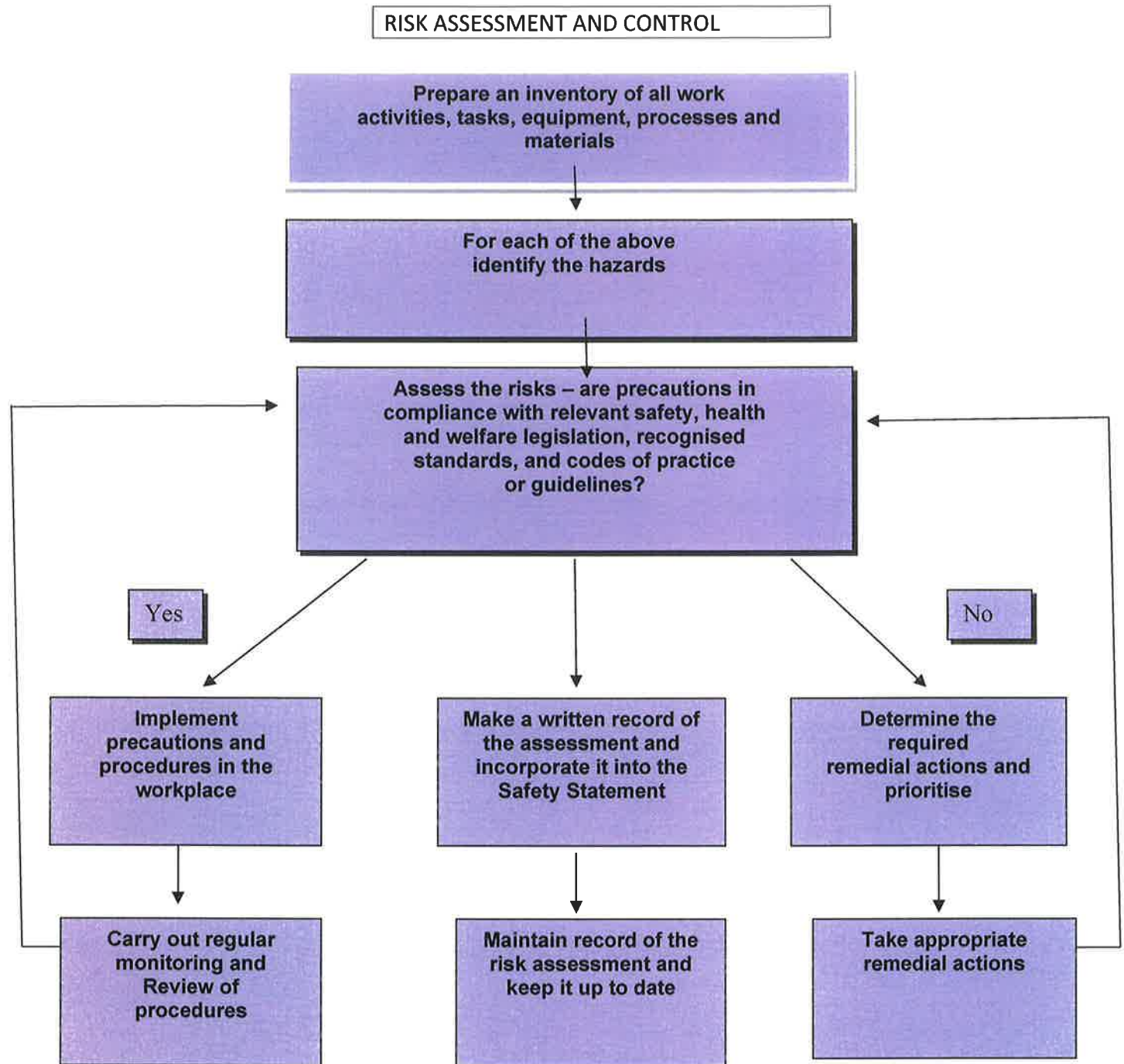
### Contents of First-Aid Boxes and Kits

**Maire Hession** -to check quarterly and those going to matches etc.

**Rosie Foley**- Responsibility for checking Defibrillator functioning, serviced and pads in date

<b>First Aid Kit Recommended Contents</b>
Adhesive Plasters
Sterile Eye Pads (bandage attached)
Individually Wrapped Triangular Bandages
Safety Pins
Medium Individually Wrapped Sterile Un-medicated Wound Dressings
Large Individually Wrapped Sterile Un-medicated Wound Dressings
Extra Large Individually Wrapped Sterile Un-medicated Wound Dressings
Individually Wrapped Disinfectant Wipes
Paramedic Shears
Pairs of Examination Gloves
Sterile Eye Wash
Pocket Face Mask
Small Water Based Burns Dressing
Large Water Based Burns Dressing
Crepe Bandage

APPENDIX IV



## **Appendix V**

### **Policies and Procedures**

This Ancillary Safety Statement should be read in conjunction with the policies and procedures below. (These are available on Staff Connect.)

#### **LCETB Policies & Procedures**

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

#### **LCETB Policies & Procedures**

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

#### **DES, IVEA, TUI, ASTI**

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

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