Thomond Community College

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, 1.01
Date	11/11/2025
Monitored	Annually
Responsibility	Health and Safety Committee

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Thomond Community College
Safety and Health Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of Thomond 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 students, visitors, contractors and all other persons in Thomond 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 students 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. Thomond 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, students, visitors and contractors.

Thomond 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 reverse it in light of changes in legislation, experience and other relevant developments.

Signed: _____ Date: 11/11/2025
Chairperson BOM

Signed: _____ Date: 11/11/2025
Principal

Safety is a journey, not a destination

INTRODUCTION

Policy Statement

Thomond 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. Thomond 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 Thomond Community College.

2. Scope

2.1 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 your line manager.

2.2 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

Mission Statement

Thomond Community College as part of LCETB aspires to provide an inclusive, nurturing, fulfilling and dynamic educational experience which aims to promote the academic, social, physical, emotional, cultural and moral development of each student.

We are committed to the highest standards of Learning and Teaching, offering a broad and balanced curriculum to empower students to maximise their potential and develop a love of learning in a safe secure positive environment.

The College seeks to cultivate a spirit of justice and compassion for others through fostering a community of respect, integrity, responsibility and concern for others.

These ideals can only be realised in an environment where the dignity of the individual is cherished and there is a mutual respect and cooperation between Students, Staff and Parent/Guardians.

Vision Statement

Thomond Community College aims to foster a community that learns together in a happy, safe, supportive and healthy environment where education is a partnership between School, Home and the Community with the Well-Being of the student at its core.

Thomond Community College adopts values that determine how we operate within an educational and administrative setting and influence our interaction with students, staff and stakeholders. Thomond Community College staff adheres to a number of established values, subject to constant revision. The list below, based on consensual values, is not exhaustive:

- Excellence
- Professionalism
- Equality and Fairness
- Integrity
- Respect
- Openness / Transparency
- Inclusiveness
- Caring / Supportive / Encouraging ***(LCETB Values)***

The Mission, Vision and Values of Thomond College and LCETB are translated in Limerick and Clare ETBs Strategic Plan 2022 – 2026, which declares the objectives to be achieved to ensure the quality of the services, provided. Strategic Goal 2.7 "*To promote active awareness of health, safety, welfare and wellbeing for all staff at a personal and organisational level*".

Thomond Community College's Ancillary Safety Statement is derived from the LCETB Corporate Safety Statement. Thomond Community College will ensure all staff and students 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, students, contractors or visitors who have reason to enter Thomond Community College.

Thomond Community College provides post-primary education to young people aged 12-19yrs. The college has three ASD classes.

Current student enrolment:.....600
Staff:
Teaching:.....72
SNAs: 12
Admin:.....3
Ancillary:.....5
Library:.....1
SCP:.....4

Canteen services are provided by The School Food Company who operate a kitchen providing hot & cold food. They employ 4 staff.

Dignity & Respect at Work [1]

Thomond College is committed to maintaining a workplace environment that encourages and supports the right to dignity as work.

All who work in Thomond College, visitors, contractors, and students who visit our premises are expected to respect the right of each individual to dignity in their work place and have a responsibility to ensure that these rights are respected at all time.

Thomond College undertakes to:

- operate in accordance with the goals stated in our LCETB Equality Policy
- promote equality and accommodate diversity, in line with equality legislation
- ensure that the range and nature of LCETB provision promotes social inclusion
- ensure that our actions, or the actions of those who provide services on our behalf, are just and fair.
- foster a positive working environment

[1] Dignity and Respect in the Workplace Charter

- ensure that professional standards are maintained
- provide a mechanism to process allegations that affords all concerned full rights in accordance with natural justice.[2]
- To raise awareness on the prevention of bullying and harassment or sexual harassment.

Thomond College is committed to providing a workplace that is free from violence and will not tolerate any verbal or aggressive behaviour from or to our staff.

[2] LCETB Equality Policy/Bullying Prevention Policy/Harassment/Sexual Harassment Prevent Policy/Grievance Procedures

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.

Thomond 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 students.
- 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.

Thomond 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.

Thomond 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:

_____

Principal

SECTION 2 – RESPONSIBILITIES

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.

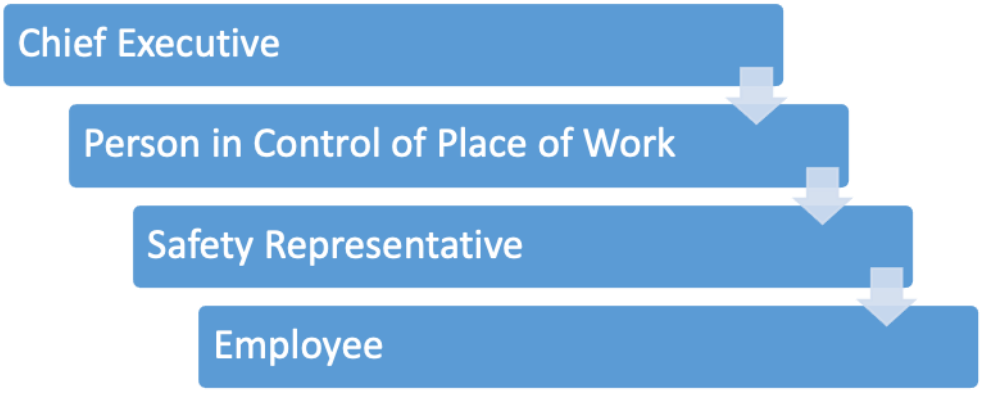
Under section 13 of the Education and Training Board Act, 2013, health and safety is an executive function with the Chief Executive as the Accounting Officer of the organisation. The Chief Executive may delegate functions to a School Manager who is defined under the 2005 Act as being a person in control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

- Principal
- Youthreach Co-ordinator
- Training Centre Manager
- Senior person designated by the Chief Executive in a specified location

A full listing of persons in control of a place of work, including those who deputise during periods of absence, will be maintained in Head Office.

Safety, health and welfare planning is best seen as an integral part of the ETB and school's existing planning and self-evaluation processes. The safety statement should be informed by and reflect wider ETB / school 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.



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 & 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 Thomond Community College
- report, without undue delay, on all accidents and dangerous occurrences within Thomond 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 students
- 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

<u>Health and Safety Co-ordinator</u>

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

The Health and Safety Co-ordinator will:

- consult with, and make representations to the Principal, in the first instance, and thereafter to the H&S Committee, on matters relating to health, safety and welfare within the work area
- report to the H&S Committee periodically, on the overall Health & Safety status within the college; accidents, statistics etc.
- inform staff of impending H&S legislation that is likely to affect operations
- manage the implementation, with the assistance of the H&S Committee, of H&S policies and procedures

- liaise with the Principal on an-ongoing basis regarding monitoring safe work practices, H&S audits and inspections
- maintain H&S records, accident / incident investigations and reports, training etc.
- ensure that the Ancillary Safety Statement is available for inspection
- review the Ancillary Safety Statement annually with the assistance of the H&S Committee
- accompany an inspector from the H&S Authority, where appropriate, if s/he visits Thomond Community College.
- participating in relevant Health and Safety Training

The Principal will act as chairperson of the Health and Safety Committee

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 identity potential hazards and, where possible, propose ways of addressing them
- investigate potential hazards and complaints reported on Safety, Health & Welfare matters
- discussing any accidents / incidents and dangerous occurrences and how best to address them
- investigate accidents and dangerous occurrences in consultation with the Principal
- 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 coordinator 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

Fire Safety Officer

The Fire Safety Officer are competent persons who have 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, students 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 Officers.

The Fire Safety Officers will:

- ensure that any employees, students and users new to Thomond Community College are briefed on fire safety arrangements
- ensure that all fire services and equipment in Thomond 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
- ensure that the alarm is raised and the fire brigade has been called
- 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

Fire Wardens

The general responsibilities of a fire warden are to reduce the risk of fire within the centre and ensure that emergency routes and equipment are appropriately maintained. This includes:

- Identifying and removing fire hazards on centre premises;
- Ensuring escape routes are kept clear of obstruction;
- Checking fire doors are clear, both inside and out and are never locked;
- Ensuring appropriate maintenance and servicing of firefighting equipment;
- Maintaining accurate information on fire hazards within their designated area to present to fire fighters in the event of a fire;
- Reporting any problems with the above to the Centre Manager and ensuring action is taken

First Aiders

The First Aiders will:

- maintain the allocated First-Aid boxes, and ensure that they and their contents are available to staff as required
- 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 do not 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 on StaffConnect

The following staff have received Defibrillator Training in September 2022:

- Vivienne Hogan
- Mary O'Brien
- Anne Clifford
- Diarmuid Kelly

The following staff have completed the First Aid Response course:

- Eric O'Donnell
- Laetitia Andre
- Diarmuid Kelly
- Tara McCarthy
- Anne Clifford
- Jane Bingham Shee

Teachers

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 Thomond Community College and/or LCETB
- ensure that accidents / incidents or dangerous occurrences are reported to the Principal

- complete an Accident / Incident Report Form on StaffConnect
- 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.
- Report any concerns or observations in relation to the COVID-19 response plan, control measures or the adherence to such measures by staff, students or others to the LWRs who will engage with the Principal/LCETB.

Students

Students have a responsibility not to endanger themselves or others by their acts or omissions. They will follow all health and safety rules and procedures including the wearing of PPE and safety equipment. They will comply and implement all procedures which are designed to minimise risk and to contribute to an environment which is safe for them and for all others. (See Code of Conduct Behaviour).

[3]Students are expected to follow all health & safety procedures and rules presented to them in subject specific environments/on school campus. Students will be allowed to operate relevant machinery and equipment on completion of a safety simulation in the use of said equipment.
(See Student Code of Conduct & Behaviour)

Visitors

Visitors must report to Reception where they will sign-in in the Visitors Book
Students, parents, volunteers and visitors must comply with the school's safety statement and instructions relating to safety, health and welfare.
It is a requirement that the school 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 with regard to evacuation of the premises or follow staff members to a safe exit route

Contractors
All contractors working in or on behalf of the school 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 ETB on behalf of the school. 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 ETB will ensure compliance with the relevant regulations and will advise the school in respect of same.

[3] Student/Learner Code of Conduct

From time to time the school 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 particular 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 School 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 school on behalf of the school;
- Provide to contractors the school's safety statement and instructions relating to safety, health and welfare;
- Be aware of the contractor's duty to make available to the school the relevant parts of the contractor's safety statement and risk assessments in relation to the work being carried out;
- Co-operate and coordinate their activities in order to prevent risks to safety, health and welfare where it is sharing a workplace with a contractor.

School personnel may inspect any contractors' operations at any time and will have the power to stop any activity on safety grounds.

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

All equipment brought into school 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.

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 those affected by the activities of Thomond 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. Thomond 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[4] 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 Thomond Community College's activities are identified, assessed and eliminated or managed to the lowest level possible. (See Appendix IV).

[4] It is also the responsibility of all staff to co-operate with management in identifying hazards when asked to do so on an annual basis.

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:

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 accidents/incidents must be recorded on the Accident report Form on Staff Connect as soon as possible following the accident/incident.

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.

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

It is Thomond 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:
    - the hazards to safety, health and welfare at work and the risks identified by the risk assessment
    - 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,
    - 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)*

Health and Safety Training

Thomond 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 Thomond Community College and LCETB to:

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

Thomond Community College and LCETB will ensure the following training will be provided:

- 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
- Using Ladders
- 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

Ladders are for the use of Thomond Community College caretaking staff only. Caretaking staff using a ladder [5]must wear the appropriate Personal Protective Equipment (PPE) and adhere to the following safety precautions and check:

- for B.S. 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.

Electrical Tools

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. 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

One should immediately notify, repair[6] or replace if defects are noticed.

[5] Caretakers must undertake Working at Heights Training
[6] If qualified to do so – items must be taken out of commission if any of the above is not in place

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.

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[7] 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 **MUST NOT** be loose fitting so as to allow parts to become entangled in machinery. Ties, chains and jewellery are not permitted 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.

[7] As per Safety Data Sheet supplied by Manufacturer

Display Screen Equipment (DSE) Use[8]

Operators of DSE's 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 – 90^0
- 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

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.

Eye Tests: [9]

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

Hazardous Materials

LCETB and Thomond 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 (Note: list below is not exhaustive)

[8] Display Screen Equipment (DSE) Policy
[9] Form to claim for eye test can be found in DSE Policy

Toner	Wax Linseed Oil	CIF Kitchen Cleaner
Pritt Stick	Oil based printing ink	Air Freshener Dettol
Tippex	Domestos	Washing Up Liquid
Dettol	Toilet Block	Colouring Products
Furniture Polish	Scouring Pads Film	Plaster Clay
White Spirits etc.	Surgical Spirits	Degreasers-cleaning products
Nail Polish Remover	Peroxide	
Wax Equipment Cleaner	Bleaching Powder	Weed-killer

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

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 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.

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 school management who will contact the emergency services for help;
- School Management will be advised by the emergency services and will make a decision 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 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, in order to prevent any spillage entering water courses.

Slips / Trips / Falls

Thomond Community College undertake to protect all staff, students and the general public using its 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 Thomond Community College clean, tidy and uncluttered can generally control them. It is the responsibility of each staff member 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

Plant / Lift / Boiler / Heating System

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

Procedure to be followed if someone gets stuck in the lift:

- contact the caretaker on duty
- the caretaker will:
  - determine what floor the lift is stuck on (the lift only ever stops at floors – not in between floors)
  - open the door by using the unlocking system on the top left-hand side of each door
  - contact the Lift company once the person is free

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. Thomond Community College undertakes to train all staff in the use of photocopiers and office equipment. Photocopiers and office equipment contain several hot operating parts and care should be taken when rectifying any malfunction or removing a paper jam. Instruction notices on the use of photocopiers are displayed above each photocopier. If there is a risk of injury please contact the company Cantec who supplied the photocopier to repair.

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

Any employee who while carrying out their duties is at risk from manual handling activities, must attend the relevant training and also highlight to their manager when he/she experiences any associated discomforts

Personal Protective Equipment (PPE)

LCETB and Thomond 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 Team 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 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.

Thomond College 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.

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

Thomond 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

Thomond 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.

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.

Psychological Safety

The management and staff of the school aim to use available programmes and resources to enhance a sense of safety and security in the School/School**.**

Staff have access to supports such as the Employee Assistance Programme/Wellbeing initiatives.

Staff are familiar with the Child Protection Guidelines and Procedures

Staff can avail of training relative to the role they have undertaken e.g. Fire Warden

First Aid Facilities

In compliance with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007 LCETB and Thomond 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 Thomond Community College provides sufficient First-Aid kits, which are in clearly marked first-aid boxes and are readily accessible. The contents of 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 boxes are located as follows:

Ground Floor	**Special Purpose Rooms – Ground Floor**
Main Office	Science labs
Caretaker's office	Engineering room
	Construction room
	Art room
	PE office
First Floor	**Special Purpose Rooms – Ground Floor**
	Science labs
	Home Economics kitchen

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 Fire Warden or Management.

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.**

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

Gas Leak

In the event that there is a suspected gas leak staff should

- Evacuate students from the room
- Turn of gas (if appliance is in the room such as a cooker or in a lab)
- Do not turn on or off any switches
- Open windows
- Notify Management
- Arrange for the gas to be turned off at the meter
- If smell persists ring Gas Networks on 1850 20 50 50

Adverse Weather[10]

The safety of our staff and students is important and staff are advised to heed any safety advice given during adverse weather conditions such as gale force winds, icy roads, flooding etc. [11]

LCETB and have a protocol in place where staff may be advised to stay at home on the instructions of the Government where there is risk to the safety and health during severe national weather events

Emergency Planning

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

Planning for emergencies ensures that:

[10] LCETB Protocol on Government-Ordered Closures of ETB Schools, Colleges, Centres and Offices

[11] Be Winter Ready – Government of Ireland

- injury to employees, students, emergency personnel and visitors is reduced to the lowest level possible
- damage to buildings, plant and equipment is reduced
- disruption of all Thomond College activities is minimised

In the event of an emergency outside normal hours a senior manager may be contacted by telephone.

Thomond College will make available such facilities as may be required by the emergency services for any emergency external to Thomond College.

Emergency Contact Numbers

Emergency Numbers – Contact:	**Phone**
Gardaí Mayorstone:	061 456980
Gardaí Roxboro:	061 214340
Gardaí Henry Street:	061 212400
Fire Brigade:	999 / 112
University Hospital Limerick	061 301111
St. John's Hospital, Limerick	061 462222
Ambulance:	999 / 112

Critical Incidents

Thomond College aims to protect the well-being of students and staff by providing clarity on how the school will respond to incidents that affect the wider school community. The Critical Incident Management Plan (CIMP) is one element of the school's policies and plans. The CIMP has been developed with reference to the guidance and training offered by 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 school". 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 school community through accident, violence, or other unexpected death;
- An intrusion into the school;
- An accident involving members of the school community;
- An accident / tragedy in the wider community;

- Serious damage to the school buildings through fire, flood, vandalism, etc.;
- The disappearance of a member of the school community.

Aim

The aim of the CIMP is to help School 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 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.

Creation of a coping supportive and caring ethos in the school

Systems are in place to help to build resilience in both staff and students, thus preparing them to cope with a range of life events. These include measures to address both the physical and psychological safety of the school community

Legionella [1]

Legionellosis is a collective term for diseases caused by legionella bacteria including the most serious Legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection

People contract Legionnaires' disease by inhaling small droplets of water (aerosols), suspended in the air, containing the bacteria. Certain conditions increase the risk from legionella if:

- the water temperature in all or some parts of the system may be between 20-45 °C, which is suitable for growth;
- it is possible for breathable water droplets to be created and dispersed e.g. aerosol created by a cooling tower, or water outlets;
- water is stored and/or re-circulated;
- there are deposits that can support bacterial growth providing a source of nutrients for the organism e.g. rust, sludge, scale, organic matter and biofilms.

There may be a risk of exposure to Legionella if any of our workplaces or premises has one of the following:

- a cooling tower or evaporative condenser
- hot and cold water systems
- Showers[2]

[2] Please see information on legionella for full list of systems where this might be prevalent

SECTION 6 – REPORTING AND MONITORING PROCEDURES

Monitoring is an ongoing activity and should be reported quarterly to the Health and Safety Team and on request by Corporate Affairs. Form M [12] must be completed annually and returned to Corporate Services Department by the end of September. 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 Team. 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 Thomond Community College will adhere to all statutory requirements concerning the keeping of records and reporting.

Reporting Procedures

It is the policy of LCETB and Thomond 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.

The Health and Safety Committee:

- Ensure all relevant information is gathered as soon as possible about the accident and what led up to it, obtain witness statements, and write down as they are given;
- Ensure any CCTV footage is downloaded and held, this may be required in the event of a claim;
- Ensure that a photograph of the area is taken where the accident/incident happened as supporting evidence in the event of a claim;
- Remove and store any defective equipment as this will be required in the event of an investigation into the accident/incident;
- Ensure any hazards are dealt with, e.g. wet floor – dried, raised flooring – repaired etc.;
- Submit the ETB accident report form to Head Office with any other documentation required;
- 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;
- ensure that an Accident / Incident Report form is completed and filed on staff connect
- 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

[12] **Form M (StaffConnect)**

External Reporting

The Principal/Deputy Principal will notify Corporate Services 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, some time 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**

Review/Audit

If requested Thomond Community College will provide LCETB with a Report[13] 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 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.

Data Protection

All information and documentation in relation to Health & Safety, including risk assessments, is managed and retained in accordance with the LCETB Data Protection Policy and Data Retention Schedule. (StaffConnect)

[13] This could take the form of a Corporate Survey

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

MANAGEMENT TEAM			
Vivienne Hogan	Principal		
Declan Fitzgerald	Deputy Principal		
Donal Doody	Deputy Principal		

FIRE SAFETY			
Vivienne Hogan	Fire Safety Officer		
Pat Ryan	Fire Warden		
Diarmuid Kelly	Fire Warden		
Enya O'Callaghan	Fire Warden		
John Madigan	Fire Warden		
Eric O'Donnell	Fire Warden		

FIRST AIDERS			
Eric O'Donnell	First Aiders		
Diarmuid Kelly	First Aiders		
Tara McCarthy	First Aiders		
Anne Clifford	First Aiders		
Jane Bingham Shee	First Aiders		
Laetitia Andre	First Aiders		
Defibrillator Training			
Vivienne Hogan			
Mary O'Brien			
Anne Clifford			
Diarmuid Kelly			

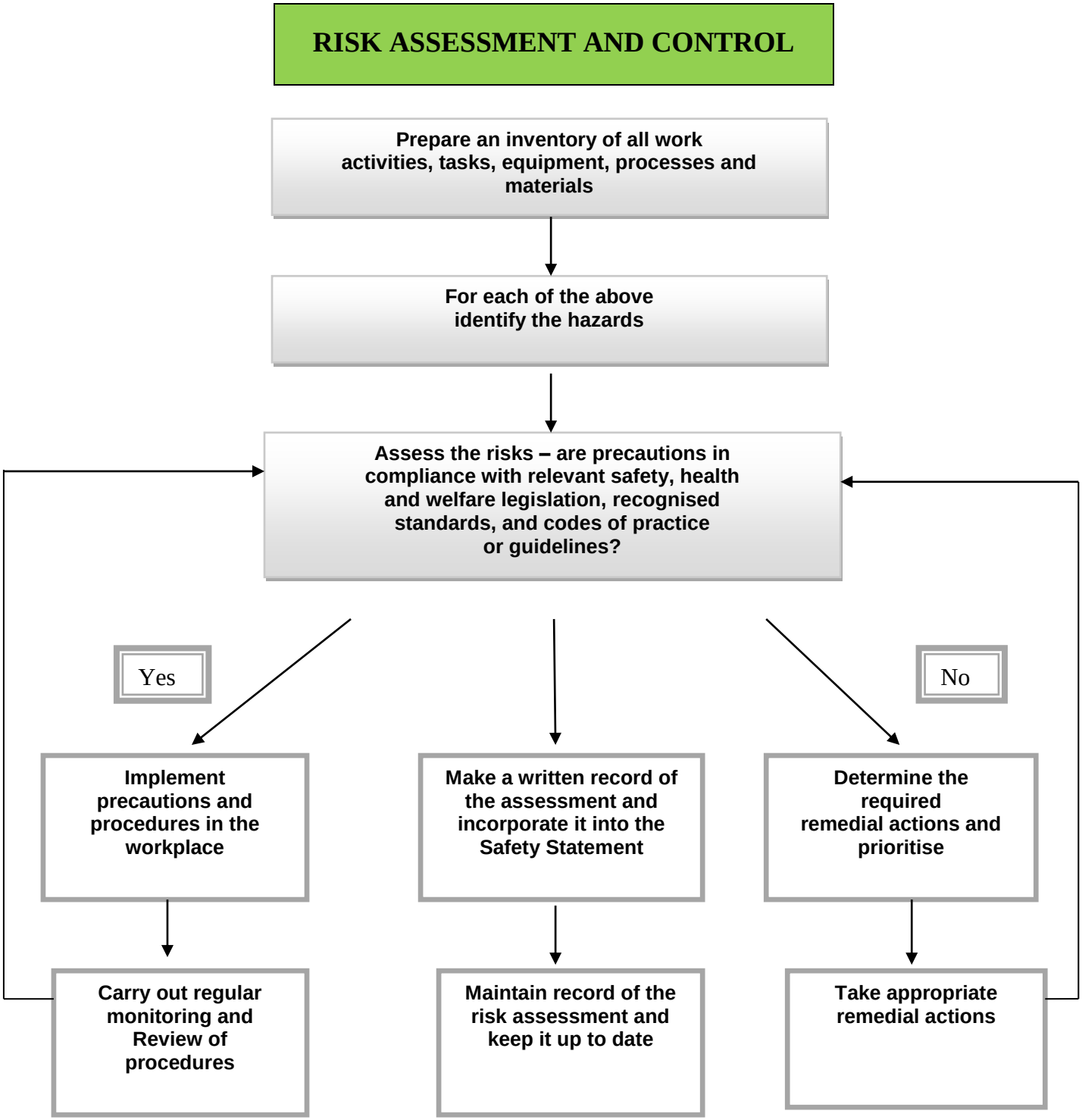
HEALTH AND SAFETY REPRESENTATIVES			
	H&S Co-ordinator		
Eric O'Donnell	H&S Committee		
Diarmuid Kelly	H&S Committee		
	H&S Committee		
	H&S Committee		
	H&S Committee		

APPENDIX III

Contents of First-Aid Boxes and Kits

Materials	Present
Adhesive Plasters	Y
Sterile Eye Pads (bandage attached)	Y
Individually Wrapped Triangular Bandages	Y
Safety Pins	Y
Medium Individually Wrapped Sterile Un-medicated Wound Dressings	Y
Large Individually Wrapped Sterile Un-medicated Wound Dressings	Y
Extra Large Individually Wrapped Sterile Un-medicated Wound Dressings	Y
Individually Wrapped Disinfectant Wipes	Y
Paramedic Shears	Y
Pairs of Examination Gloves	Y
Sterile Eye Wash	Y
Pocket Face Mask	Y
Small Water Based Burns Dressing	Y
Large Water Based Burns Dressing	Y
Crepe Bandage	Y
Hand sanitiser	Y

APPENDIX IV


RISK ASSESSMENT AND CONTROL
Prepare an inventory of all work activities, tasks, equipment, processes and materials
For each of the above identify the hazards
Assess the risks – are precautions in compliance with relevant safety, health and welfare legislation, recognised standards, and codes of practice or guidelines?
Yes
No
Implement precautions and procedures in the workplace
Make a written record of the assessment and incorporate it into the Safety Statement
Determine the required remedial actions and prioritise
Carry out regular monitoring and Review of procedures
Maintain record of the risk assessment and keep it up to date
Take appropriate remedial actions

Appendix V

Policies and Procedures

This Ancillary Safety Statement should be read in conjunction with the following policies and procedures developed by LCETB, Thomond Community College, ETBI, TUI, and ASTI as appropriate. Thomond Community College and LCETB policies and procedures are available on StaffConnect.

Thomond Community College Policies & Procedures

- Student Code of Behaviour
- Critical Incident Policy & Procedures
- Child Protection Policy
- CCTV System Policy
- Thomond Community College Covid-19 Response Plan

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 constantly evolving. These will be brought to the attention of staff as they are developed.