Clogher Road Community College

Health and Safety Statement

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To be reviewed by local centre leadership	Annually

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1. Definitions

For the purpose of this Statement the following terms shall have the meanings assigned to them:

Employer	Refers to City of Dublin Education and Training Board.
Centre	Means a School (Primary and Post Primary), FET College, Training Centre, Youthreach, Head Office or any other City of Dublin ETB centre providing services on behalf of the organisation.
Head of Centre	Means Chief Executive, Principal, Training Head of Centre, Youthreach Coordinator, Adult Education Officer or any other post with responsibility for the operational running of a School (Primary and Post Primary), FET College, Training Centre, Youthreach, Head Office, or any other City of Dublin ETB centre providing services on behalf of the organisation.
Board of Management	Means a Board of Management in the case of Primary and Post Primary Schools.
Student	Means a person enrolled or on work placement in a School (Primary and Post Primary), FET College, Training Centre, Youthreach, Head Office or any other City of Dublin ETB centre providing services on behalf of the organisation.
City of Dublin ETB	City of Dublin Education and Training Board
FET	Further Education and Training

2. Introduction

Section 20 of the Safety, Health and Welfare at Work Act 2005 requires an employer to prepare a written statement to safeguard:

- The safety and health and welfare of employees while they work.
- The safety and health and welfare of other people who might be at the workplace, including students, visitors, contractors and members of the public.

This Safety Statement represents a commitment to the safety, health and welfare of all persons who may be affected by the work of the centre. The areas that are to be covered by the Safety Statement are specific and set out in Section 20 of the Safety, Health and Welfare at Work Act 2005.

This Statement has been developed based on the identification of hazards and associated risk assessments carried out as per *Section 19 of the 2005 Act*.

This Statement may be supplemented by additional safety documentation and records within each school / centre to reflect the scope and range of services provided therein. There may also be instances where an alternative and/or additional operating procedure may be more suited to the environment of a centre. It is therefore essential that where the statement is supplemented with alternative or additional operating procedures that these are kept within the Safety Statement and form part of the Centre Safety Management System with clear reference as to which procedure applies. This Statement with centre operating procedures is the basis for a Centre Safety Management System.

This Statement:

- Specifies how the safety, health and welfare of all employees, students and visitors in and to this Centre will be secured and managed.
- Specifies the hazards identified and risks assessed by the Employer.
- Gives details of how the centre manages its safety and health responsibilities, including (a) a commitment to comply with legal obligations, (b) the protective and preventive measures taken (c) the resources provided for safety and health at the workplace and (d) the arrangements used to fulfil these responsibilities.
- Includes the plans and procedures to be used in the event of an emergency or danger.
- Specifies the duties of employees including the co-operation required from them on safety and health matters.
- Includes the names and job titles of people with their roles for safety and health or performing the tasks set out in the Statement.
- Contains the arrangements made for appointing safety representatives, and for consulting with and the participation by employees on safety and health

matters.

- Is in a written form, manner and language understood by all, and
- Has due regard to the relevant safety and health legislation.

This Safety Statement should be read in conjunction with all other contractual obligations, policies and Codes of Conduct in existence at the Centre and the City of Dublin ETB. Details of any changes to the Safety Statement must be recorded in the amendment history below.

This table to be used as an administrative mechanism to ensure that any amendments and / or additions based on City of Dublin ETB / Centre needs in respect of safety procedures are recorded and available to members of staff in each location.

Date	**Person**	**Summary Of Changes**	**New Version Number**
N/A	ETBI	Original Template	V1.
20/04/2026	City of Dublin ETB	Reformatted to align with City of Dublin ETB specific procedures	V2.

3. Legal and Other Requirements

This Safety Statement has been developed to enable the centre to comply with its core legal requirements as outlined within the Safety, Health and Welfare at Work Act 2005 and other ancillary legislation and regulation. This document has been developed in line with the HSA guidelines for Post Primary Schools.

The 2005 Act introduced specific duties on both the employer and employee

Part 2 (Chapter 1, 3 and 4) of the 2005 Act details the general duties of the Employer.

The different requirements are divided into the following headings:

- *General Duties of Employers (Section 8).*
- *Information to Employees (Section 9).*
- *Instruction, Training and Supervision of Employees (Section 10).*
- *Emergencies and Serious and Imminent Dangers (Section 11).*
- *Protective and Preventive Measures (Section 18).*
- *Hazard Identification and Risk Assessment (Section 19).*
- *Safety Statement (Section 20).*
- *Co-operation (Section 21).*
- *Health Surveillance and Medical fitness to Work (Section 22 and 23).*
- *Safety Representative (Section 25).*
- *Employee Consultation (Section 26).*
- *Penalisation (Section 27).*

The 2005 Act introduced specific duties on both the employer and employee.

Chapter 2 of the 2005 Act details the general duties of the Employee.

The different requirements are divided into the following headings:

- *General Duties of Employees (Section 13).*
- *Interference, misuse, etc. (Section 14).*
- *General Duties of Persons in Control of Place of Work (Section 15).*
- *Health Surveillance and Medical fitness to Work (Section 23).*
- *Safety Representative (Section 25).*
- *Employee Consultation (Section 26).*

4. City of Dublin ETB Health and Safety Statement

In accordance with the Safety, Health and Welfare at Work Act 2005 it is the policy of the Board of the City of Dublin ETB to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the centre 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 students of the centre.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which an employer must ensure are carried out to secure the safety, health and welfare of all staff.

The City of Dublin ETB, 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, health and welfare matters pertinent to the activities of the centre.

(d) Continually improve the system in place for the management of occupational safety, health and welfare 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, students, contractors and visitors.

City of Dublin ETB is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it considering changes in legislation, equipment, experience and other relevant developments.

Signed: _____ **Date:** 11/05/26

Dr. Christy Duffy

Chief Executive

5. Centre Profile

Name of Centre	Clogher Road Community College
Address	Clogher Road D12 Yp11
Name of Head of Centre	Lesley Byrne
Name of Senior Management	Barry Hurley (DP)
Number of students	330
Number of buildings	2
Facilities detailing number of classrooms, labs, workshops, gymnasiums, pools, outside pitches	15 classrooms, 2 labs, 2 workshops, 1 gym, 1 pitch
Provision for persons with special needs	147 students identified with AEN 1 wheelchair user
List of regular visitors providing services to centre e.g. external contractors or educational service providers	ETB maintenance staff Pearse College students
Building used for other purposes outside normal school hours including adult education and recreational facilities	No
Name of Health and Safety Rep(s)	Kieran Reynolds
Location of Defibrillators / First Aid Kit	Main Office
Name of Chief Fire Warden (s)	Kieran Reynolds
External Fire Assembly Points	Car park wall

Critical Incident Management Team		
Role	**Name**	**Phone**
Team leader:	Lesley Byrne	0833212032
Garda liaison:	Barry Hurley	0861072252
Staff liaison:	Elaine Luby	0860590931
Student liaison:	Robert Clougher	0860664644
Administrator:	Amanda Murphy	0879348853

First Aid Team / Responders		
Name	**Location**	**Phone**
Graham Maher	Blossom Room	0867276886
Kieran Reynolds	Woodwork Room	0863930531

Emergency Contacts		
Agency	**Name**	**Phone**
Garda:	Sundrive Station	01666600
Hospital:	James St Hospital	014103000
Local GP:		
HSE:		1850 24 1850
Employee Assistance Service:	Teachers and SNA's	1800 411 057
Employee Assistance Service:	All other staff	1800 817 435

Health and Safety Committee		
Name	**Location**	**Contact Number**
Kieran Reynolds	CRCC	0863930531
Terry Munnelly	CRCC	0876464168

Fire Wardens		
Name	**Location**	**Contact Number**
Kieran Reynolds	CRCC	0863930531
Terry Munnelly	CRCC	0876464168

6. Roles and Delegated Functions

The Chief Executive is the Accounting Officer in respect of ensuring the duties of the employer as set out in the 2005 Act are complied with.

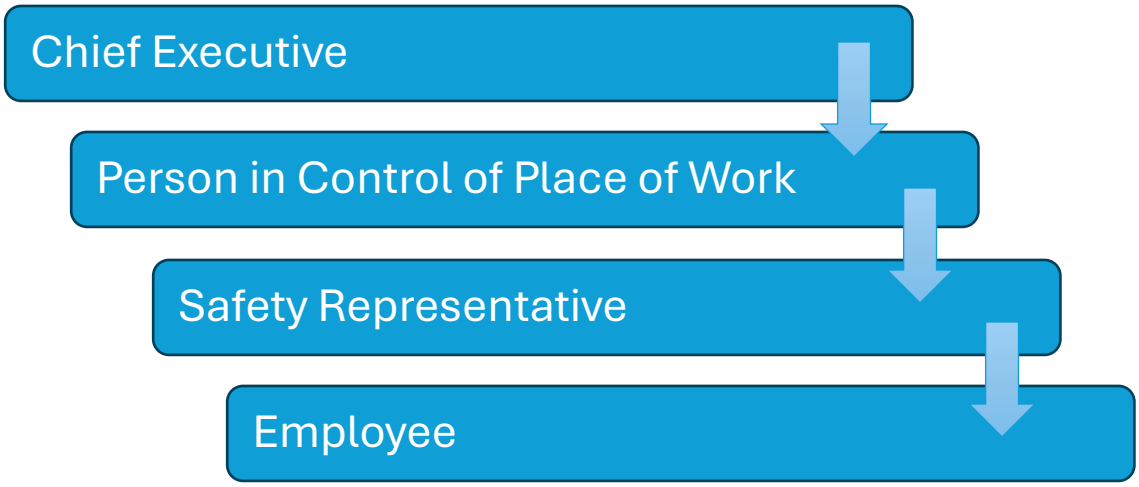
Under the Safety, Health and Welfare Act 2005 responsibility rests with the employer to ensure appropriate safety systems are in place with clear roles and delegated functions assigned to support a culture of safety first.

Under section 13 of the Education and Training Board Act, 2013, health and safety are an executive function with the Chief Executive as the Accounting Officer of the organisation. The Chief Executive may delegate functions to a Head of Centre who is defined under the 2005 Act as being a person in control of a place of work. In the ETB sector this is defined as.

Safety, health and welfare planning is best seen as an integral part of the City of Dublin ETB and centres on existing planning and self-evaluation processes. The safety statement should be informed by and reflect wider City of Dublin ETB / Centre planning priorities and decisions. The management and implementation of a Safety Statement is an executive function.

Employees will be provided with the health and safety training required to carry out their role. Every effort will be made to ensure that identified hazards in the workplace will be reduced or eliminated so far as is reasonably practicable.

This policy and procedure will be communicated effectively to all staff.



6.1. Chief Executive

- Comply, as far as is reasonably practical, the safety, health and welfare at work of his or her employees and the legal obligations set out as employer under the 2005 Act.
- Managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- Managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;
- As regards the place of work concerned, ensuring, so far as is reasonably practicable—
  - I. the design, provision and maintenance of it in a condition that is safe and without risk to health,
  - II. the design, provision and maintenance of safe means of access to and egress from it,
  - III. the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health.
- Ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;
- Providing systems of work that are planned, organised, performed, maintained and revised as appropriate to be, so far as is reasonably practicable, safe and without risk to health;
- Providing and maintaining facilities and arrangements for the welfare of his or her employees at work;
- Providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;
- Determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 when preparing a Safety Statement under section 20 and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3;
- Having regard to the general principles of prevention in *Schedule 3*, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- Preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;

- Reporting accidents and dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed under section 33, as appropriate, and
- Obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

6.2. Person in Control of Place of Work

- Comply as far as reasonably practical with the requirements of the 2005 Act.
- Shall ensure as far as is reasonably practical, that the place of work, the means of access thereto, or egress therefrom, and any article or substance provide for use in the place of work, are safe and without risk to health.
- Ensure all accidents and incidents are reported to City of Dublin ETB Health and Safety Officer and investigated with all relevant statutory reports completed.
- Organise relevant training with appropriate registers maintained.
- Participates in the Safety Committee where one is established.

6.3. Safety Representatives

- Employees may, from time to time, select and appoint from among their number at their place of work a representative (in the Act referred to as a "safety representative") or, by agreement with their employer, more than one safety representative, to represent them at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work.

(1) A safety representative may—

- inspect the whole or any part of the place of work—

(i) subject to *subsection (3) of the 2005 Act*, after giving reasonable notice to the employer, or

(ii) immediately, in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health, and welfare of any person,

- Investigate accidents and dangerous occurrences if he or she does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions,
- After the giving of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represents,
- Accompany an inspector who is conducting an inspection of the place of work other than an inspection for the purpose of investigating an accident or dangerous occurrence,

- At the discretion of the inspector concerned, accompany an inspector who is conducting an inspection for the purpose of investigating an accident or dangerous occurrence,
- At the discretion of the inspector concerned, where an employee is interviewed by an inspector with respect to an accident or dangerous occurrence at a place of work, attend the interview where the employee so requests,
- Make representations to the employer on any matter relating to safety, health, and welfare at the place of work,
- Make oral or written representations to inspectors on matters relating to safety, health, and welfare at the place of work, including the investigation of accidents or dangerous occurrences,
- Receive advice and information from inspectors on matters relating to safety, health, and welfare at the place of work, or
- Consult and liaise on matters relating to safety, health and welfare at work with any other safety representatives who may be appointed in the undertaking concerned, whether those safety representatives work in the same place of work, in different places of work under the control of the employer or at different times at the place of work.

(2) The employer and the safety representative shall, having regard to the nature and extent of the hazards in the place of work, agree the frequency or schedule of inspections which may be carried out under *subsection (2)(a)(i) of the 2005 Act,* which agreement shall not be unreasonably withheld by the employer.

(3) Every employer shall consider any representations made to him or her by the safety representative in relation to the matters specified in this section or any other matter relating to the safety, health and welfare at work of his or her employees and, so far as is reasonably practicable, take any action that he or she considers necessary or appropriate with regard to those representations.

(4) An employer shall give to a safety representative such time off from his or her work as is reasonable having regard to all the circumstances, without loss of remuneration, to enable the safety representative—

- To acquire, on an ongoing basis, the knowledge and training necessary to discharge his or her functions as a safety representative, and
- To discharge those functions.

(5) Where an inspector attends at a place of work for the purpose of conducting an inspection, the employer shall inform the safety representative that the inspection is taking place.

Safety representatives will not be placed at any disadvantage as a result of fulfilling their role.

6.4. Health and Safety Committee

A Health and Safety Committee (hereinafter Safety Committee) facilitates the consultation process on safety, health and welfare matters in a centre.
Employees have the right to make representations to and consult their employer on matters relating to their safety, health and welfare at work.

Where, in a place of work by agreement of the employer, there is a group of persons (by whatever name known) representative of the employer and the employees that constitutes a safety committee in compliance with *Schedule 4 of the 2005 Act* and that exists for the purpose of consultation regarding the safety, health and welfare at work of the employees, consultation within that group of persons may, to such extent as may be agreed between the employer and his or her employees, fulfil the requirements of *subsections (1)* and *(2)* of the Act.

Consideration shall be given to any representations made by employees in relation to matters relating to their safety, health or welfare at work and, so far as is reasonably practicable, take any action that he or she considers necessary or appropriate regarding those representations.

Employees involved in arrangements for consultation will be given such time off from their duties as is reasonable having regard to all the circumstances, without loss of remuneration, to enable those employees—

I. to acquire the knowledge and training necessary to discharge their functions under this section, and
II. to discharge those functions.

Where a safety committee is established as a means of consulting with employees, it should ideally be comprised of a minimum of:

- Head of Centre.
- Members of Staff (elected by staff).
- Safety Representative (elected by staff).

The Safety Committee will also consider any of the other items arising under Section 26 (1) (b) of the Health and Safety and Welfare at Work Act, 2005.

6.5. All Employees

(1) Comply as far as reasonably practical with the requirements under the 2005 Act.

An employee shall, while at work—

a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,

b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,

c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,

e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,

h) report to his or her employer or to any other appropriate person, as soon as practicable—

   (i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
   (ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
   (iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

(2) An employee shall not, on entering a contract of employment, misrepresent himself or herself to an employer regarding the level of training as may be prescribed under *subsection (1)(f) of the 2005 Act*.

6.6. First Aid Responder (FAR)

Part 7, Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with the issue of first aid within the workplace. The employer has a duty to provide first aid equipment at all places of work where working conditions require it.

The training of First Aid Responders and use of equipment in all Centres is a responsibility that City of Dublin ETB places a high value on. In accordance with Health and Safety Regulations, all First Aid Responders are required to complete the appropriate training courses to administer first aid in a workplace setting.

The list of qualified First Aid Responders is available on Centre noticeboards.

The Centre has provided suitable first aid kits which are located throughout the Centre. It is the responsibility of the FAR (s) to maintain the first aid kits and appropriate records in accordance with their training.

Automated external defibrillators (AEDs) are provided as life-saving devices which can prevent death arising from sudden cardiac arrest. Training is also provided to identified staff members. Staff trained in the use of defibrillators will be responsible to ensure the units are maintained to appropriate standards and where they are not maintained to bring it to the attention of the Head of Centre for rectification.

6.7. Fire Safety

The duties and responsibilities of all employees in relation to fire safety is found in the Fire Register.

6.8. Contractors

All contractors working in or on behalf of the centre have a duty to comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016, and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2013.
Substantial construction projects e.g. extension, summer works, are generally undertaken centrally by the City of Dublin ETB on behalf of the Centre. Such circumstances are generally where:

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

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

From time to time the centre will call on the services of the smaller contracting company to carry out a variety of such construction tasks e.g. plumber, electrician or carpenter etc. Where this work involves a single contractor, there are no risks present and task duration will not exceed 30 working days or 500 person days, to comply with safety and health requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:

The Centre will:

- Ensure that the contractor is suitably qualified, experienced and where appropriate registered with a suitably recognised craft body.
- Make available the relevant parts of its Safety Statement and safety file (where one exists) to any contractors working in the centre on behalf of the Centre.
- Provide to contractors the Centre's Safety Statement and instructions relating to safety, health and welfare.
- Be aware of the contractor's duty to make available to the Centre the relevant parts of the contractor's Safety Statement and risk assessments in relation to the work being carried out.
- Co-operate and co-ordinate their activities to prevent risks to safety, health and welfare where it is sharing a workplace with a contractor.

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

All equipment brought into Centre grounds by contractors must be safe to use, have all safety guards in place, be accompanied by all necessary certificates where required and not represent a danger to any staff, students or visitors when in use.

6.9. Visitors

Students, parents, volunteers and visitors must comply with the Centre's Safety Statement and instructions relating to safety, health and welfare.

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

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

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

7. Risk Assessment

7.1. Hazard Identification, Risk Assessment

A risk assessment may be a visual exercise that reflects a situation at a given point in time. It is a commonsense duty of care to identify risks and hazards to assist the employer in making decisions in respect of deploying resources.

It is recognised that where staff are engaged in the process of risk assessment that there is a requirement on the employer to ensure that appropriate time during the working day is identified for this work to be completed. Employees who participate in good faith in the risk assessment process will not be subject to any disciplinary sanction.

The most appropriate person to carry out a risk assessment of any area / location is the individual staff member with the most experience and knowledge of the nature of the work to be undertaken in specific areas of the centre. This means that the person(s) most familiar with the workspace and activities to be carried out there may be asked to complete a risk assessment of their workspace as they will be more likely to be aware of and deal with hazards daily.

A risk assessment exercise does not place responsibility on the employee to reduce or eliminate a risk. Once identified through a risk assessment process the risk/hazard becomes the responsibility of the Head of Centre to reduce or eliminate in a planned and co-ordinated manner, which may require assistance and support from City of Dublin ETB.

This exercise does not negate the duty of an employee to notify management of any concerns that may arise at any other point in time. Consideration should be given locally within centres to allowing appropriate time to support people engaged in conducting risk assessments on an annual or bi-annual basis in their area of work.
The HSA has published risk assessment templates, and these are available on the HSA website. City of Dublin ETB has added the HSA risk assessment templates, see links at 7.2 below. They are to be reviewed and revised at least annually or as new equipment, systems, personnel or other significant changes occur.

A signature on a risk assessment form is not mandatory and does not hold the signatory legally responsible in any way, if however, the risk assessment is not signed a record must be maintained of who undertook the assessment from the perspective of assuring accurate, responsible record keeping.

Risk assessment is at the heart of managing safety, health and welfare effectively in any workplace. Before addressing risk assessment, there are a few essential health and safety terms that all members of the centre community should be familiar with.

Hazard:

A hazard is anything that has the potential to cause harm to people, property or the environment. It can be a work material, work equipment, or a work method or practice.

Risk:

Risk is the likelihood that someone will be harmed by the hazard together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

Control measures / controls:

Control measures / controls are the precautions taken to ensure that the risk is eliminated or reduced. Following risk assessment, implementing control measures is a critical element of managing safety effectively. Control measures ensure, for instance, that equipment is safe and work activities are conducted in a safe manner. It is not enough to be aware of risk. Control measures must be put in place to eliminate or significantly reduce it.

7.2. Health and Safety Authority Risk Assessments Templates

Templates for the relevant Risk Assessment can be downloaded by clicking on the appropriate icon.

Please note that these templates once downloaded may be amended to individual centres requirements. Should a centre have a requirement for additional templates that are not listed, the general template (74) should be used if there is not an established template already in use.

No. 1 Art Room (General)	art-room-_general_-no-1_ (2).docx
No. 2 Art (Ceramics)	art_ceramics_–no_2_.docx
No. 3 Art (Use of Safety Cutters / Knives)	art-_use-of-safety-cutters-knives_-no-3.

→	No. 4 Canteen (General)	 canteen-_general_–no-4_.docx
→	No. 5 Canteen (Working with Chemical Products)	 canteen-_working-with-chemical-produ
→	No. 6 Cleaning (General)	 cleaning-_general_–no-6_.docx
→	No. 7 Cleaning (Hazardous Chemicals and Biological Agents)	 cleaning-_hazardous-chemicals-and-bio
→	No. 8 Cleaning (Waste Compactor and Baler)	 cleaning-_waste-compactor-and-baler_-
→	No. 9 Cleaning (Work at Height – Ladders)	 cleaning-work-at-height-_ladders_–no-
→	No. 10 Cleaning (Welfare Provisions - Rest Rooms, Wash Basins, Showers)	 cleaning-_welfare-provisions-rest-rooms
→	No. 11 VDU Workstations (General)	 computers-_vdu-workstations_-_general

→	No. 12 Slips, Trips and Falls	 slips-trips-and-falls -_general_-no-12.do
→	No. 13 Manual Handling	 manual-handling-n o-13.docx
→	No. 14 General Access / Egress	 access-egress-_gen eral_-no-14.docx
→	No. 15 Work at Height (General)	 work-at-height-_ge neral_-no-15.docx
→	No. 16 Platform Lifts	 platform-lifts–no-1 6.docx
→	No. 17 Passenger / Services Lifts	 passenger-services- lifts-no-17.docx
→	No. 18 Fire (Specialist Rooms)	 fire-_specialist-roo ms_-no-18_.docx
→	No. 19 Fire (General Classrooms and Offices)	 fire-_general-classr ooms-and-offices_-r

→	No. 20 Fire - School Onsite Events (Plays, Musicals, Concerts, Meetings)	 fire–school-onsite-events-_plays-music
→	No. 21 First Aid	 first-aid-_general_–no-21_ (1).docx
→	No. 22 Portable Electrical Appliances	 portable-electrical-appliances-no-22.dc
→	No. 23 Workplace Bullying	 workplace-bullying-no-23.docx
→	No. 24 Workplace Stress	 workplace-stress-no-24.docx
→	No. 25 Car Park and External Areas	 car-park-and-external-areas-no-25_.doc
→	No. 26 Staff Room	 staff-room-risk-assessment-template-no
→	No. 27 Pregnant, Post-Natal and Breastfeeding Women No. 27A Pregnancy Risk Assessment Template	 pregnant-post-natal-and-breastfeeding

No. 28 Noise	noise-no-28.docx
No. 29 Radon	radon–no-29.docx
No. 30 Mould	mould-no-30.docx
No. 31 Asbestos	asbestos–no-31_.docx
No. 32 Legionella	legionella–no-32_.docx
No. 33 Lone Workers (e.g. caretakers)	lone_workers-_eg-caretakers_-no-33_.d
No. 34 Home Economics Room (General)	home-economics-room-_general_–no-34
No. 35 Home Economics (Use of Safety Cutters / Knives)	home-economics-_use-of-safety-cutter

→	No. 36 Home Economics (Portable Electrical Appliances)	home-economics-_portable-electrical-a
→	No. 37 Maintenance (General)	maintenance-_general_-no-37.docx
→	No. 38 Construction Contractors	maintenance-_construction-contractors
→	No. 39 Maintenance (Tractors)	maintenance-_tractors_–no-39.docx
→	No. 40 Boiler House and Fuel Tanks)	maintenance-_boiler-house-and-fuel-ta
→	No. 41 Grass Cutting / Ride-on Mower	maintenance-_grass-cutting-ride-on-mo
→	No. 42 Pressure Washers	maintenance-_pressure-washers_–no-42
→	No. 43 Strimmers	maintenance-_strimmers_–no-43.docx

→	No. 44 Waste Compacter and / or Baler	maintenance-_waste-compactor-and-or
→	No. 45 Maintenance (Work at Height - Ladders)	maintenance-_work-at-height-ladders_-
→	No. 46 Exercise Equipment / Gym Equipment	pe-_exercise-equipment-gym-equipmer
→	No. 47 Goal Posts	pe-_goal-posts_–no-47.docx
→	No. 48 Student Considerations	student-considerations–no-48.docx
→	No. 49 Science (Bunsen burners)	science-_bunsen-burners_–no-49.docx
→	No. 50 Science (Chemicals)	science-_chemicals_-no-50.docx
→	No. 51 Science (Glassware)	science-_glassware_–no-51.docx

→	No. 52 Technologies (Powered Hand Tools)	 technologies-_pow ered-hand-tools_–n
→	No. 53 Technologies (Non-Powered Hand Tools)	 technologies-_non-powered-hand-tool
→	No. 54 Technologies (Hand Fed Table Band Saw)	 technologies-_han d-fed-table-band-sa
→	No. 55 Technologies (Electric Ovens)	 technologies-_elect ric-ovens_–no-55.do
→	No. 56 Technologies (Metal Working Centre Lathe (manually operated))	 technologies-_meta l-working-centre-lat
→	No. 57 Technologies (Woodworking Bench Circular Saw	 technologies-_woo dworking-bench-cir
→	No. 58 Technologies (Bench / Pedestal Grinder)	 technologies-_benc h-pedestal-grinder_
→	No. 59 Technologies (Hazardous Chemicals - Metal Work, Woodwork, etc.)	 technologies-_haza rdous-chemicals-me

→	No. 60 Technologies (Milling Machine)	technologies-_milling-machine_–no-60
→	No. 61 Technologies (Morticer)	technologies-_morticer-_hollow-chisel_-
→	No. 62 Technologies (Pedestal Drill (Metal Work))	technologies-_pedestal-drill-_metal-wor
→	No. 63 Technologies (Surface Planing and Thicknessing Machine)	technologies-_surface-planing-and-thic
→	No. 64 Technologies (Portable Router)	technologies-_portable_router_–no-64.
→	No. 65 Technologies (Handheld Portable Circular Power Saw)	technologies-_hand-held-portable-circ
→	No. 66 Technologies (Bench Mounted Scroll Saw)	technologies-_bench-mounted-scroll-sa
→	No. 67 Technologies (Vacuum Former)	technologies-_vacuum-former_–no-67.c

→	No. 68 Technologies (Wood Lathe)	 technologies-_wood-lathe_–no-68.doc
→	No. 69 Technologies (Powered Guillotine)	 technologies-_powered-guillotines_–nc
→	No. 70 Technologies (Manual Treadle Operated Metal Cutting Guillotines)	 technologies-_manual-treadle-operate
→	No. 71 School Offsite Activity (School Excursions - Day Trips, Matches)	 school-offsite-activity-_school-excursior
→	No. 72 School Offsite Activity (Outdoor Adventure Activity)	 school-offsite-activity-_outdoor-adventu
→	No. 73 School Offsite Activity (Work Placements)	 school-offsite-activity-_work-placement
→	No. 74 Blank Risk Assessment Template	 blank-risk-assessment-template-no-74_.

8. Emergency and General Procedures

8.1. Critical Incidents

This procedure aims to protect the well-being of students and staff by providing clarity on how the centre will respond to incidents that affect the wider centre community. The Critical Incident Management Plan (CIMP) is one element of the Centre's policies and plans. The CIMP has been developed with reference to the guidance and training offered by the National Educational Psychological Service (NEPS) and the NEPS booklet entitled Responding to Critical Incidents - NEPS Guidelines and Resource Materials for Schools.

Definition

A critical incident is defined as "an incident or sequence of events that overwhelms the normal coping mechanism of the centre". Critical incidents may involve one or more students or staff members, or members of our local community. Types of incidents might include:

- The death of a member of the centre community through accident, violence, suicide or suspected suicide or other unexpected death.
- An intrusion into the centre.
- An accident involving members of the centre community.
- An accident / tragedy in the wider community.
- Serious damage to the centre buildings through fire, flood, vandalism, etc.
- The disappearance of a member of the centre community.

Aim

The aim of the CIMP is to help Centre Management and staff to react quickly and effectively in the event of an incident, to enable us to maintain a sense of control and to ensure that appropriate support is offered to students/learners and staff. Having a good plan should also help ensure that the effects on the students and staff will be limited. It should enable us to affect a return to normality as soon as possible.

8.2. Fire Safety

Please refer to your Fire Register. It is the responsibility of Centre Management to ensure that the requirements of the Fire Register are adhered to.

Centre Management will ensure that:

- Fire safety equipment is serviced at least annually in accordance with manufacturers guidelines, relevant standards and are located appropriately.
- Signs will be clearly displayed to enable all persons to follow a safe route to the nearest fire exit.

- At least two Fire Drills are carried out per year – one announced and one unannounced. (ideally one per term).

  See below sample of Evacuation Procedures which should be displayed on each door.

Evacuation Procedures

If You Discover a Fire

- Sound the alarm by operating the nearest "Break Glass" unit.
- Dial 999/112 (or send someone to do this) and inform the fire brigade of the address of the premises and the exact location of the fire.
- Contain the fire if it is safe to do so with the equipment provided.
- Report to the Fire Safety Manager/Deputy Fire Safety Manager, Fire Warden or Officer in Charge and proceed to the assembly point. All other staff, contractors and visitors, leave the premises by the nearest available exit and proceed to the assembly point.
- Do not rush. Do not re-enter until all clear has been given.

On Hearing the Fire Alarm

- Leave the premises immediately by the nearest available exit and proceed to the assembly point as noted below.
- Do not rush. Do not re-enter until all clear has been given.

Assembly Point

All staff contractors and visitors to assemble at

Fire Marshall/Fire Wardens

Initiate emergency procedures and evacuate your designated area, directing persons towards the exit.
Proceed to the assembly point and report the completion of the evacuation of your area to the Fire Marshall. Do not re-enter the building until the 'All Clear" has been given by the Fire Marshall.

Note:

- Visitors will be the responsibility of their host who must advise them of the emergency procedures as appropriate.
- Contractors must be advised of the emergency procedures before commencing work on the premises.

General Fire Precautions Notice

The following notice should be provided to all employees on a regular basis and should be placed in several locations in the premises, to provide a constant reminder of the fire safety rules to be observed by all employees and other occupants.

Fire Safety Rules to be observed by all Employees and other Occupants

Do

- Keep fire doors shut at all times and doors generally closed where possible
- Keep final exit doors and escape routes free from obstruction at all times
- Report all fires, no matter how trivial, to the Fire Safety Manager
- Report any defective fire protection equipment to the Fire Safety Manager
- Read and take note of the emergency procedures for the premises
- Correctly dispose of all waste materials in non-combustible waste bins and ensure that such bins are emptied frequently
- Use cooking equipment safely
- Correctly turn off all portable or mobile space heaters at night
- Smoke only in designated locations outside the building and extinguish cigarettes in an appropriate container
- Take extra care when using flammable materials

Do Not

- Wedge or hold-open any fire door, or remove any self-closing device
- Store goods or waste materials in stairways or other designated escape routes
- Tamper with any of the following life safety equipment or systems: Fire Detection and Alarm System, Emergency Lighting System, Fire Extinguishers or Hose Reels
- Remove fire-fighting equipment from their designated locations
- Tamper with any electrical or gas equipment in the building
- Use any unapproved portable or mobile space heating appliance in the building
- Use any approved portable or mobile space heating appliance in an escape route or public space
- Bring anything into the premises which is considered a fire hazard

8.3. Suspected Gas Leak

If you smell gas the following procedure is to be implemented

- If room is occupied, evacuate the room.
- If room is unoccupied, do not enter the room alone, vent the room to the corridor, open windows.
- Do not switch on lights.
- Ensure all gas appliances are turned off and have not been left on and unlit.
- Don't smoke or use a naked flame.
- Don't unplug or switch any electrical equipment on or off.
- Do not use mobile phones.
- Open windows and doors.
- Plan for school/centre Management to be notified of the event.
- If you have concerns for the safety of staff or students in the immediate vicinity, before the arrival of Centre Management arrange for an evacuation to the main assembly point.
- If the smell is persisting Centre Management will decide for the gas to be turned off at the meter.
- Centre Management will contact Gas Networks on 1850 20 50 50 and will follow any instructions issued.

Should evacuation be necessary then all staff must follow the appropriate evacuation procedures without delay.

8.4. Bomb Threat

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information using the Bomb Threat Call Checklist,

(**Appendix A)**

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. The origin of the call may be able to be traced.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- Write a note or send a text to a colleague to call the Gardaí.
- If your phone has a display, copy the number or photograph the number on the window display.

- Complete the Bomb Threat Checklist **(Appendix A)** during the call. Write down as much detail as you can remember. Try to get exact words.
- As soon as the caller hangs up, immediately speak to the Gardaí yourself on another phone line, describe the conversation with the caller in detail, and await instructions.
- Inform the Head of Centre immediately including any instructions from the Gardaí.
- The Head of Centre will put in place appropriate procedures and will notify the City of Dublin ETB Head Office as soon as is practicable about the incident.

Keep calm and work through the checklist (Appendix A):

- Do not underestimate the stress of receiving a threatening call.
- Calmly ask each question on the checklist.
- The best preparation is to carefully brief key staff and provide training by using practice calls. This will ensure that people know what to do in the unlikely event that they receive a threatening call and familiarise them with this process.
- Bear in mind that staff who receive threatening calls may require counselling after the event has been handled.

If a bomb threat is received by handwritten note/email:

- Call An Garda Síochána on 999 or 112.
- Handle note as little as possible.
- Inform the Head of Centre immediately including any instructions from the Gardaí.
- The Head of Centre will put in place appropriate procedures and will notify City of Dublin ETB Head Office as soon as is practicable about the incident.

Should evacuation be necessary then all staff must follow the appropriate evacuation procedures without delay. While normally the decision to evacuate a building is taken by the Head of Centre, in the circumstances of a suspected bomb threat, the Head of Centre must always follow the direction of the Gardaí.

8.5. Chemical Spill

It is important to know what to do in the case of a chemical spill. In most cases such incidents will be classed as an accidental spill or release of a chemical which can be managed by the staff member. Reference must be made to Section 6 of the Safety Data Sheet (SDS) for the chemical as it details what to do in the event of an accidental release or spill of the chemical. For this reason, the SDS should be readily accessible to the staff member and should also be kept with the chemical register **(Appendix B)**

In the event of a chemical spill, the following procedures apply:

Before deciding it is safe to clean a spill:

- Make sure that the chemical in question has not mixed with other chemicals.
- Exercise extreme caution if the material is reacting (hissing, bubbling, smoking, burning).
- Exercise extreme caution if there is any sign that a chemical reaction is happening. If so, contact centre management who will contact the emergency services for help.
- Centre Management will be advised by the emergency services and will decide in respect of whether general evacuation procedures will apply.

Safe cleaning process:

- Remove people from the affected area.
- Ventilate by opening windows and doors.
- Refer to the Safety Data Sheet (SDS) and follow the instructions therein.
- Wear personal protective equipment to avoid chemical burns.
- Place spilled material in a clean dry plastic container or bag or soak up using absorbents.
- Dispose of contaminated materials in accordance with manufacturer instructions
- Complete accident / incident report.
- Take appropriate precautions where safe to do so, to prevent any spillage entering water courses.

Chemical Spill First Aid

Where a spill is on an individual, Section 4 of the Safety Data Sheet (SDS) will provide detailed first aid measures, however, swift action will be required, and the following should be followed:

- Remove the person from the area.
- Quickly remove if possible contaminated clothing and footwear.
- As quickly as possible flush the contaminated area with (preferably) lukewarm, gently flowing water for at least 15-20 minutes.
- Call or have someone call for a First Aid Responder to attend.
- Inform Senior Management.

8.6. First Aid

Part 7, Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with the issue of first aid within the workplace. The Centre has a duty to provide first-aid equipment at all places of work where working conditions require it.

The training of First Aid Responders and equipment in all centre's is a responsibility that the City of Dublin ETB places a high value on. In accordance with Health and Safety Regulations, all First Aid Responders are required to complete the appropriate training courses to administer first aid in a workplace setting.

As and from 1st June 2018, the HSA only recognises Pre-Hospital Emergency Care Council First Aid Response (PHECC FAR) as meeting the needs of Occupational First Aid in workplaces. This is a foundation first aid course that trains course participants to provide first aid for a person who becomes suddenly unwell or injured until the arrival of emergency medical services. FAR includes the full Cardiac First Response Community standard also. This means that learners who undergo training from 1st June 2018 must complete a PHECC FAR full (3 days) or refresher (2 days if the cert is still valid) course. The Safety Committee as part of its annual review shall consider the training needs for FAR staff.

8.6.1. Location of First Aid Equipment and Supplies

Main Office and Kieran Reynold's Office

8.6.2. Procedure for Inspecting and Checking First Aid Kits

The Centre has provided suitable first aid kits which are located throughout the Centre. It is the responsibility of the First Aid Responder(s) to maintain the first aid kits and appropriate records in accordance with their training. Sample location and contents of first aid checklist is at (**Appendix C).**

8.6.3. Names of First Aid Responders

The list of qualified First Aid Responder's is available on school noticeboards and listed in Section 5 Centre Profile.

8.6.4. Automated External Defibrillators (AED)

Automated external defibrillators (AEDs) are provided as life-saving devices which can prevent death arising from sudden cardiac arrest. Training is also provided to identified staff members. Staff trained in the use of defibrillators will be responsible to ensure the units are maintained to appropriate standards and where they are not maintained to bring it to the attention of the Head of Centre for rectification.

Main Office

8.6.5. Accident Procedure and Incident Investigation

When a serious accident occurs or where there has been an incident where a serious accident could have occurred, the following procedures should be carried out:

Staff Member

On coming across an incident where either a colleague, student, visitor or contractor has sustained an injury the following procedure applies.

- Observe the accident location and the status of the injured person.
- Call for immediate assistance by contacting a First Aid Responder and / or emergency services depending on severity of accident.
- If an ambulance has been called, make sure that the exact location has been given.
- Fully inform the First Aid Responder of all details and contact the Head of Centre if not already informed.

First Aid Responder

The First Aid Responder will manage the accident scene and treat any injuries in accordance with their training and stay with the injured party until emergency services arrive and take over (where appropriate). The First Aid Responder will record treatment given in First Aid Log.

Sample location and contents of first aid checklist is at **(Appendix C).**

Head of Centre

The role of the Head of Centre is to manage the accident and to ensure that appropriate notifications are made and appropriate steps are taken to eliminate / reduce any unforeseen risk that gave rise to the accident.

- Ensure parents / guardians are notified, where applicable.
- Complete IPB Accident Report Form (available from the Health and Safety Officer) and submit to the City of Dublin ETB Health and Safety Officer in Head Office with any other relevant documentation. Ensure all relevant information is gathered as soon as possible about the accident and what led up to it, obtain witness statements, photographs, retain CCTV in line with the CCTV policy.

- The Health and Safety Officer in Head Office will provide guidance in relation to the procedure in claiming medical expenses for staff and students.
- Notify the safety representative.
- If the Health and Safety Authority (HSA) are to inspect the location of the accident do not move anything unless further serious risks are to be avoided.

To achieve continual improvement, the causes of health and safety incidents that become known will be investigated and action taken to avoid recurrence completed in a timely manner. The Head of Centre is required to record and report all incidents / accidents to the City of Dublin ETB Head Office.

Each Head of Centre is responsible for reporting notifiable accidents to the Health and Safety Authority. The Health and Safety Officer in Head Office will be informed and copied on all documentation.

It is therefore vital that all accidents, incidents and near misses are reported as soon as possible to ensure a safer working environment and that the Centre is compliant in fulfilling its statutory accident reporting duties.

The Head of Centre or his/her appointed responsible person should investigate all incidents and accidents. The level of investigation should be proportionate to the severity of the incident or accident. Information in relation to investigations should be documented and retained on file.

The conclusion of investigations should inform any action that may be required such as updating risk assessments, repairing equipment, training / awareness etc.

The following (although not limited to) are to be considered incidents for the purposes of reporting:

- Accident.
- Near misses.
- Any situation that may lead to harm which is not subject to a current risk assessment.

All accidents resulting in an injury to any person, including persons not employed by the Centre, caused by its work activities or occurring on its premises, must be reported to the Head of Centre and subsequently the City of Dublin ETB Health and Safety Officer. The incident must be reported using the IPB Accident Report form (available from the Health and Safety Officer), on the day of occurrence, or as soon as is practicable thereafter. All incidents leading to significant material damage or near misses, where injury to any person or significant material damage is narrowly avoided must similarly be reported.

9. Instruction, Training and Supervision

Centre Management have responsibility to ensure that only trained and competent staff are tasked with work activities which have the potential to cause harm. They will take action to ensure that training requirements are met and that the effectiveness of training to meet requirements is reviewed.

Senior management will ensure that all staff understand the importance of their training and experience and how they can work effectively to ensure safe working. They will also ensure that staff are aware of the health and safety consequences of their work activities and the benefits of following safe working practices.

It is recognised that ongoing safety training is required to assist in the maintenance of a high standard of service. Safety training and safe work procedures will be available to all staff as required.

Specialist health and safety training will be provided as appropriate. This may include the following, but not limited to the following:

- First Aid/Cardiac Response
- Manual Lifting and Handling.
- Working at Heights.
- Fire Warden
- Prevention and Management of Aggression and Violence

Training will be given as necessary to staff to ensure they understand their health and safety responsibilities as specified in relevant legislation, regulations and this Safety Statement. All staff are encouraged to partake in the HSA online training programmes.

However specific training will be provided for matters such as Fire Safety and Emergency Procedures. The Training Programme where appropriate will include refresher training.

All training will be recorded, and records maintained by Centre administration and / or by City of Dublin ETB Health and Safety.

Where it is deemed to be necessary, staff will be given further training or retraining as required and this will also be recorded, and progress reviewed, where applicable.

10. Communication and Consultation

This section establishes how the centre community is made aware of the contents of the safety statement and is consulted on safety, health and welfare matters.

Centre Management will ensure that all staff, including contractors and students/learners, are made aware of issues regarding health and safety. They will also be responsible for receiving, recording and responding to any health and safety communications.

A safety representative will be elected by staff and will be a standing member of the Safety Committee.

The Head of Centre is committed to a policy of co-operation and consultation between management and staff and will take account of any representations made by staff members. The effectiveness of the consultation arrangements will be reviewed at regular intervals by the Safety Committee.

The centre will have several noticeboards throughout the centre detailing posters / displays / notices on safety, health and welfare matters to include emergency procedures, fire exits, evacuation assembly points, first-aiders, first aid stations and AED locations.

Versions of the safety statement are kept up to date with the latest revisions, amendments and additions available on the centre's shared folder/intranet site.

Communication

The Head of Centre is responsible for ensuring that this Safety Statement is brought to the attention of all employees and others at the workplace that may be exposed to risks covered by the Safety Statement.

(a) It is the responsibility of the Head of Centre to ensure that the latest revision of the safety statement is available on the network and reviewed / updated annually or as required by the Safety Committee to ensure its appropriateness and compliance with legal obligations.
(b) All new employees (including temporary staff) will be made aware of the centre's safety statement during the induction process (**Appendix D**). This is the responsibility of the person carrying out the induction training.
(c) The Head of Centre is responsible for advising employees via the email system of all changes to this Safety Statement.
(d) The Safety Statement will be brought to the attention of staff annually or when there is a significant change.

(e) The Safety Statement will be revised every two years by Head Office.

Document Management

All information and documentation in relation to Health and Safety, including risk assessments, is managed and retained in accordance with City of Dublin ETB Data Protection Policy and Data Retention Schedule.

11. Monitoring, Review and Update

Procedure

- The Head of Centre and Safety Committee will hold meetings on a regular basis to review health and safety within the Centre.
- The meeting will be used as a forum to discuss general health and safety issues affecting the Centre and to record performance in relation to health and safety issues.
- The following information will be reported at the meeting:

    I. Non-compliance concerns.
    II. Risk assessments.
    III. Results from inspections (See **Appendix E**).
    IV. Accidents / Incidents.
    V. Status of objectives and targets.

- The above information will be discussed and analysed and where necessary corrective and preventative actions are agreed and recorded.
- The meeting will also be used to discuss and agree on actions arising because of accidents, complaints and non-compliance concerns.
- Periodic reviews of the status of objectives and targets by Centre Management will be also used to monitor and measure health and safety performance.
- The Safety Representative will use **(Appendix H)** to conduct a safety check in advance of Safety Committee meetings.

Control of Records

The Centre shall maintain as evidence that the requirements of this Safety Management System have been met. The records will be maintained so that they can be located and referred to easily. These records include but are not limited to:

- Safety Committee meeting minutes.
- Audit / Inspection Report (HSA).
- Defects Reports (and related documentation).
- Risk Assessments.
- Communication Records.
- Training Records.

Management Review

The Head of Centre will ensure that an annual safety review meeting is undertaken in the latter part of the academic year, and all the pertinent aspects are reviewed and actions taken as required. The meeting is undertaken at least annually and as part of the agenda of the Safety Committee.

The management review meeting is used as the pivotal means of ensuring that the Centre's systems are fully implemented and effective.

The agenda for the meeting should be all elements of the Health and Safety Management System, which give an indication of its continuing effectiveness. The inputs to this meeting shall include the following:

- Minutes / actions of previous meeting.
- Risk Assessment Results.
- Accident/Incident / Near Miss Details.
- Communications from Interested Parties.
- Effectiveness of Consultation and Participation Measures.
- Performance of the Health and Safety Management System.
- Extent to which Health and Safety Objectives have been met.
- Status of Corrective and Preventive Actions.
- Changes which could affect the Health and Safety Management System e.g. legislation, work practices, equipment etc.
- Review of Emergency Planning Arrangements.
- Recommendations for Improvement.

The results of the review meeting must be available in the form of minutes maintained. The output of the meeting is any actions to be taken, a time scale for implementation and a date for a follow-up action. The results from this meeting will be forwarded to City of Dublin ETB Health and Safety Officer in Head Office and be brought to the last Board of Management meeting in the academic year for information purposes.

The outputs from management review may also include recommendations related to possible changes to the Safety Statement. Such recommendations will be forwarded to City of Dublin ETB Head Office for consideration. City of Dublin ETB Corporate Services, Head Office shall evaluate all recommendations on an annual basis to ensure the integrity and effectiveness of the Safety Management System is maintained.

Centre Management shall ensure that the Health and Safety Checklist **(Appendix H)** is completed once per year, normally at the end of academic year in conjunction with the Safety Committee and submitted to the City of Dublin ETB Health and Safety Officer in Head Office by the end of June each year.

Risk Assessment Methodology

The risk assessment process employed in determining a workplace risk profile involves the following:

- Identifying the significant hazards present in the workplace.
- Identifying what risks are associated with each hazard.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury - see pages 48/49 for specific details.
- Suggesting control options to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The length of time specified for implementing control measures will vary and be dependent on the risk rating for the hazard i.e., the higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

Risk assessments should generally be reviewed annually, and any necessary amendments made. They should also be reviewed if there is a change in circumstances e.g., new equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or new guidance being published.

The Hierarchy of Controls

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process. The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing (PPE).

1. Elimination:

Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.

2. Substitution:

If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.

3. Engineering Solutions:

If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:

- Enclosure (enclose in a way that eliminates or controls the risk)
- Guarding/segregation of people
- Interlocks and cut-off switches

4. Administrative Solutions:

These are the management strategies which can be introduced such as training, job rotation, limiting exposure time or provision of written work procedures.

For example:

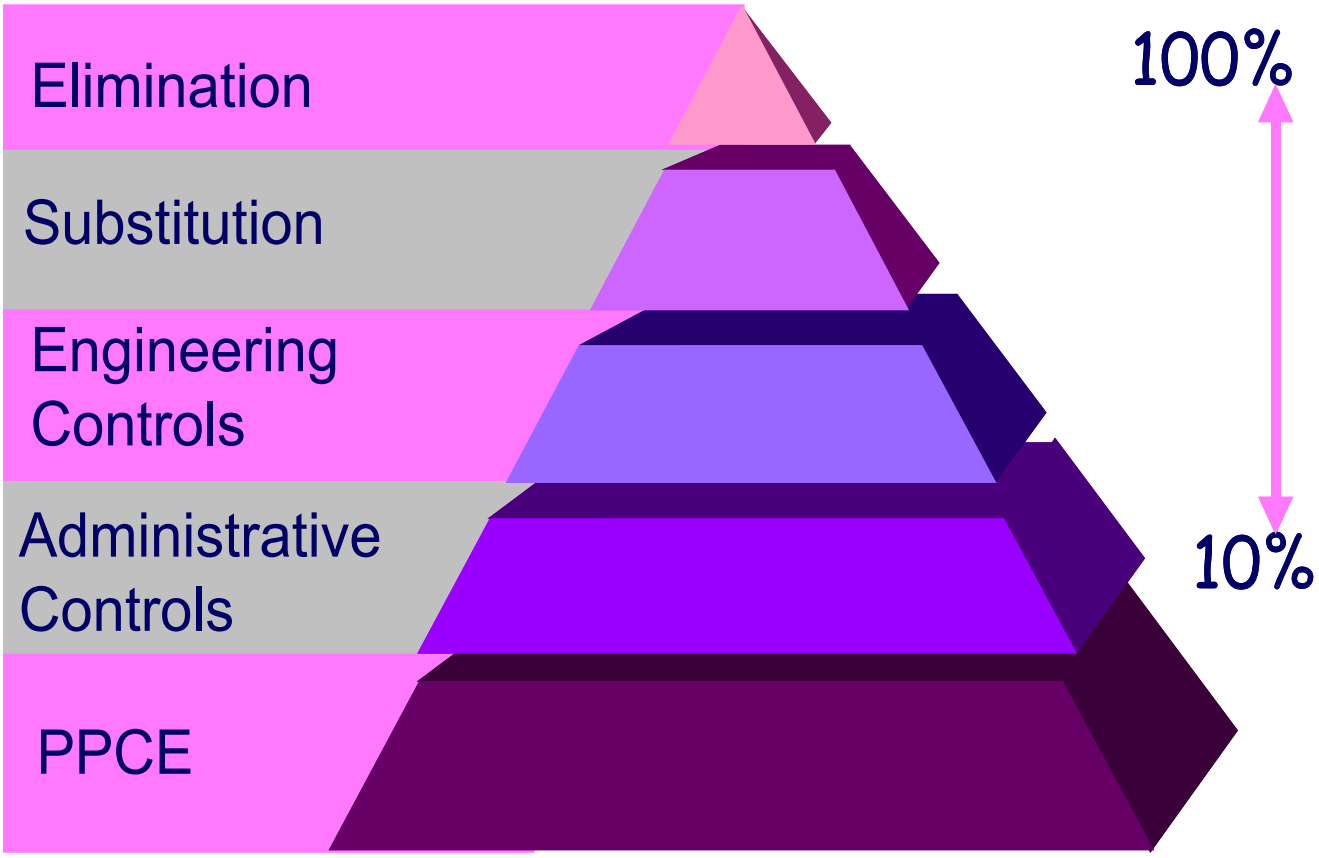
- Safe systems of work that reduce the risk to an acceptable level.
- Written procedures that are known and understood by those affected.
- Adequate supervision.
- Identification of training needs and provision of appropriate training.
- Information/instruction (signs, handouts).

Summary

The most effective way to control risk is obviously to remove it. Elimination is 100% effective. The further you go down the list the less effective the methods become. Training alone, for example, is estimated as being only 10% effective.

It is also worth bearing in mind that the amount of management and supervisory effort needed to maintain the controls is in inverse rank order. In other words, Control Level 5 (PPE) takes the most effort to maintain and Control Level 1 (Elimination) the least effort.

Hierarchy of Control



Risk Assessment Methodology (BS 8800 & HSG65 Rating System)

The formula for assessing a risk rating is - (Likelihood (L) x (S) Severity) = Risk Rating (RR)

Priority Table 1

Likelihood	*Severity*		
	Slightly Harmful (= 1)	Harmful (= 2)	Very Harmful (= 3)
Unlikely (= 1)	1	2	3
Likely (= 2)	2	4	6
Very likely (= 3)	3	6	9

Severity Guidance Table 2

Slightly Harmful (= 1)	*Harmful (= 2)*	*Very Harmful (= 3)*
Superficial injuries	Lacerations	Amputation
Minor cuts and bruises	Burns	Major fractures
Eye irritation from dust	Concussion	Poisoning
Nuisance and irritation	Serious sprains	Fatal injuries
Temporary discomfort	Minor fractures	Occupational cancer
	Temporary Deafness	Life shortening disease.
	Dermatitis	Fatal disease
	Asthma	Head injuries
	Minor disability	Eye injuries

Risk Control Action Priority Table 3

Risk Rating (RR) Score	Timeframe for Risk Control Action
High (9)	Immediate risk control actions required
Medium – High (6)	As soon as is reasonably practicable
Medium (4)	As soon as is reasonably practicable
Low – Medium (3)	To be actioned once all 'higher level risk ratings' are addressed
Low (1) or (2)	Maintain ongoing hazard awareness

Risk Rating Example:

Step 1 - If it is estimated that the likelihood (L) of harm occurring from exposure to a hazard is "Likely" then that equates to a score "2" (see Table 1).

Step 2 - If the severity of harm (S) that is likely to occur from exposure to the same hazard is in the category as "very harmful" (see Table 2) then that equates to a score of "3".

Step 3 - Simply multiple one by the other, that is "2" by "3" which equals **6**. This is the allocated risk rating (RR) to be documented in the risk assessment record.

12. Revision of Safety Statement

11.1 The Safety Statement of enter Centre name. will be reviewed periodically by the responsible person (Head of Centre) in consultation with any required external expertise.

11.2 Representations made by staff members through any elected safety representative will be considered and if approved will be incorporated in the review.

11.3 The Safety Statement may require revision between annual reviews arising from changes in legislation or at the request of The Health and Safety Authority, and such revisions will be arranged by the responsible person or competent external advisor.

11.4 The annual revision of this Safety Statement will incorporate an updated risk assessment in accordance with Section 19 of The Safety, Health & Welfare at Work Act (2005).

11.5 The Head of Centre will review all relevant safety procedures following any accidents or dangerous incidents.

11.6 The Head of Centre must review the Safety Statement annually.

This Safety Statement template has been formulated for City of Dublin Education and Training Board premises under the provisions of The Safety, Health, and Welfare at Work Act (2005). This Safety Statement is a documentation of the commitment given by enter Centre name towards proactively managing health and safety in the workplace.

APPENDIX A: Bomb Threat Call Checklist (Sample)

Date_____ Call Received: _____ Call Ended: _____ Phone Number: _____

During the Call: Questions to ask the Caller

1. Where is the bomb located? (Building / Floor / Room)

   _____

   _____

2. When will it go off?

   _____

3. What does it look like?

   _____

4. What kind of bomb is it?

   _____

5. What will make it explode?

   _____

6. Did you place the bomb? Yes / No

   _____

7. Why are you doing this?

   _____

   _____

8. What is your name?

   _____

After the Call: Information about the Caller

1. Where is the caller located? (Background noise)

   _____

2. Estimated age:

   _____

3. Is the voice familiar?

   _____

4. If so, who does it sound like?

   _____

5. Other points:

   _____

After the Call: Exact words of the threat:

<u>After the Call:</u> Please circle the applicable attributes regarding the bomb threat call:

<u>Caller's Voice:</u>

□ Accent □Angry □ Clearing Throat □ Coughing □ Cracking Voice □ Crying

□ Deep □ Deep breathing □ Disguised □ Distinct □ Female □ Laughter

□ Lisp □ Male □ Nasal □ Normal □ Polite □ Ragged

□ Rapid □ Raspy □ Slow □ Slurred □ Soft □ Stutter

<u>Caller's Language:</u>

□ Broken English □ Clear □ Incoherent □ Loud □ Message Read □ Profane

□ Taped □ Well spoken

<u>Caller's Demeanour:</u>

□ Aggressive □Calm □ Cool □ Drugged □ Emotional □ Excited □ Frightened

□ Immature □ Intoxicated □ Irrational □ Manic □ Obscene □ Rude □ Sincere

<u>Background Sounds:</u>

□ Animal Noises □ Booth □ Clear □ Conversation □ Factory Machines

□ House Noises □ Kitchen Noises □ Local □ Long Distance □ Motor □Music

□ Office Machines □ PA System □ Static □ Street Noises

<u>Critical Words:</u>

□ Booby Trap □ C.E.4 □ Chemical Fuse □ Det Cord □ Detonate □ Detonator

□ Dynamite □ Explosion □ Explosives □Fuse □ Initiate □ Initiation

□ Nitro □ P.E.4 □ Plastic □ Plastic Explosive □ Power □ Power Source

□ Safety Fuse □ Semtex □ Shrapnel □ Switch □Timer □T.N. T

□ Trigger □ Trip □ Trip Wire

APPENDIX B: Chemical Register Template (Sample)

Name of preparation or process	Chemical contained	CAS Number	What volume is stored?	Where is it stored?	What is it used for?	Hazard Information	Suppliers name and address	Current SDS available

APPENDIX C: Location and Contents of First Aid Box (Sample)

Location of First aid Box: _____

Recommended contents of first-aid boxes and kits as outlined in the H.S.A. Guidelines on Chapter 2 of Part 7 of the *Safety Health and Welfare at Work (General Application) Regulations, 2007* – First Aid.

The following table indicates the quantities that are required, depending on the number of persons present:

Materials	**First-aid travel kit**	**First-aid box**		
		1 – 10 persons	**11 - 25 persons**	**26 - 50 persons*$_1$**
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (Bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8 cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressing Large (No. 9) (13 x 9 cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressing Extra Large (No. 3) (28 x 17.5 cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	3	5	10	10
Sterile water, where there is no clear running water	2x20mls	1x500 mls	2x500mls	2x500 mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10cm) ***$_3$	1	1	1	1
Water based Burns Dressing Large ***$_3$	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

NOTES:

*Note 1: Where more than 50 persons are employed, pro rata provisions should be made

**Note 2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath / eye cups / refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked.

***Note 3: Where mains tap water is not readily available of cooling burnt area.

APPENDIX D: Setting Up Your Workstation

Make full use of the equipment provided and adjust it to get the best from it and to avoid potential health problems. Here are some practical tips:

Getting comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough workspace to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.



Using a mouse

- Position the mouse within easy reach so it can be used with the wrist straight. Sit upright and close to the desk so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.

For further information or for a VDU assessment please contact the Health and Safety Officer at healthandsafety@cdetb.ie

APPENDIX E: Item Which Requires Statutory Inspection (Sample)

TYPICAL ITEMS	Applicable Regulation	Uses	Image
Passenger Lift	Reg 52	Lift for general use	
Platform Lift	Reg 52	Used for wheelchair access between levels and sometimes between 2 or 3 floors	
Portable Patient Hoist & Harness	Reg 52	Use for raising and moving a disabled person	
Service Lift / Dumb Waiter	Reg 52	Used for moving food trays, dishes etc. between floors	

Patient Hoist on Track	Reg 52	Used for raising and transporting a disabled person	
Air Receiver	Part 10	Used in compressed air systems to store air under pressure until required for use.	
Heating Boilers	Reg 30	Can be oil, gas or electrically powered. Used to heat water for circulation in a heating system (pipes and radiators).	
Expansion Vessels	Part 10	When over 250 bar litres in size (multiply the design pressure by the volume) these storage pressure vessels come under Part 10 and must be examined.	
Basketball Net Winches	Reg 30	Positioning winches for basketball nets in a gymnasium. A safe means of access (usually scaffolding or a MEWP) will be required.	
Self-Generating Autoclaves	Part 10	Used in science labs to sterilise equipment	

APPENDIX F: Equipment Register and Inspection Guidelines (Sample)

Equipment Description	Location	Maintenance Arrangements	Inspection Arrangements – complete this column if the equipment requires statutory inspection e.g. lifts, lifting equipment etc.

APPENDIX G: Employee Safety Induction Checklist (Sample)

Employee Name:	**Line Manager**:
Job Title:	**Department:**

Induction Contents:	**Subject Covered**
Safety Statement to include risk assessments	
Accident / Incident Reporting Procedures.	
Emergency and fire arrangements including locations of exits / escape route and fire assembly point.	
First aid arrangements.	
Location of AED.	
Toilets / Showers.	
Location of health and safety noticeboard.	
Canteen Facilities.	
No smoking policy.	

Signed by Manager who completed the induction:	Date
Signed by Employee	Date

APPENDIX H: Safety Rep Checklist Form (Sample)

Monthly Health and Safety Audit 2026		
Location / Department: _____ **Date Audit Completed: _____** **Completed By: _____**		
Fire Escape / walkways: Emergency exits / walkways clear / fire extinguishers (in situ, not damaged / obstructed) / fire signage other observations/ staff comments	**Date action required**	**Date of resolution**
Equipment: Sockets, damaged leads, faulty equipment, other observations / staff comments? Equipment in good working order and adequately guarded	**Date action required**	**Date of resolution**
Slips, Trips and Falls: Walkways free, floor surfaces even, passageways kept clear, cable management, spillages, other observations / staff comments	**Date action required**	**Date of resolution**

Filing and Storage Rooms: Walkways free, shelves secure and tidy, heavy items stored between mid-thigh and shoulder height, step ladder required (if items stored at head height), other observations / staff comment	**Date action required**	**Date of resolution**
Kitchen: Cleaning materials stored appropriately, kitchen tidy, other observations / staff comment	**Date action required**	**Date of resolution**
Chemicals: Chemicals properly stored and identified	**Date action required**	**Date of resolution**

Staff Comments / Requests: Do staff have any issues of concern or suggestions related to Health and Safety practice and procedures in the centre?
Improving Health and Safety As a result of this audit and discussions with staff what safety controls could be taken to eliminate risks and improve Health and Safety practice and procedures in the Centre or during any activities which you manage?

APPENDIX I: Annual Health and Safety Checklist (Sample)

This form must be completed by each Centre on at least an annual basis, no later than the end of June of each year and submitted to the City of Dublin ETB Health and Safety Officer, Head Office. Email: healthandsafety@cdetb.ie	
Centre Name	
Head of Centre:	
Date Completed:	
Check Item:	**Response to answer yes or no where the answer is 'no' please provide an explanation.**
The Safety Statement has been reviewed and the areas in Section 6 which have been identified for updates are attached for approval.	
The Safety Statement has been communicated to all staff and records of same have been maintained.	
The Safety Statement requirements in respect of establishing a safety rep and a safety committee have been actively applied at this Centre.	
Meetings have taken place as required under the Safety Statement and records of such meetings are maintained.	
Risk assessments have been completed in accordance with the Safety Statement and are maintained.	
Has fire equipment been maintained and inspected?	
The number of fire drills (announced and unannounced) conducted in school during the academic term are (specify number in each category)	
Are appropriate arrangements in place in relation to the inspection and maintenance of equipment?	

Regular inspections are conducted within the centre to check that the environment is clean, tidy, and well maintained.	
Are accidents and incidents recorded and investigated?	
This Centre has conducted an annual management review of its own Safety and Health performance.	
Comments	