

Ancillary Occupational Health & Safety Statement



An Bord Oideachais agus Oiliúna Chathair Bhaile Átha Cliath
City of Dublin Education and Training Board

Clonturk Community College

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Introduction

Welcome to the Occupational Health & Safety (OHS) Ancillary Statement of the City of Dublin Education & Training Board which is prepared for each CDETБ location in accordance with the following legislation:

- The Safety, Health & Welfare at Work Act 2005
- The Safety, Health & Welfare at Work (General Applications) Regulations 2007
- The Safety, Health & Welfare at Work (Construction) Regulations 2013
- All Subsequent Regulations and Amendments

Corporate Risk Management

The CDETБ in conjunction with IPB have prepared a Corporate Risk Management Strategy and Plan. A number of plans form the Corporate Risk Register including the Business Continuity Management Plan and the Critical Incident Plan. The CDETБ have prepared a number of documents in support of the Corporate Risk Register and these must be considered as part of the Safety Management System. An intrinsic part of the Risk Register is the Safety Statement.

Safety Statement

The purpose of the Safety, Health & Welfare at Work Act 2005 is to ensure the safety, health and welfare of all employees in the workplace. This act applies to all work environments and embraces all activities of the City of Dublin Education and Training Board. The act requires that employers prepare a written Safety Statement which details its commitment and proposed programme of management. The City of Dublin Education & Training Board has prepared this Corporate Safety Statement as demonstration of its commitment. Due to the diverse nature of the operations of CDETБ and a large number of work locations, specific safety measures will be applied by means of ancillary safety statements for each location

Our approach to Health & Safety is operated through a combined partnership of the various stakeholders including management, staff, students, contractors and visitors.

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1.0 MANAGEMENT OF HEALTH AND SAFETY

1.1.0 Statement of Health and Safety Policy

It is the policy of City of Dublin Education and Training Board to comply with the Safety, Health and Welfare at Work Act, 2005, the Safety, Health and Welfare at Work (General Application) Regulations, 2007 and any other relevant legislation. We will ensure so far as reasonably practicable the safety, health and welfare of all employees, students, contractors and visitors, and to provide such information, training and supervision as is needed for their purpose. It is the policy of City of Dublin Education and Training Board to protect, so far as is reasonably practicable, persons not employed by our service who may be affected by our activities.

Occupational health and safety is managed through the resources of CDETБ Head Office and at a local level by the appointed person in charge. The Chief Executive Officer has overall responsibility for safety, health and welfare within the organisation and works with each location to ensure the highest standards apply.

It is the policy of City of Dublin Education and Training Board to ensure that adequate consultation takes place between management and staff on all health and safety related matters and employees are encouraged to notify management of identified hazards in the work place.

All employees have the responsibility to co-operate with management to achieve a healthy and safe work place and to take reasonable care of themselves and others.

Our policy is made available to all employees for consultation and review. Our policy will be kept up to date and amended as necessary to meet changes in the nature and size of the service we provide. In performance of the work, safety shall take precedence over expediency despite the urgency or emergency nature of any City of Dublin Education and Training Board operations.

Signed _____

Date _____

1.2.0 Legal Responsibilities of the City of Dublin Education Training Board

It is the legal responsibility of the CDETB to:

- Ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and other persons affected by our actions.
- To carry out risk assessments with a view to minimising the risk of instances of occupational accidents and illnesses to ensure our objective of an accident free workplace.
- Provide and maintain a safe working environment which has adequate facilities and arrangements for the safety, health and welfare of staff.
- Provide such safety, health and welfare training, information, instruction and supervision as may be necessary for personnel at all levels and in a form, manner and as appropriate, language that is reasonably likely to be understood by employees concerned.
- Have in place a designated person responsible for safety, health and welfare in each college/centre to ensure arrangements specified in the Safety Statement are in place.
- Provide means of consultation on safety, health and welfare matters for all staff.
- Inform staff of their duties and obligations under legislation and statutory instruments.
- Provide equipment, systems of work and arrangements for the use, handling, storage and transport of the articles and substances we use in our work that are safe and without risk to our health.
- Provide and maintain safe access to and egress from any place of work under our control and ensure emergency plans are in place for each place of work.
- Provide all staff with personal protection and clothing suitable for the task to which they are assigned.
- Promote personal responsibility and effort by staff at all levels to minimise safety, health and welfare hazards to themselves, other staff and persons who may be affected by their acts or omissions.
- Maintain a Safety Statement as required by law. Our Safety Statement is a dynamic document and will be monitored and reviewed and updated in line with changes in the scale and nature of our operations.
- Bring the Safety Statement to the attention of staff and others as required by law.
- Place a copy of our Safety, Health & Welfare at Work Policy Statement in appropriate locations throughout the organisation.

- Welcome into CDET B buildings people with disabilities. This would also include bona fide guide dog and other assistance dog owners accompanied by their working dog. People with guide dogs or other assistance dogs may be required to produce, on request to CDET B officials, their guide dog owner or assistance dog owner identity card. All other animals and pets are excluded from CDET B buildings with the exception of those participating in course delivery.

1.3.0 Health & Safety Objectives of the City of Dublin Education Training Board

The specific objectives are:

- The identification of Hazards and Control Measures applicable
- Provision of Safety Training and Instruction.
- Creation of Practical and Safe Working /System
- Consultation with staff on health and safety and matters
- Monitor health and safety matters on an ongoing basis, including carrying out regular Safety Audits.

The general objectives are:

- Provide safe and healthy working conditions for all staff, students, contractors and any visitor engaged with our service
- Endeavour to avoid accidents and injury
- Ensure employees and students are aware of potential hazards and potentially hazardous materials in the workplace
- Protect the public who come into contact with our service in any of our locations or at head office level.
- Comply with relevant health and safety legislation

The success of the Safety Statement will depend on co-operation of all our stakeholders.

Management are responsible for ensuring that each employee receives access to a copy of the Safety Statement via our staff intranet or in documentary form. It is important that staff acquaint themselves with this document and pay particular attention to the role they have in implementing it. The Safety Statement will apply not only to employees but to contractors, sub-contractors, members of the public and any persons coming into contact with our activities where it is considered appropriate and necessary.

1.4.0 Procurement & Purchasing Policy with regard to Health and Safety

It is the policy of City of Dublin Education & Training Board to take health and safety into consideration when purchasing machinery, equipment, goods or services, and to ensure that the required standards are met prior to such purchases being made.

This responsibility rests with the originator of the purchase requisition. It is our policy that all procurement processes should consider the health and safety implications involved in purchases. Examples are as follows:

Machinery and Equipment

Mechanical Hazards - safeguarding will be provided in accordance with EN 292 or BS 5304: 1988 Code of Practice for Safety of Machinery or similar standard.

Electrical

All electrical wiring and installation should be in accordance with the ETCI (Electro Technical Council of Ireland) rules.

Planning

All health and safety implications will be considered at the design and planning stage of any alterations made to CDETБ premises.

Construction & Maintenance

It is policy of the CDETБ to ensure compliance with the duties assigned under the Safety, Health & Welfare at Work Construction Regulations 2013.

2.0 ORGANISATIONAL RESPONSIBILITIES OF THE CITY OF DUBLIN ETB

The City of Dublin Education & Training Board has prepared a Master Safety Statement which is available via the CDETБ intranet.

Each school, college principal or head of centre has responsible for the preparation of the Ancillary Statement as follows:

2.1 Responsibilities of School/College Principal or Head of Centre

It is the responsibility of each school/college principal or head of centre to:

- Prepare and maintain the ancillary Safety Statement following this template for their specific location taking full account of corporate policy standards and procedures.
- To establish and operate a localised Safety Committee to direct and implement the safety management system applicable.
- To identify the health and safety responsibilities of key personnel (and their deputies) within their specific area of work.
- Be aware of all identified hazards in work processes and the specific measures to reduce the risks associated with these hazards.
- Ensure that all employees and students are aware of actions to be taken in case of emergency and that properly maintained fire-fighting equipment is available on our premises.
- Ensure that good housekeeping and welfare facilities are maintained.
- Ensure all accidents are documented and all accidents and near misses are investigated in a fair and equitable manner.
- Ensure that all Accidents and Dangerous Occurrences are reported to Head Office in line with our corporate policy.
- Liaise with Head Office on issues of health and safety as they arise including the adoption of good working practices which can be utilised throughout the organisation as a whole.

2.3 Responsibilities of Employees

In accordance with the requirements of Section 13 of the Safety, Health and Welfare at Work Act 2005, employees have the following responsibilities:

An employee shall, while at work:

- 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
- Ensure that (s)he is not under the influence of an intoxicant to the extent that (s)he is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person
- If reasonably required by his or her employer, to 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
- 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 provision, as appropriate
- 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
- 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
- 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 to work, including protective clothing or equipment
- Report to his or her employer, Safety Representative or to any other appropriate person, as soon as practicable, any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health and welfare at work of the employee or that of any other person
- Any defect in the place of work, the system 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 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 (s) he is aware.

2.4 Local Safety Team

Susan Campbell (Principal)

Paddy O'Hara (Health & Safety Coordinator & SNA)

Gary Fitzgerald (Technology Teacher)

Anna Whyte (Home Economics Teacher)

Rory Carey (Porter)

3.0 SAFETY TRAINING

CDET/ Clontarf Community College will provide such training as required by Section 8 (g) of the Safety Health & Welfare at Work Act 2005 to safeguard the safety, health and welfare of employees. Employees will be given safety training in various aspects of safety where identified as part of the Risk Assessment process.

All new employees should receive general induction training; this will include information and training on each site specific or ancillary Safety Statement and the emergency requirements and procedures, which are in operation.

3.1 Induction Training

All staff employed by CDET/ Clontarf Community College will receive induction training on commencement of employment to ensure they fully understand the hazards of job tasks and working environment and what safety precautions and emergency procedures are required. This will be coordinated at a local level by each school, college and centre.

Induction Training should include the following and be adapted as required in light of changing circumstances:

- Local Safety Statement including Risk Assessments
- Emergency / Fire Evacuation Procedures, for the premises
- Accident Reporting / Investigation Procedures
- First Aid Facilities
- Personal Protective Clothing Available
- Safe Methods of Work

3.2 Records of Training

Training Records or Training Register will be maintained by local management and will contain the following information:

- Date of instruction or exercise
- Duration
- Name of instructor or external service provider
- Name(s) of person receiving instruction
- Nature and content of instruction
- Recertification Date
- Any other relevant information

4.0 OVERSIGHT & CONSULTATION PROCESS

4.1 CDETБ Safety Committee / Safety Working Group

To facilitate the delivery of a comprehensive range of health and safety services the CDETБ have established a Safety Committee / Safety Working Group who provide oversight for the CDETБ and its management team. Details of the scope of their operation are available on the CDETБ intranet.

4.2 Safety Representation

Safety Representative(s) will be selected in accordance with section 25 and 26 of the Safety, Health and Welfare at Work Act 2005 – “Employees are entitled to select a safety representative to represent them on safety and health matters with their employer”. There will also be a local Safety Committee in each CDETБ location.

The Safety Representative(s) should receive assistance and cooperation from management in fulfilling the role. The roles and responsibilities of each representative should include the following:

- To promote a proactive safety culture of safety awareness and safety training in Clonturk Community College
- To represent fairly the health and safety of all members of staff where applicable as the elected representative.
- To be provided with sufficient time to perform his/her task, including where appropriate (and by agreement) time to attend suitable training courses.
- Local management will review any representations made by the Safety Representative(s) regarding safety/health hazards or potential hazards following his/her inspections will be made.
- Safety Representative(s) will receive adequate notice of any intended visit of the Health and Safety Authority and may accompany the Inspector during their inspection – unless the visit is for the purpose of an accident investigation.

The name(s) of each representative should be displayed

Paddy O’Hara
Gary Fitzgerald
Rory Carey

5.0 POLICIES AND PROCEDURES

5.1.0 Accident & Incident Reporting

It is important that all accidents and incidents with potential for injury are reported to management and, where necessary, action is taken to prevent re-occurrence. All accidents, incidents and dangerous occurrences must be immediately notified to the management team. Near misses should also be recorded, investigated and precautions put in place to prevent reoccurrence.

An accident incident report form must be completed fully for each incident. There are two forms available from the IPB (Irish Public Bodies) Insurance which need to be completed.

An “Employee Liability Report Form” is completed for employees and an ETB Accident Report” form is completed for students and/or other persons. These forms must be returned to:

Corporate Services, CDETБ Head Office, Town Hall Merrion Road, Ballsbridge, Dublin 4.

The Safety, Health and Welfare at Work (General Application) Regulation 2007 - Notification of Accidents and Dangerous Occurrences requires CDETБ to report to the Health and Safety Authority on prescribed forms – IR 1 and IR 3 – in the following cases:

- Accidents at work resulting in a fatality or a person not being able to carry out their normal functions for more than 3 calendar days. (IR1)
- Prescribed dangerous occurrence (IR3)

Copies of the Accident Incident Report Form are available on the CDETБ Intranet.

5.2.0 Violence and Aggression in the Workplace

CDET/ Clontarf Community College will, as far as is reasonably practicable, take all necessary measures to protect employees from acts of violence or aggression during the course of work and will act on any reports or complaints made by employees or other persons affected. The local management team will investigate any reports made and will consult with Head Office if required on a case specific basis.

5.3.0 Stress in the Workplace

CDET/ Clontarf Community College will take all necessary steps to ensure so far as reasonably practicable that employees are not exposed to excessive stress levels in the course of their employment. Employees must approach their local Safety Management Team or their direct manager if suffering from excessive stress levels. A number of control measures will be taken internally as needed. These control measures include relieving of a workload, identification and management of the cause. CDET/ have a proactive Employee Assistance Programme (EAP) to aid staff as needed.

5.4.0 Harassment and Bullying in the Workplace

The management of City of Dublin Education and Training Board are committed to providing a workplace free from harassment and bullying. Our *Harassment & Sexual Harassment Prevention Policy - Complaint Procedure for ETB Staff* and the *ETB's Dignity at Work Charter*, together comprise the CDETБ's dignity at work policy.

The CDETБ is committed to working together to maintain workplace environments that encourage and support the right to dignity at work. All who work in the CDETБ, its customers, clients and business contacts, are expected to respect the right of each individual to dignity in their working life and have a responsibility to ensure that these rights are respected at all time. The best way to seek to eliminate bullying is to foster an environment which discourages such behaviour. All persons at all levels working in the CDETБ have an important role to play in creating a working environment where personal dignity is respected. All employees are expected to comply with this policy and management will take appropriate preventative measures.

Any individual who experiences bullying will be supported by the CDETБ in bringing such behaviour to an end. Breach of this policy can be subject to disciplinary action up to and including dismissal.

Bullying infringes the provisions of this policy and is a form of misconduct which undermines the integrity of the employment relationship. The CDETБ will not tolerate such conduct by an employee or other individual in connection with work or the workplace.

A range of documents are available on the CDETБ intranet for reference purposes. Staff are advised to consult both the CDETБ Policy Statement and the Guidance Notes which should be read in conjunction with one another.

5.5.0 Welfare Arrangements

The provision of welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Application) Regulations, 2007. It is the responsibility of each school, college and centre to ensure that all welfare conditions will be maintained in a hygienic manner. Waste materials should be disposed of regularly and equipment kept clean.

5.6.0 New & Expectant Mothers

CDET/ Clonturk Community College will take all necessary steps to comply with the terms of the Safety, Health and Welfare at Work (Pregnant Employees) Regulations 2007.

Employees should inform management if they are pregnant, as early as appropriate in the pregnancy. This should be done by local arrangements.

A separate risk assessment should identify those aspects of the work process that may place the mother or child at risk. This risk assessment should be held on file as a demonstration of duty of care.

Steps should be taken to remove exposure to identified risk(s).

Every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

A range of maternity related policies are available on the CDET/ intranet which are detailed on the attached Appendix.

5.7.0 Visitors and Contractors

5.7.1 Visitors

Clonturk Community College will ensure, as far as is reasonably possible, the safety of visitors and contractors while on our premises. The following policies will apply:

- Visitors are obliged to obey all local safety rules and emergency procedures at all times, whilst on the premises.
- Signage is erected, as needed, to ensure visitors are aware of the safety rules.

5.7.2 Contractors

All CDETБ Contractors working premises are bound by the following principles:

- Contractors are required to have adequate employers and public liability insurance. Contractor's insurance policies must be submitted for examination prior to work commencing to ensure they conform to CDETБ requirements.
- Copies of Insurance Policies, Safety Statements and Method Statements should be kept on file for inspection purposes.
- Contractors are obliged to observe all local safety policies and comply with any other applicable regulations or instructions given by a local representative.
- Contractors must not commence work until relevant safety procedures are read, understood and accepted.
- Contractors are responsible for ensuring their staff are equipped with the necessary personal protective equipment for their employees.

5.8.0 First Aid

The management of First Aid is the responsibility of the nominated Occupational First Aider(s) coordinated through our local management team. It is our policy that there is an adequate number of trained Occupational First Aiders on the premises. In the event of no trained First Aider being available, the most senior member of staff will assume responsibility for managing the situation.

5.8.1 Training of First Aid Personnel

The provision of trained First Aider (s) is a legal requirement under the General Application Regulations 2007. Staff should be trained as Occupational First Aiders in accordance with the syllabus laid down by the Health & Safety Authority. The only recognised Occupational First Aid Certificate is a FETAC Level 5 Course. Please note that certificates are valid for two years from the date of issue. Training of staff is coordinated at school/college/centre level.

5.8.2 First Aid Supplies

The Safety, Health and Welfare at Work Act (General Applications) Regulations 2007 require the provision of First Aid facilities that are adequate and appropriate for each place of work.

First Aid kits must be

- Maintained in a clearly marked, accessible and suitable place
- Clearly marked with a white cross on a green background
- Constructed of plastic or metal only.
- Access to the First Aid Kit should normally be obtained via the nominated First Aider on the premises.
- The names of the Occupational First Aider must be posted in the area.

Susan Campbell (Principal)

Anna Whyte (Teacher)

Gill K'Eogh (School Administrator)

The Health and Safety Authority have issued guidelines for the recommended Contents of a First Aid Kit. The recommended contents for the first aid kits are follows:

MATERIALS	TRAVEL KIT CONTENTS	FIRST-AID BOX CONTENTS		
		1-5 Persons	6-25 Persons	26-50 Persons
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (Bandage attached)	2	2	2	4
Wrapped Triangular Bandages	2	2	6	6

Safety Pins	2	2	6	6
Medium Sterile Wound Dressings (approx.10x8cms)	1	2	2	4
Large Sterile Wound Dressings (approx. 13x9cms)	1	2	6	8
XL Sterile Wound Dressings (approx. 28x17.5cms)	1	2	3	4
Crepe Bandage 7cms	1	1	2	3
Antiseptic Wipes	10	10	20	40
If there is no clear running water, Sterile Eye Wash	2 x 20mls	1 x500mls	2 x 500mls	2 x 500mls
Water Based Burn Dressing (Small)	1	1	1	1
Water Based Burn Dressing (Large)	1	1	1	1
Paramedic Shears	1	1	1	1
Pocket Mask for CPR	1	1	1	1
Pairs of Latex Gloves	1	1	2	2

Notes: Where more than 50 persons are employed pro rata provision should be made.

5.9.0 Personal Protective Equipment

Clonturk Community College will issue appropriate Personal Protective Equipment (PPE) where required, in accordance with the requirements of the Safety, Health & Welfare at Work – General Application Regulations 2007 (Part 2: Ch: 3). The fundamental principle is that personal protective equipment (PPE) should only be used as a last resort. The safety and health of employees must be first safeguarded by measures to eliminate workplace risks at source, through technical or organisational means (e.g by substituting hazardous chemical) or by providing protection on a collective basis (e.g providing scaffolding instead of harnesses). Collective protective measures covering numbers of employees in a workplace must have priority over protective measures applying to individual employees. If these measures are not sufficient, only then should PPE be used to protect against the hazards that are unavoidable.

5.9.1 Responsibilities of Staff

Staff must be made aware of the dangers and the control mechanisms that are in place to secure their health and safety. All Personal Protective Equipment that is supplied must be used as directed. Employees' notice is drawn to the Safety, Health and Welfare at Work Act 2005 – Part II. Section 13.1 (G) which states that “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”.

No liability will be accepted for failure to comply with these terms

It is the responsibility of the Principal/Head of Centres to ensure that the requisite Personal Protective Equipment is available for staff. All PPE provided must comply with approved standards – either BS or IS Standards. All PPE must be used in accordance with the manufacturer's instructions.

All PPE issued remains at all times the property of CDET/ Clontarf Community College and should an employee leave their employment we reserve the right to request the return of any PPE that has been issued.

5.10.0 Fire Safety

Each school, college and centre is responsible for the preparation of fire safety management plans in accordance with the terms of the Fire Services Act 1981/2003.

Fire Drills

Clonturk Community College is obliged to comply with the terms of the Fire Services Act 1981/2003 which requires that emergency drills are carried out. The minimum number of drills per year is 1 per annum. It is recommended that drills are done more frequently to familiarise staff/students with the actions to be taken.

Evacuation Maps

Schematic maps of the possible escape routes from each room should be clearly displayed in each premises. This is the preferred option rather than written instructions for language and literacy reasons.

Means of Escape Signage

In compliance with the Emergency Lighting Regulations (IS 3217:2013) an illuminated exit sign will indicate any emergency exit. It is the responsibility of each premises to ensure that emergency lights are serviced and maintained. Records of such maintenance must be held on file for inspection purposes.

Fire Extinguishers

Extinguishers should be placed in accessible locations within each location for use in the event of a fire. The use of extinguishers is voluntary and should only be used by persons who are competent and confident. All equipment that has been used or damaged will be serviced as soon as possible after detection. All fire equipment is to ISO 290/291 standards.

The following apply in respect of portable fire extinguishers:

- There is at least one unit for every 200 m² floor area
- Persons do not have to travel more than 30m to find an extinguisher.
- Extinguishers provided are suitable for use on fire risks in that area. For example Carbon Dioxide (Co2) extinguishers should be located near electrical hazards.

5.11.0 Disability Access

It is our policy to assess the risk(s) to persons with a disability at the design and planning stage to ensure an “Open Access” policy for all.

We welcome into Clonturk Community College people with disabilities. People with guide dogs or other assistance dogs may be required to produce, on request of CDETБ officials, their guide dog owner or assistance dog owner identity card. All other animals and pets are excluded from Clonturk Community College with the exception of those participating in course delivery.

It is the responsibility of the management team of Clonturk Community College to ensure that we consult with persons with disabilities to ensure their safety concerns are met.

It should be remembered that a workplace that is safe for people with disabilities is also safer for all. For visitors with physical, intellectual incapacities or disabilities it is necessary to take into account their needs when designing emergency exit arrangements, considering signage etc.

5.12.0 Display Screen Equipment

People who use Display Screen Equipment (DSE) in the normal course of their work are subject to Chapter 5 of Part 2 (Regulations 70-73) of the Safety, Health & Welfare at Work Act (General Application) Regulations 2007.

Under the aforementioned legislation employees:

- Are entitled have their workstation risk assessed in line with the requirements of Regulation 72 and Section 19 of the Safety, Health and Welfare at Work Act 2005
- Must be trained in the use of the workstation and be given about information about health and safety factors
- Must also have periodic breaks or changes of routine, away from DSE
- Must be informed by the employer that they are entitled to an appropriate eye or eyesight test (or may opt for either one) before working with DSE and at regular intervals
- Are entitled to an appropriate eye or eyesight test (or may opt for either) before working with DSE and at regular intervals.

The management team of Clonturk Community College is responsible for ensuring the safe operations of

Display Screen Equipment in our location.

5.13.0 Drug & Alcohol

Substance abuse including alcohol consumption by employees can render them incapable of safe working creating a risk, not only to themselves, but also to people in the vicinity.

Our primary objective is the safety and health of all our stakeholders. This objective will be seriously undermined in the event of an accident where it is determined that the primary contributory factor was alcohol, drugs or a combination of both.

No member of staff, irrespective of their position, may attend for work under the influence of drugs or alcohol nor may any member of staff use drugs, any substances as described above or alcohol during the working day. Drug use including prescription medication, illegal substance as deemed by the Misuse of Drugs Act or alcohol is strictly prohibited.

The sale, distribution, consumption or encouragement of use of alcohol or drugs is strictly forbidden and will be dealt with through disciplinary procedures. Each school, college and centre is responsible for informing staff of this policy.

A range of support services are available, through Corporate Services, for persons affected by drug and alcohol issues.

5.14.0. Hazardous Substances

Hazardous substances refer to a wide variety of chemicals used in connection with specific work or tasks. The route of entry, for example - skin, can lead to chemicals harming the skin on contact (e.g., oil or bleach) or be transported in the bloodstream to another “target organ”. All new chemical agents supplied must be in accordance with current legislation and be accompanied by a Material Safety Data Sheet (MSDS) if required.

Science laboratories and similar facilities are subject to separate specific risk assessments and are responsible for maintaining a Chemical Register. Due to the increasing incidents of unstable chemicals being a cause of disruptions in schools and colleges regular inspections should be undertaken by trained personnel to ensure the stability of materials. Staff are obliged to attend training on Hazardous Substances where deemed necessary.

Access to chemicals should be restricted to authorised personnel only. It is our policy to restrict the amount of chemicals available to a workable level. While chemicals may be purchased in bulk format they should be broken down as required by staff. To contain the risk of fire flammable materials should be stored in metal cabinets where applicable. No smoking is permitted in any work area where chemicals are being used.

It is our policy to maintain container quality and integrity to prevent spillages. It is not permitted to decant chemicals from one container to another without a safe system of work being in place to ensure that the residual chemicals are returned upon completion of the task assigned. Employees that are using chemicals should be instructed to ensure that lids are replaced on chemicals after use.

No hazardous material should be disposed of through the main drainage system. A designated area should be assigned for the storage of waste material. Safety signage should be inspected on a regular basis to ensure that all labels are clean and legible. Where possible it should be policy to provide safety information in different languages on the dangers of chemical usage. Material Safety Data Sheets must be held on file. Guidance on the handling and control of chemicals is contained in the MSDS's and it is our policy to follow any specialist advice from our suppliers.

In the unlikely event of a chemical incident occurring, emergency equipment including eye wash equipment containment and clean-up material should be made available.

Employees are provided with the necessary Personal Protective Equipment (PPE) to handle chemicals safely as required.

5.15.0 Manual Handling

CDETБ acknowledge that manual handling is an every part of working lives and operates a policy to protect employees from the risk of injury from manual handling operations. It is our policy to provide employees with appropriate information, instruction and training to achieve the above.

The hazards associated with Manual Handling are known as **T.I.L.E.** – The Task, Individual, Load and the Environment.

It is policy to carry out **Specific Risk Assessments** on moving and handling operations.

Where moving and handling operations cannot be immediately eliminated the hierarchy of risk / principles of prevention will be used:

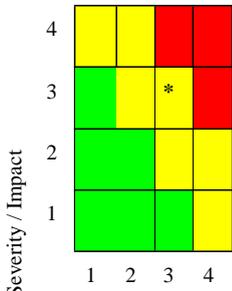
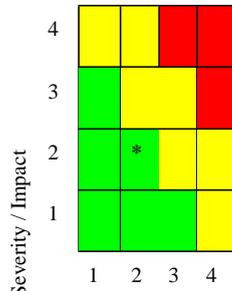
- Eliminate – e.g. redesign the filing / shelving system etc.
- Substitute – e.g. smaller files etc.
- Engineering controls – e.g. use of mechanical aids such as trolleys etc.
- Administrative – e.g. reduce the amount of time people spend handling materials

It is the responsibility of staff to adhere to safe working standards at all times. The moving and handling of objects and equipment is a day-to-day task and staff must be aware of the risks that are posed by improper techniques of moving and handling. It is a prerequisite of any employment contract that existing medical conditions must be disclosed to Clonturk Community College before commencement of work. Failure to do so may result in tasks being allocated which you may be incapable of performing correctly.

All employees are reminded that they are obliged to participate in training organised to understand the risks associated with manual handling and the methods employed in dealing with same. It is our policy that all relevant staff receives training and instruction in the correct methodology is to be used for the moving and handling of products.

6.0.0 RISK ASSESSMENT TEMPLATE

In compliance with section 19 of the Safety, Health & Welfare at Work Act 2005 a programme of Risk Assessments are carried out using the following template:

Risk No.	Hazard	<i>Anything that can cause harm workplace generated</i>		
	Risk	<i>Possible loss and combination of likelihood and impact</i>		
Persons at risk	<input type="checkbox"/> Employees <input type="checkbox"/> General public <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor <input type="checkbox"/> Other			
Risk Rating Quantitative: Severity / Impact x Likelihood / Frequency 3 x 3 = Medium impact and likelihood RR = 9 without controls. RR = 4 with controls.	Without controls  Severity / Impact 4 3 2 1 Likelihood / Frequency 1 2 3 4	With controls  Severity / Impact 4 3 2 1 Likelihood / Frequency 1 2 3 4		
Risk Rating without Controls	High	Medium	Low	9
Person(s) Responsible				
Control Measures – Operational, Managerial (4 T's), Procedural, Training etc.				
4 T's = Terminate / Treat / Tolerate / Transfer In relation to Risk				
Risk Rating with Controls	High	Medium	Low	4

7.00 CDET^B INTRANET

A range of policy documents are available on the CDET^B and these documents are reviewed and updated as required.

The following documents are available:

- Accident Report Form for Employees
- Accident Report Form for Student and Others (not Employees)
- Bullying Prevention Policy and Guidance Notes
- Disciplinary Procedures
- Grievance Procedures
- Harassment & Sexual Harassment Policy and Guidance Notes
- CL0018/2013 Adoptive Leave for Teachers
- CL0009/2013 Maternity Leave
- CL0017/2013 SNA Maternity Leave
- CL0026/2013 Revised Parental Leave
- CL0010-2011 Career Breaks – Academic Staff
- CL0027-2013 Parental Leave Entitlements
- CL40-2010 Teacher Recruitment, Registration & Qualifications
- CL0025/2013 Teaching Council Registration