

Safety Statement – Enfield Community College

# Enfield Community College



| Date     | Person | Summary of Changes   | New version Number | Next date review |
|----------|--------|--|--------------------|------------------|
| 10/9/23  | RK     | Review of Safety statement.  | 3                  | May 2024         |
| 11/12/24 | RK     | Review of Safety Statement   | 4                  | January 2025     |
| 20/01/25 | RK     | Review of Safety Statement and addition of Health and Safety Policy 2025 | 5                  | September 2025   |
| 03/09/25 | PK     | Review of Safety Statement and addition of Health and Safety Policy 2025 | 6                  | September 2026   |

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January 2026

## Health, Safety and Welfare Statement

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## Health, Safety and Welfare Statement

### INTRODUCTION

# 1

## 1.1 SAFETY STATEMENT

Louth and Meath Education and Training Board together with Enfield Community College are committed to our legal obligations under sections 19 and 20 in so far as reasonably practical in ensuring the safety, health and welfare at work of all staff members, students, contractors, visitors and any other persons at the school who may be affected by work activities.

Managing Health and Safety at our School is an ongoing activity throughout the year. This Safety Statement is a live written document which provides details of how we manage health, safety and welfare at Enfield Community College. This Safety Statement along with our Risk Assessments form the basis of our Safety Management System.

Our Safety Statement and Risk Assessments will be reviewed and updated annually, or sooner if necessary, should significant changes to the safety management system take place within Enfield Community College. Our Safety Statement and Risk Assessments will be made available to all occupants of the building. Our Safety, Health and Welfare at Work Statement of Policy (1.3) will be displayed in general areas of the building.

Enfield Community College will at minimum:

- manage and conduct Enfield Community College activities to ensure the safety, health and welfare of staff
- prevent improper conduct or behavior deemed likely to put staff and others' safety and health at risk
- provide safe means of access and egress for all
- provide safe equipment and safe systems of work
- prevent risk to the safety and health of all from any article or substance
- provide appropriate information, instruction, training, and supervision where identified
- provide appropriate Personal Protective Equipment (PPE) to all staff members where necessary, and where hazards cannot be eliminated
- prepare, review and revise fire and emergency provisions and evacuation plans
- designate staff members for fire and emergency evacuation duties
- provide and maintain welfare facilities
- provide assistance and necessary resources in securing the safety, health and welfare of staff.

## Safety Statement – Enfield Community College

### 1.2 RISK ASSESSMENT

Risks assessments will be completed for this building and attached in the appendix at a further date.

Risk Assessments identify hazards, risks, people at risk, the types of risk, and help identify control measures in place or required for effectively managing risk.

An example of how to implement risk assessment is to focus on high-risk hazards first, then once complete, move onto medium risk hazards, and then finally low risk hazards.

Risk mitigation is achieved by developing an action plan for each risk identified within a realistic timescale for completion. Risk Assessment involves suitable persons in different areas of subject matter expertise to complete the H.S.A risk assessment template. Ongoing management and monitoring of the risks will be required and the frequency of checks will depend on the severity of the hazards identified. **Please see section 5 of this document for more information.**

Risk Assessment Templates provided by the H.S.A in the Education section of [www.hsa.ie](http://www.hsa.ie) are used to assist with risk identification in this School and can be found at the following link: [https://www.hsa.ie/eng/education/managing\\_safety\\_and\\_health\\_in\\_schools/post-primary\\_guidelines\\_-\\_part\\_c\\_-\\_risk\\_assessment\\_templates/](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/post-primary_guidelines_-_part_c_-_risk_assessment_templates/)

Example:

**Fire (General Classrooms and Offices) – Risk Assessment Template No. 19 (List additional hazards, risks and controls particular to your school using Template No.74)**

| Hazards                  | Is the hazard present? | What is the risk?   | Risk rating<br>H = High<br>M = Medium<br>L = Low | Control measures  | Is this control in place? | If no, what actions are required to implement the control? | Person responsible | Date action completed |
|--------------------------|------------------------|---|--|---|---------------------------|--|--------------------|-----------------------|
|                          | Y/N                    |   |  |   | Y/N                       |  |                    |                       |
| Electrical faults        |                        | Electrocution<br>Electric shock<br>Fire   | H  | Electrical sockets are not overloaded<br>Equipment is checked prior to use for faults<br>All electrical faults are reported to designated person<br>Defective electrical equipment is clearly identified, labelled as 'out of use' and stored separately to prevent accidental use<br>Defects are reported to the appropriate person, e.g. caretaker/facilities manager to ensure all items are repaired or replaced<br><b>See Portable Electrical Appliances – Template No. 22</b> |                           |  |                    |                       |
| Fire                     |                        | Fire causing death or injury  | H  | All teachers know how to raise the alarm and contact the emergency services<br>There is an accessible fire extinguisher in classroom or hallway close to classroom<br>All fire doors are marked with 'Fire door, keep closed' safety sign<br>All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety, including Appendix B of the Guidance Document)                                       |                           |  |                    |                       |
| Restricted access/egress |                        | Delays in exiting building safely in the event of a fire<br>Smoke inhalation<br>Burns | H  | Fire exit doors (including those located in classroom or office) are checked weekly to ensure they open and close properly<br>Exit routes are kept free from obstruction<br>A school emergency evacuation plan has been developed which covers all areas, processes and identifies those people who may be at special risk e.g. usually impaired persons or those working in noisy environments. This plan is brought to the attention of school users on a regular basis           |                           |  |                    |                       |

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: \_\_\_\_\_ Date: / /

## Safety Statement – Enfield Community College

### 1.3 LMETB SAFETY, HEALTH AND WELFARE AT WORK STATEMENT OF POLICY



#### SAFETY, HEALTH AND WELFARE STATEMENT OF POLICY 2026

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Louth and Meath Education and Training Board to ensure, so far as is reasonably practicable, the safety, health and welfare of all staff and to protect students/learners, visitors, contractors and other persons at this School/College/Centre from injury and ill health arising from any work activity.

The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and students of this School/ College/ Centre.

Each employee has a legal obligation to take reasonable care for his or her acts or omissions.

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

The Louth and Meath Education and Training Board, as employer, undertakes in so far as is reasonably practicable to:

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

The Louth and Meath Education and Training Board is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: Martin G. O'Brien  
Martin G. O'Brien, Chief Executive  
Louth and Meath Education and Training Board

Date: 5-1-26

Name of School/College/Centre: Enfield Community College

Signed: [Signature]  
Principal/Director/Coordinator

Date: 5/1/26

## Safety Statement – Enfield Community College

### 2 Our school profile:

#### 2 CENTRE PROFILE

|   |  |
|---|--|
| <b>Name of Centre</b>   | Enfield Community College  |
| <b>Address</b>  | Enfield, Co. Meath   |
| <b>Name of Centre Manager</b>   | Shane Foley  |
| <b>Name of Senior Management</b>  | Shane Foley  |
| <b>Number of students</b>   | 682  |
| <b>Number of buildings</b>  | 5 blocks   |
| <b>Facilities detailing number of classrooms, labs, workshops, gymnasiums, pools, outside pitches</b>                     | Block 1 – 17 classrooms, accessible toilet, student toilets, staff toilets, 3 offices, staffroom<br>Block 2 – 3 science labs, 1 chemical store room, music room, art room, home economics room, staff toilets, wood technology room, applied technology room<br>Block 3- 2 classrooms, 2 computer labs<br>Block 4- 1 canteen, 1 staffroom, staff toilets, student toilets, SEN unit, kitchen<br>Block 5 – 5 classrooms |
| <b>Provision for persons with special needs</b>   | All buildings on ground floor and SEN unit in separate building from majority of students with SNAs present  |
| <b>List of regular visitors providing services to centre e.g. external contractors or educational service providers</b>   | No regular visitors apart from occasional workshops for transition year students and maintainance  |
| <b>Building used for other purposes outside normal school hours including adult education and recreational facilities</b> | N/A<br>Application to LMETB for permission   |
| <b>Adult Education (if applicable)</b>  | N/A  |
| <b>Name of Health and Safety Rep(s)</b>   | Padraig Keenan, Gerard Larkin, Rebecca Kennelly  |

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|  |   |
|--|---|
| Location of Defibrillators / First Aid Kit | First Aid kits in practical rooms, both staffrooms, Defibrillator is outside front office, canteen area, main reception |
| Name of Chief Fire Warden (s)              | Rebecca Kenneally, Gerard Larkin, Padraig Keenan and Amie Robinson  |
| External fire assembly points              | Ballcourt area  |
|  |   |

| <b>Critical Incident Management Team</b> |                       |                |
|--|-----------------------|----------------|
| <b>Role</b>                              | <b>Name</b>           | <b>Phone</b>   |
| <b>Team leader:</b>                      | Mr. Gordon Mc Donnell |                |
| <b>Garda liaison</b>                     | Garda Kyle Waters     | (046) 948 6151 |
| <b>Staff liaison</b>                     | Pádraig Keenan        |                |
| <b>Student liaison</b>                   |                       |                |
| <b>Administrator</b>                     | Ruth O'Connor         | 086 035 3120   |

| <b>First Aid Team / Responders</b> |                                   |              |
|------------------------------------|-----------------------------------|--------------|
| <b>Name</b>                        | <b>Location</b>                   | <b>Phone</b> |
| Padraig Keenan                     | Woodwork/ Technology Teacher/ ECC | 0857087555   |
|                                    |                                   |              |
|                                    |                                   |              |
|                                    |                                   |              |

| <b>Emergency Contacts</b> |                             |                |
|---------------------------|-----------------------------|----------------|
| <b>Agency</b>             | <b>Name</b>                 | <b>Phone</b>   |
| <b>Garda</b>              | Kyle Waters                 | (046) 948 6151 |
| <b>Hospital</b>           | Mullingar Regional Hospital | (044) 934 0221 |

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|                                    |                       |                |
|------------------------------------|-----------------------|----------------|
| <b>Local GP</b>                    | Enfield Health Centre | (046) 925 1580 |
| <b>HSE</b>                         |                       | 1850 24 1850   |
| <b>Employee Assistance Service</b> | Teachers and SNA's    | 1800 411 057   |
| <b>Employee Assistance Service</b> | All other staff       | 1800 817 435   |

| <b>Health and Safety Committee</b> |                 |                       |
|------------------------------------|-----------------|-----------------------|
| <b>Name</b>                        | <b>Location</b> | <b>Contact Number</b> |
| Rebecca Kenneally                  |                 |                       |
| Gerard Larkin                      |                 |                       |
| Padraig Keenan                     |                 |                       |
| Gordon Mc Donnell                  |                 |                       |

| <b>Fire Wardens</b> |                         |                       |
|---------------------|-------------------------|-----------------------|
| <b>Name</b>         | <b>Location</b>         | <b>Contact Number</b> |
| Rebecca Kenneally   | <u>Science</u>          |                       |
| Gerard Larkin       | <u>Wood/ Technology</u> |                       |
| Padraig Keenan      | <u>Wood/ Technology</u> |                       |
| Amie Robinson       | <u>SEN</u>              |                       |

## Safety Statement – Enfield Community College

Enfield Community College is a post primary school under the patronage of Louth and Meath Education and Training Board. Features of our School include:

- School/College/Centre size

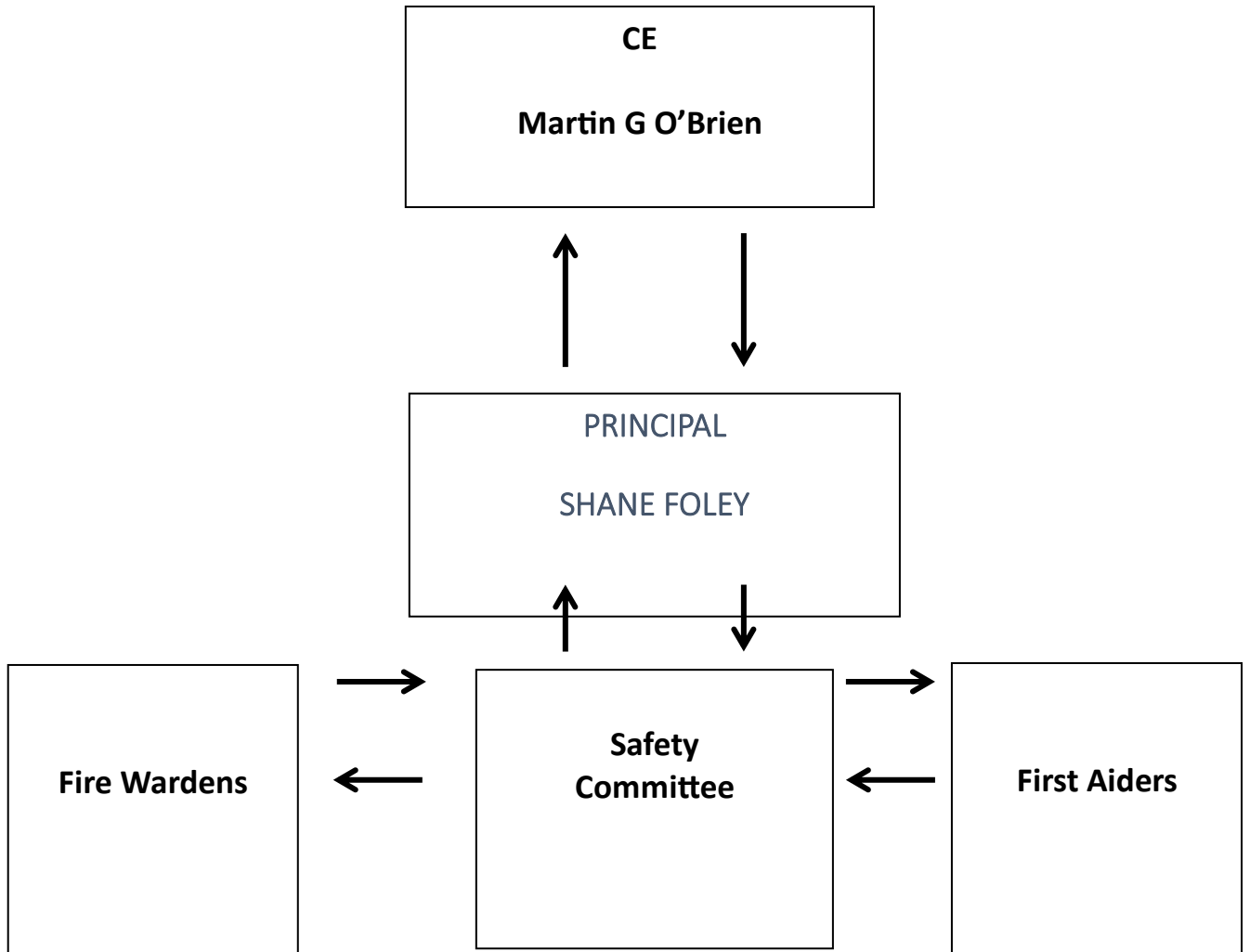
Enfield Community College is a school located on a temporary site. It is proposed that we will be on this site permanently with our permanent building behind the current prefabs and construction workers have a separate entry point to the site which is fenced off from the current school campus. The current campus comprises of temporary accommodation (prefabricated) units. Current enrolment for the academic year 2025-2026 is 682 students.

- School buildings and facilities

- All fire exits are kept clear from obstruction and regular fire checks are carried out to ensure all systems are operating correctly. The school is fully compliant with fire drill schedules.
- There is a designated student entrance at the front gate to monitor entry and exit from the building.
- CCTV is in operation. Signs are to be posted throughout the school to indicate that CCTV is in operation.
- Pedestrian crossings are clearly indicated.
- Fire evacuation routes are displayed in every classroom.
- A supervision rota is in place for break time, lunchtime and after school. This rota is displayed throughout the school. A substitution rota is emailed to all staff in the morning and displayed on a noticeboard in the staffroom.
- Provision/facilities for persons with special needs/disabilities – disabled toilets are available throughout the building. All corridors and classrooms are wheelchair accessible.

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- School/College/Centre reporting structure



## Safety Statement – Enfield Community College

### 3 RESOURCES

Safety Health and welfare planning is an integral part of the centre's existing planning and self-evaluation process which is reflected in this safety statement. The allocation of resources should be informed by and reflect the wider centre planning, priorities and decision.

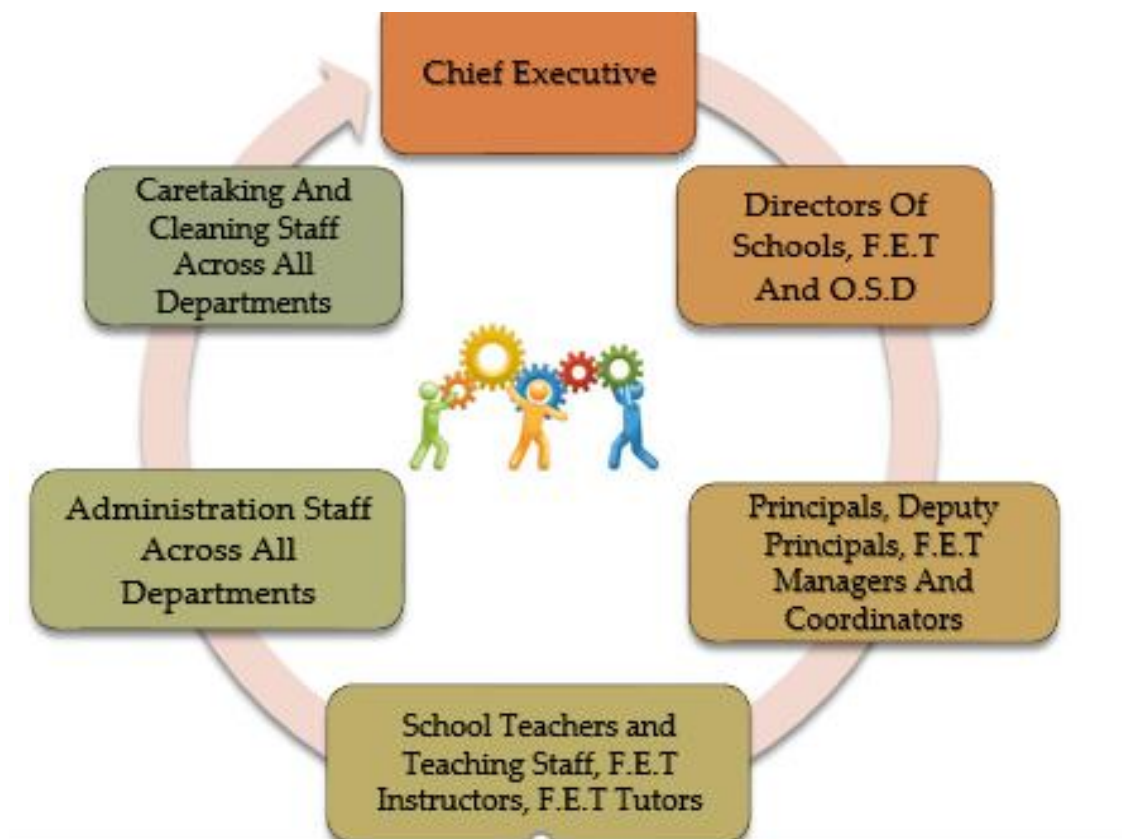
| <b><i>List and describe what resources are allocated per centre to support safety, health and welfare in the centre, e.g. human, financial, equipment, training.</i></b> |  |
|--|--|
| <b>Human</b>   | <b>Staff assigned roles within health and safety committee – Padraig currently updating risk assessments and Health and Safety Statement and Gerard working on our fire evacuation Plan. All practical staff responsible for risk assessment of their own classroom e.g Art room/Science/Woodwork/ Home Economics.</b> |
| <b>Financial</b>   | <b>Stock ordered is carried out through procured companies to LMETB.</b>   |
| <b>Equipment</b>   | <b>First Aid Boxes<br/>Defibrillator<br/>Fire extinguishing equipment<br/>Chemical Spill kits<br/>Ice Packs<br/>Signage</b>  |
| <b>Training</b>  | <b>3 staff trained in safety health awareness training with SAFETECH<br/>4 staff fire warden trained<br/>staff first aid trained and further training to be provided soon</b>  |

Louth and Meath Education and Training Board acknowledges that Safety, Health and Welfare planning is an integral part of Enfield Community College existing self-evaluation process.

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Therefore, the following resources are allocated to Schools to assist with the formation of a safe working environment in so far as reasonably practical:

- Human Resources in the form of a professional and competent staffing quota and the support and guidance of the Director and C.E.
- Financial support by means of budget allocations
- Buildings, Furnishings and Equipment via support services provided through the Land and Buildings and Procurement Sections of LMETB Admin Head Office
- Training via the Health and Safety Office of Government Procurement (OGP) Framework
- Employee Assistance Programme and Occupational Healthcare Assessments
- Statutory Leave entitlements and staff support via Human Resources
- Policy development at National and Local levels in support of the Safety Management System



## **4 ROLES AND RESPONSIBILITIES**

### **4.1 E.T.B/BOARD OF MANAGEMENT**

The Louth and Meath Education and Training Board along with the School Board of Management will:

- comply with its legal obligations as employer under the 2005 Act
- provide a safe place of work and safe systems of work
- ensure the School fulfills its legal obligation to have a written and up to date Safety Statement and Risk Assessments
- receive regular reports and updates on any ongoing Health and Safety issues and matters
- provide ongoing assistance to the School in reviewing its performance in relation to safety, health, and welfare
- appoint competent persons as necessary to advise and assist the Board of Management and ETB on the safety, health and welfare matters of the School.

### **4.2 PRINCIPAL AND MANAGEMENT TEAM**

The management team of Enfield Community College have ultimate responsibility for establishing and maintaining a successful day to day health and Safety Management System and will:

- comply with the requirements of the 2005 Act and take a direct interest in promoting and maintaining the health and safety policies and practices of the School.
- provide and seek adequate resources in terms of competent advice in-house or externally, and support unconditionally the requirement to review and maintain the performance of the schools Safety Management System.
- manage the safety, health, and welfare of all present in the School on a day-to-day basis
- communicate regularly with all members of the school community on safety, health and welfare matters
- ensure all accidents and incidents are investigated and reported in a timely manner
- manage the development and regular practice of emergency and evacuation procedures
- ensure that relevant Health and Safety training is provided and renewed as necessary

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- ensure that relevant risk assessments are carried out
- ensure that sensitive risk groups (disabilities, illness, pregnant employees etc.) are given adequate support and assistance to ensure their safety and welfare whilst on the premises, especially in the event of an emergency or evacuation.
- ensure that the Safety Statement is readily available and brought to the attention of employees at least annually. The Safety Statement is available in a language, format, and manner that each employee or other relevant person can access and understand:
- consult at planning stage when new work is to be undertaken on the premises which could affect the health and safety arrangements of occupants
- ensure that all staff are made aware of their obligation to be accountable for their own performance in relation to safety, health, and welfare in the workplace
- ensure that all equipment and materials comply with health and safety legislation and appropriate standards and that no items purchased are unsafe
- support the role of any person who is elected as a safety representative or any other persons wishing to make representations concerning Health and Safety by way of a committee
- communicate health and safety at work by personal example
- ensure that all work activities, processes, and procedures are planned properly and in accordance with health and safety legislation:
- ensure that any changes in work procedures, work equipment or work processes do not endanger the health and safety of an employee or occupant
- ensure that where appropriate, personal protective equipment is provided, worn, and maintained by employees and occupants where its use is required

### **4.3 EMPLOYEES**

All employees have a legal and moral obligation to co-operate fully with the policies of Enfield Community College and to comply with all provisions made by management to protect the Safety, Health and Welfare of all in the workplace. Whilst at work and during activities representing Enfield Community College employees will:

- comply with the statutory obligations of employees as defined in the HSWW Act of 2005
- give full co-operation to management and designated Safety persons in the implementation of the Safety Statement and the Safety Management System

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- report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the Safety Statement
- comply with all safe systems of work, risk assessments, safety procedures, hazard signage in force
- take reasonable care for their own safety, health and that of any other person who may be affected by their actions whilst at work and ensure that they do not engage in any irresponsible, dangerous or improper behavior which could endanger any persons within the place of work
- ensure that any personal protective equipment and clothing (PPE) is requested when required and used/worn when required. Employees will take due care that PPE is used in accordance with the safety instructions supplied on tools/products/machinery/safe working instructions. Assistance should be given to those less experienced. P.P.E requires checking for defects after use and before returning to an appropriate storage area.
- ensure that all equipment, tools, dangerous substances, transport equipment, and any other relevant items are used correctly and in accordance with manufacturer's recommendations and instructions
- ensure that any defects identified in equipment or the safe systems of work is reported without delay to their immediate supervisor and/or management
- attend Health and Safety training where provided and undergo where appropriate any reasonable occupational health and safety assessments if required as outlined in the Safety Health and Welfare at Work Act 2005.
- ensure they are not under the influence of alcohol or drugs at work, and make known to their immediate supervisor/management any known medical condition or prescription medicine which could affect their ability to perform their duties safely, or that would affect the safety of those around them
- Ensure that they do not intentionally, or recklessly, interfere with or misuse any appliance, personal protective equipment, convenience, equipment, or other means of items provided

**In addition to the above, Teachers/Instructors/Tutors will have regard for students by:**

- informing students of any safe work procedures associated with individual subjects and equipment

## Safety Statement – Enfield Community College

- ensuring students follow safe procedures in the classroom (e.g. the use of PPE) and adhere to any strict safety rules and safety signage in practical classrooms and laboratories
- **Where Possible teachers supervising practical classes take them in a base classroom rather than a practical room to limit exposure to equipment and chemicals.**
- checking the classroom equipment/immediate work environment to ensure there are no obvious risks to safety. Reporting any defects or risks to management as a matter of urgency.
- conducting or assisting with the completion of risk assessments for their classroom, particularly where the classroom activities/equipment poses a high risk of injury to students or those less experienced.
- abiding by the Safety information and instruction provided on Safety Data Sheets when working with Chemicals
- maintaining a chemical inventory and Safety Data Sheets for classrooms and ensure chemicals are stored in safe manner with restricted access if necessary.

### **4.4 INTERNAL HEALTH AND SAFETY APPOINTEE (Non Exhaustive)**

Padraig Keenan and Gerard Larkin are the Internal Health and Safety Appointees (ISHA) for Enfield Community College and are the contacts for health and safety in the workplace.

The IHSA with Management will ensure that the Safety Statement and risk assessments are reviewed at least every 12 months or at more regular intervals should it be required. The IHSA along with Management are responsible for overseeing the safety provisions on behalf of Enfield Community College, and should be consulted if any employee has a query regarding the safety provisions mentioned in this Safety Statement.

**N.B. The Internal Health and Safety Appointee is not necessarily an expert in the area of Health and Safety and may seek internal or external Health & Safety advice to fulfil their role effectively.**

#### **The main duties of our ISHA are as follows:**

- To be a point of contact for support on health, safety and welfare matters in the School.
- To ensure compliance with statutory requirements in respect of the Safety, Health and Welfare at Work Act 2005, and any subsequent legislation/regulations.
- To ensure that appropriate safety education and training is coordinated and carried out
- To support appropriate revisions and auditing of safety procedures, and ensure safe

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operating procedures are kept up to date

- To ensure compliance checks are carried out in firefighting equipment, means of escape and assembly
- To ensure the Schools/College/Centre Fire and General Register book is completed regularly as required by relevant persons
- To liaise with First Aiders to ensure first aid kits are regularly checked and stocked and ensure an adequate number of persons are trained in first aid response
- To liaise with management and fire wardens ensuring fire drills are carried out at least twice per year at a minimum and recorded
- To ensure and carry out where necessary regular workplace safety inspections, walkabouts, and audits
- To ensure the Safety Statement, Risk Assessments and the Fire and Emergency Evacuation Plan is available to all staff, circulated, displayed, and included at induction
- To ensure all incidents/accidents/near misses/dangerous occurrences irrespective of significance are recorded in the first instance in the Accident/Incident book in the School/College/Centre and then reported to HO/CES to help prevent any further escalation. Should the criteria be met for reporting to the H.S.A, this is done as specified in this Safety Statement
- To know when appropriate to call on competent Health & Safety advice for more complex matters or advise as appropriate



### **4.5 VISITORS**

It is the policy of Enfield Community College to provide a safe and secure environment for our students and staff. Visitors, students, parents, and volunteers have a duty to comply with school regulations and instructions relating to safety, health, and welfare whilst on the premises. Our visitor's policy can be found at Reception.

In brief when visiting Enfield Community College, the following rules must be observed:

- The school principal/management team shall have the authority to determine which visits are permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising this discretion, the principal/management team shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the staff and students. Arrangement for necessary visitors such as contractors and

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parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

- All visitors shall report to the reception when arriving to the premises and also leave the school premises via reception. Notices are displayed in each all areas of entry indicating that all visitors are required to receive authorization prior to entering the school premises and obtain authorization from the principal/relevant staff member/management team/reception to remain on the school premises. All visitors shall be requested to wear an appropriate form of identification when on the premises and wear a face covering.
- Whenever possible, visitors should make an appointment or obtain authorisation from the principal/relevant staff member/management team/reception in advance. At the discretion of the principal/management team, such prior authorisation may be required.
- The staff member receiving the Visitor is responsible for ensuring the Visitor is aware of the fire and evacuation procedure for the premises should the alarm sound during the visit. The Visitor should be made aware of their nearest emergency exit and assembly point. The visitor should also be aware of our school COVID-19 procedures.
- Visits may be prohibited at certain busy times if preparation for school events or staff meetings are being conducted.
- All school visitors must comply at all times with school policies, administrative rules and school regulations.
- The principal/management has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the activities of staff or students. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary
- Garda Clearance may be required for those visiting the school such as Guest Speakers, non-staff (visiting) Coaches/Instructors, Volunteers, and Contractors.
- Visitors will use the utmost caution when driving near or on the premises. Regard should be given at all times for staff and student safety in the external walkways of the premises. Visitors are not permitted to park on the school premises.

### **4.6 CONTRACTORS**

Contractors who undertake work for Enfield Community College must be competent for the tasks they are expected to undertake. Therefore, prior to engaging the services of a contractor, Enfield Community College will comply with LMETB's Safe Systems of Work guide. [LMETB's Contractors Handbook](#), [Work Permit](#) and [Method Statement](#) are

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available for download on SharePoint and also at **Appendix 3** of this document.

The following is an example of how to assess contractors but will vary depending on different circumstances and additional information may be required.

### **Low Risk / Short Duration Task**

- Proof of identification and qualifications e.g photo card ID
- Proof of appropriate insurance
- Further controls as deemed appropriate
- Method Statement/Hot works permit where appropriate



### **Medium to High Risk Task**

- Copy of Safety Statement / Risk Assessment
- Completion of site-specific Method Statement/Hot works permit where appropriate
- Proof of staff training and competency
- Proof of insurance cover
- Further controls as deemed appropriate by all parties

All contractors **must** complete and supply the required documents prior to engagement (before the task has commenced or finished). Failure to supply the documentation and additional site specific information pertaining to the works prior to engagement will be considered a cause for concern and it may be necessary to seek advice or references.

There must be adequate communication between Enfield Community College, the contractor and the Buildings Office (if necessary) to ensure that works are carried out in a safe manner.

The contractor should make themselves familiar with this Safety Statement and risk assessments, and any health and safety/fire safety information that is appropriate or relevant.

The work undertaken by the contractor should be carried out according to the terms of the contract and where applicable the safe working conditions agreed prior to the commencement of any work. If changes are required during the course of the work, then management at Enfield Community College should be notified in advance. Adequate supervision will be given throughout the project.

Enfield Community College **will be responsible for:**

- The environment, the workplace, their equipment, employees and occupants.

**The Contractor will be responsible for**

- The job, their equipment, the health and safety and conduct of their employees.

## Safety Statement – Enfield Community College

**For large construction works, the E.T.B may appoint a Project Supervisor where:**

- there is more than one contractor involved
- the work is scheduled to last 30 days
- there is a significant risk involved

If the construction works are scheduled to last more than 30 days, there is an obligation to notify the Health and Safety Authority via an **AF1 form**. The Principal/Management team will seek advice from the Buildings Officer where this may apply. The form is available on [www.hsa.ie](http://www.hsa.ie).

### **4.7 SAFETY REPRESENTATIVE**

Enfield Community College recognises as per Section 25 of the Safety, Health and Welfare at Work Act 2005, that employees are entitled to elect a fellow employee as a safety representative. The elected staff member will represent fellow employees on safety, health and welfare issues within the workplace.

The Safety Representative for Enfield Community College is Padraig Keenan. Management will support and make relevant communications with the safety representative.

**Duties of the Safety Representative include:**

- Investigating staff complaints in relation to Health, Safety and Welfare
- Making representations to the Health and Safety Authority Inspectors and accompany H.S.A Inspectors on site visits if requested. The Safety Representative may also be asked to accompany the H.S.A Inspector when carrying out an investigation following an accident on site. (This is at the discretion of the inspector).
- Communicating with the management team on any Health, Safety or Welfare matters within Enfield Community College.

Further information on the role of the Safety Representative may be found in the *Safety Representative Resource Book* and *Guidelines on Safety Representatives* which are available on [www.hsa.ie](http://www.hsa.ie)

# 5 RISK ASSESSMENT

Enfield Community College acknowledges that Risk Assessments are a mandatory process under the Safety, Health and Welfare at Work Act 2005. All activities in the workplace that could cause an accident or ill-health must be risk assessed. The process of risk assessment is straight forward and allows staff and management to identify hazards and deal with them effectively by implementing control measures, so hazards do not pose an unnecessary danger to any persons in the building. The purpose of risk assessment is to identify any evident risks at the time of the assessment; it is not to apportion blame or liability to those carrying out the risk assessment.

Completed risk assessments for Enfield Community College are included on appendix to this document. Our risk assessments have been completed using the interactive risk assessments available via the Health and Safety Authority (H.S.A) of Ireland templates available at [www.hsa.ie](http://www.hsa.ie) in the Education section.

Risk is identified and controlled by the following methods:

- **Step 1** – We identify the hazards
- **Step 2** – We assess the risk of injury in proportion to the hazard (High, Medium or Low)
- **Step 3** – We identify and implement the appropriate control measures to best reduce or eliminate the risk.
- **Step 4**: - The risk assessment and findings of the Risk Assessment are forwarded immediately to Management for follow up.
- **Step 5**: - The completed risk assessments are communicated to staff members via the Safety Statement. The risk assessments will be reviewed annually or revised as necessary if new equipment or systems are introduced, or if any significant changes occur within the premises.

Template Number 74 is the template used to risk assess in our school

## Safety Statement – Enfield Community College

| Hazard<br>s | Is the<br>hazar<br>d<br>prese<br>nt?<br><br>Y/N | Wh<br>at<br>is<br>the<br>risk<br>? | Risk<br>rati<br>ng<br>H =<br>High<br>M =<br>Medi<br>um<br>L =<br>Low | Control measures | Is this<br>control<br>in<br>place?<br><br>Y/N | If no,<br>what<br>actions<br>are<br>required<br>to<br>impleme<br>nt the<br>control? | Person<br>respon<br>sible | Date<br>action<br>complete<br>d |
|-------------|---|------------------------------------|--|------------------|---|---|---------------------------|---------------------------------|
|             |   |                                    |  |                  |   |   |                           |                                 |
|             |   |                                    |  |                  |   |   |                           |                                 |
|             |   |                                    |  |                  |   |   |                           |                                 |

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

**Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_ Date: / /

### **The persons responsible for conducting risk assessments in each area of activity of the school are:**

| <b>Area/Activity</b>           | <b>Person responsible</b> |
|--------------------------------|---------------------------|
| Art Rooms                      | Art Teachers              |
| Technology rooms               | Technology teachers       |
| Science labs                   | Science teachers          |
| PE/Sports Equipment/Goal posts | PE teachers               |
| Trips/Tours/Off site activity  | Organizing teacher(s)     |
| Home Economics room            | Home Economics Teachers   |
| General Classrooms             | Classroom Teacher         |

## Safety Statement – Enfield Community College

|                           |                    |
|---------------------------|--------------------|
| Maintenance (General)     | Caretaker          |
| Staff room                | Caretaker/Cleaners |
| Workplace stress/Bullying | Senior management  |
| First Aid/Fire            | Senior management  |
| Cleaning                  | Caretaker/Cleaners |
| Canteen                   | Canteen staff      |

## 6 EMERGENCY PROCEDURES

The following includes Enfield Community College plans, procedures and information for the following areas:

- **Critical Incidents**
- **Fire Safety**
- **First Aid**
- **Accident/Incident/Near Miss and Dangerous Occurrences.**

### 6.1 CRITICAL INCIDENTS

The staff and management of Enfield Community College have formulated a number of policies and procedures to be followed with a view to ensuring the physical and psychological safety of both staff and students, and the creation of a supportive and caring ethos in the school, in ordinary time as well as in the event of a critical incident. Such policies include the school's Admissions Policy; its Pastoral Care Policy; the Special Education Needs Policy; the school's Child Protection Policy; the Anti-Bullying Policy; the Health and Safety Policy and the school's Code of Behaviour. The staff and management have established a Critical Incident Management Team (CIMT) to steer the development and implementation of the plan. **This can be found on the school website under our school, school publications and critical incident policy.**

The members of the CIMT are:

Principal, Deputy Principals, Guidance Counsellors, Wellbeing Coordinator of year groups, Tutor, SEN Coordinator, SPHE Coordinator, The School Secretary, The Critical Incident Management Team may co-opt other members of staff to assist them, should they deem it necessary. The Principal will act as Team Leader or in his absence the Deputy Principal.

### 6.2 FIRE SAFETY and EMERGENCY EVACUATION

Louth and Meath Education and Training Board (LMETB) and Enfield Community College recognises the serious potential damage and harm that fire can cause and acknowledges its duty of care as the owner/occupier of the Enfield Community College under the Fire Services Acts 1981 & 2003, to provide and maintain appropriate fire-fighting and detection equipment, to provide and practice a safe means of evacuation for all occupants of the premises.

Management will do this by:

## Safety Statement – Enfield Community College

- Ensuring emergency exits, fire doors, emergency lighting, assembly points and equipment such as fire extinguishers are kept clear of obstruction and easily accessible at all times.
- Ensuring staff are aware of their obligations to report defects immediately for maintenance.
- Ensuring sufficient fire-fighting and detection equipment is supplied and maintained throughout the premises in accordance with fire regulations. Records will be kept of the servicing in the Enfield Community College Fire and General Register and retained in line with LMETB's Records Retention Guide.
- Ensuring that staff are aware that they should **only ever** use and remove Fire-fighting extinguishers from their original brackets for use in emergencies only. The use of fire extinguishers for means other than fire-fighting is prohibited – e.g. using the canister as a doorstopper!
- Ensuring that Students and Employees are aware of the dangers of tampering with Fire-fighting and detection equipment, and a no tolerance approach enforced to prevent the misuse of such items which could potentially result in endangering the lives of staff and students.
- Ensuring competent electricians maintain and service electrics. Fuel tanks and boiler rooms are serviced by professionals. Electric panels, boiler rooms and fuel tank areas are kept clear of combustible and highly flammable items.

In addition to our Fire and Emergency Evacuation Plan found at **Appendix 1**, the following information is provided:

### 6.2.1 FIRE WARDENS

The Fire Wardens for School/College/Centre Name are:

| Name              | Location                                    |
|-------------------|---|
| Rebecca Kenneally | Science Block 2<br>or block 4<br>classrooms |
| Amie Robinson     | Block 1                                     |
| Gerard Larkin     | Technology<br>Block 2                       |
| Padraig Keenan    | Technology<br>Block 2                       |
|                   |   |



## Safety Statement – Enfield Community College

The list of Fire Wardens is also available in common areas around the building and at reception. The above Fire Wardens will be given adequate Fire Warden Training through the provisions available on Office of Government Procurement (OGP) Health and Safety Framework.

### **Duties of the Fire Wardens:**

- Assisting Management in the development and implementation of the Fire and Evacuation Emergency Plan for the building to include consideration for any persons within the building with mobility issues, disabilities or visual impairment. (referring to the guidance given by the N.D.A).
- In consultation with Management, the scheduling and conducting of Fire Drills which will occur at least 2 - 3 times per year. One drill to be unannounced to ascertain the responsiveness of staff and students in an emergency situation and the adequacy of the designated assembly points.
- Ensuring records are kept of the Fire Drill in the General Fire and Safety Register.
- Day to day Fire Safety awareness around the building, ensuring any noticeable fire hazards, obstructions to Fire doors, fire-fighting or detection equipment and general defects are reported to Management for immediate attention.

### **In an emergency the Fire Wardens will:**

- Check to see if the emergency services have been called and follow the Fire and Evacuation Plan for the building. If a fire is significantly small enough, they may, having been trained in the use of Fire Extinguishers, attempt to extinguish a fire if they feel confident to do so. It is important that the correct type of extinguisher is used.
- Alert occupants that an evacuation is taking place and sweep their designated areas ensuring that all persons are safely guided out of the building to their assembly point. The Fire Warden when finished sweeping an area will close all doors behind them on exit, noting the areas that they have checked.
- Fire Wardens should ensure that the evacuees remain at their designated assembly point (if safe to do so), without causing obstructions. If the assembly poses a risk, the Fire Wardens will raise this, and any other concerns with the emergency services.
- The Fire Wardens will assist Management in conducting a roll call, alerting the emergency services to any missing persons thought to be still inside or missing.
- One Fire Warden will ensure the roadway and immediate entrance to the building is kept clear of people and obstructions in order for the safe and unrestricted entrance of emergency vehicles. The fire warden will brief the emergency services with details

## Safety Statement – Enfield Community College

of areas swept, chemicals contained within the building, and the possibility of any missing persons.

### **6.2.2 FIRE PRECAUTIONS**

As advised in the Fire and Evacuation Plan, employees must familiarise themselves with the following as soon as possible:

- General layout of premises.
- The location and operation of firefighting/fire detection equipment such as fire extinguishers, hoses and break glass units where fitted.
- The location and operation of emergency exits.
- The correct action to be taken on hearing the fire alarm sound.

Employees should observe in addition to above, the following rules to reduce the likelihood and possible consequences of fire:

- Ensure that emergency exits and emergency equipment and lighting are **never** blocked or obstructed and are fit for use at all times.
- Ensure that all fire/emergency doors are never fixed in an open position unless they are automatic.
- Ensure that any faults in electrical equipment, gas, appliances or any emergency equipment is reported immediately to Management.
- Observe no smoking/naked lights policy on school campus.
- No work should be completed involving any fire hazard without permission of management and assessment of the risks prior to work commencing.
- All electrical items should be operated in accordance with manufacturers recommendations
- Any smoldering material should be appropriately extinguished prior to disposal.

### **6.2.3 CALLING THE FIRE BRIGADE**

- **Do not** assume someone else has made the call.
- DIAL **112 OR 999** ASK THE OPERATOR FOR THE FIRE BRIGADE.
- Speak in a clear calm voice and **give the location** of the Fire, **Eircode** if possible, **the**

## Safety Statement – Enfield Community College

**nearest landmark or road** and any other information necessary.

- If possible give the operator a mobile phone contact number so they can call you back away from the fire, to confirm details without putting yourself in danger.

### **6.2.4 FIRE/EMERGENCY EVACUATION PLAN**

Enfield Community College is committed to performing at least 2 Fire Drills per year (at least one planned and one unannounced). These Fire Drills will be documented in the Fire and Emergency General Register and retained as per LMETB's Records Retention Schedule.

Our Fire and Emergency Evacuation Plan details the escape procedures for the occupants of this Enfield Community College in the event of an emergency. The plan includes escape methods for occupants with mobility issues. It provides clear and concise instructions on what to do in the event of an emergency e.g. how to raise the alarm, the role of the fire wardens, the locations of firefighting equipment, the location of emergency exits and assembly points.

A copy of Enfield Community College fire safety plan is available at **Appendix 1**.

### **IMPORTANT INFORMATION!! – PLEASE NOTE:**

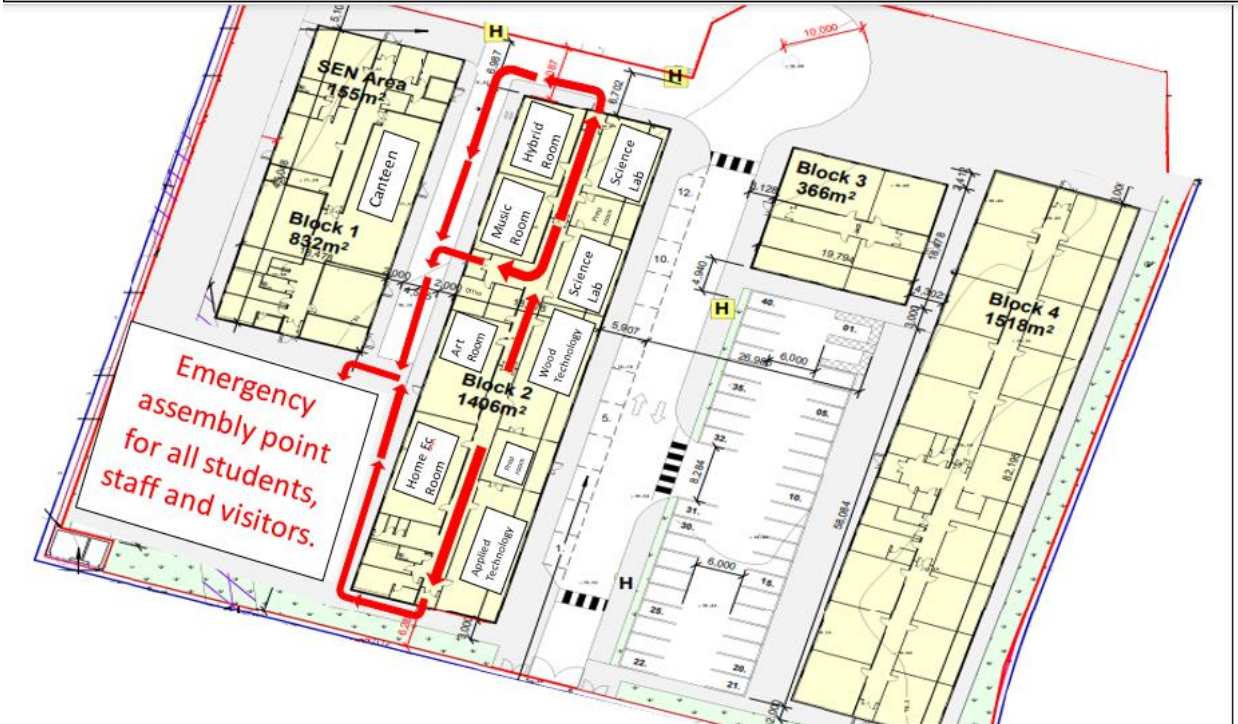
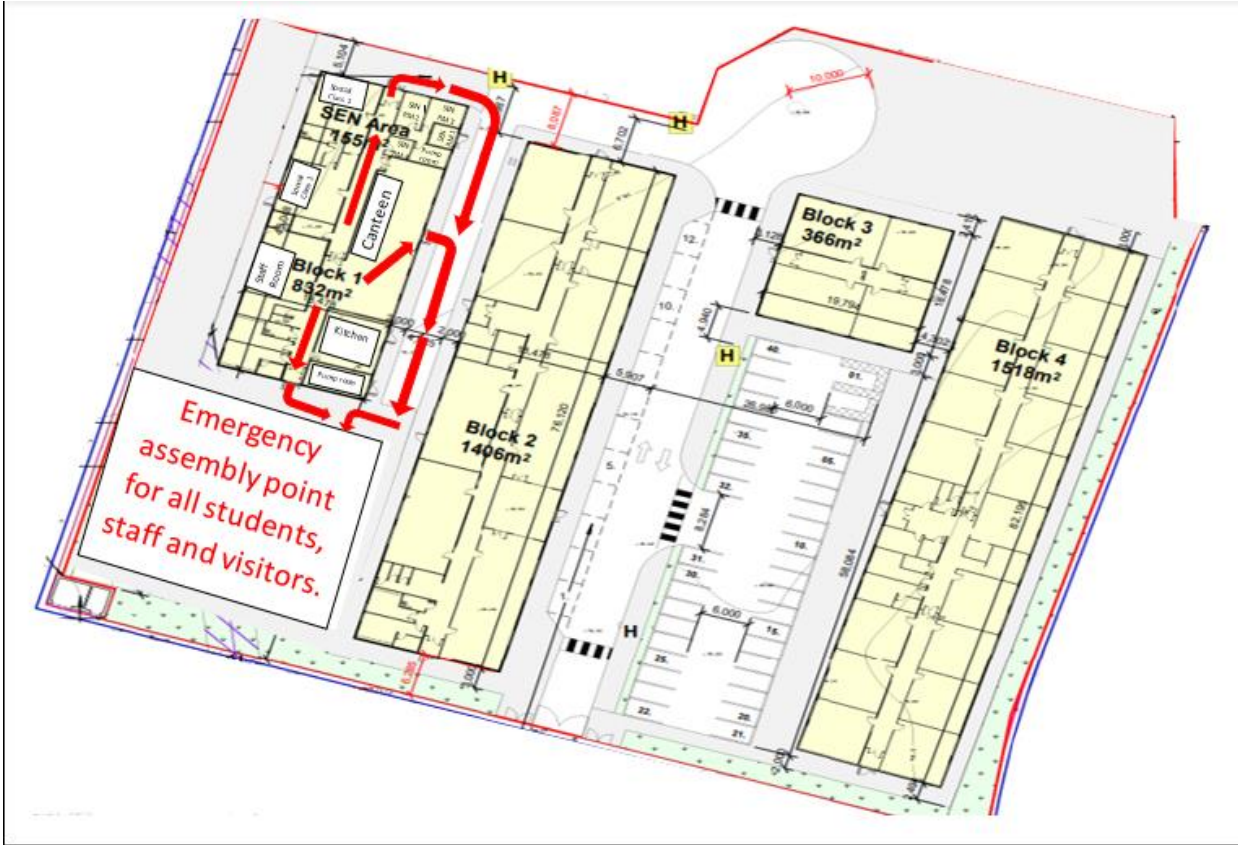
- Fire doors in this building are identifiable by emergency exit signage.
- The Emergency Lighting in this building is identifiable by green emergency exit signs located at each exit and at the end of the halls.
- to assist occupants with their escape, we have Directional Emergency Exit Signage located at various points of the building. This signage is identifiable by the following.



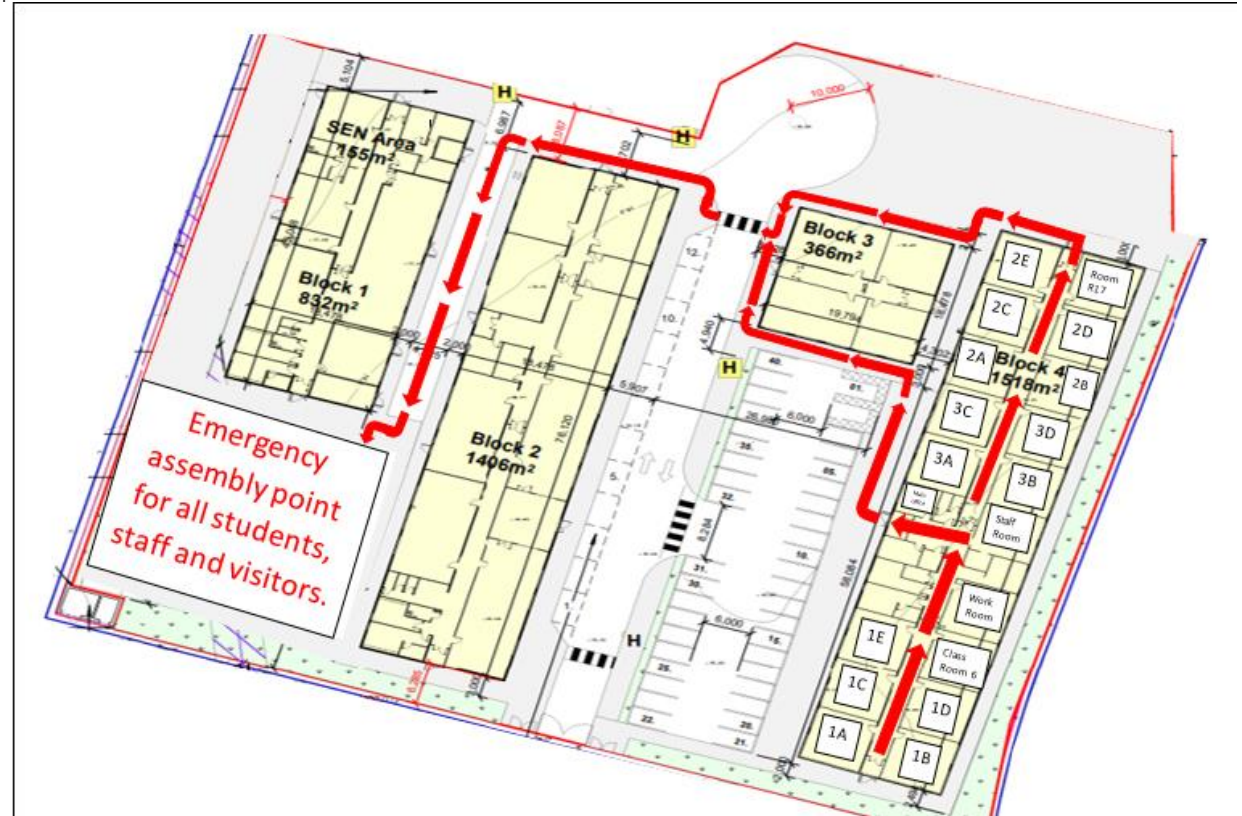
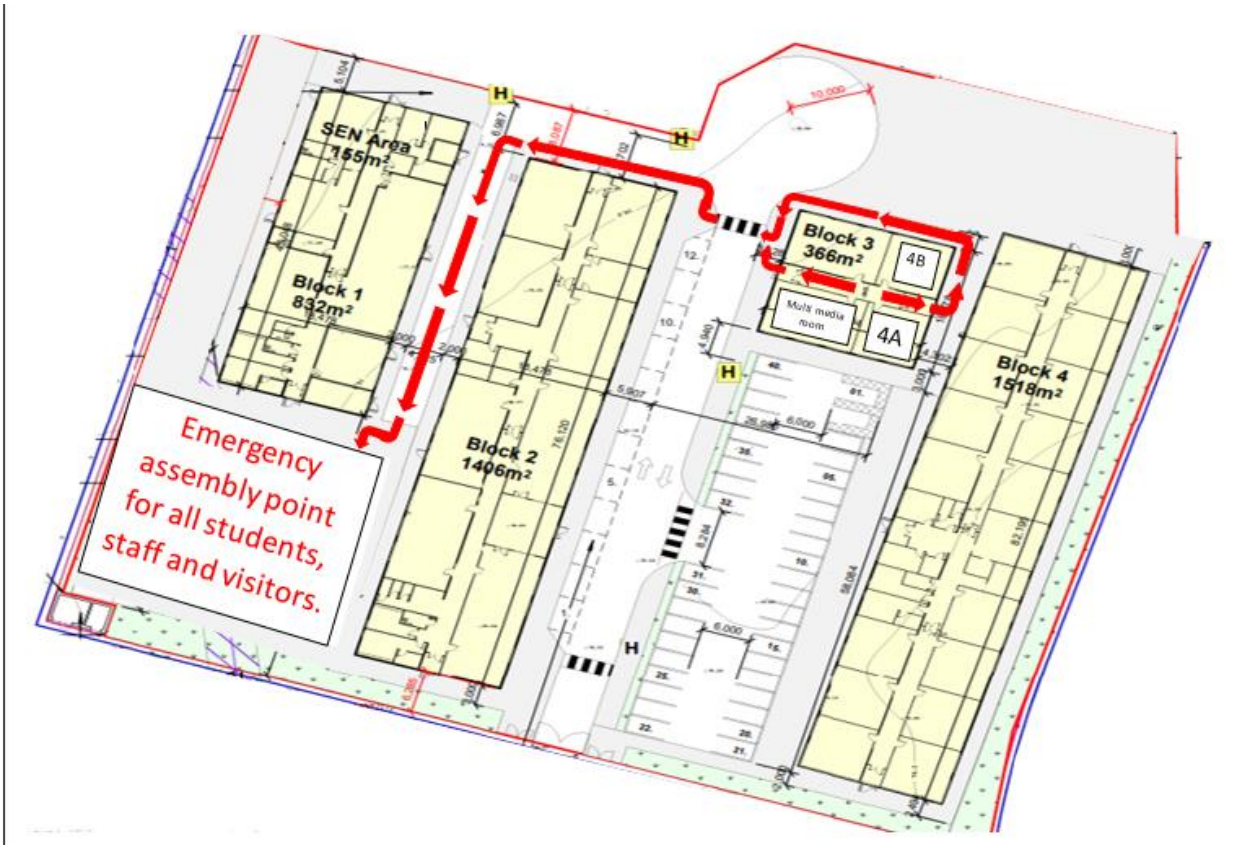
- On escape, occupants must gather at the designated assembly points located at the side of the school under the sign that states assembly point. Our Fire and Emergency Assembly points are recognisable by

# Safety Statement – Enfield Community College

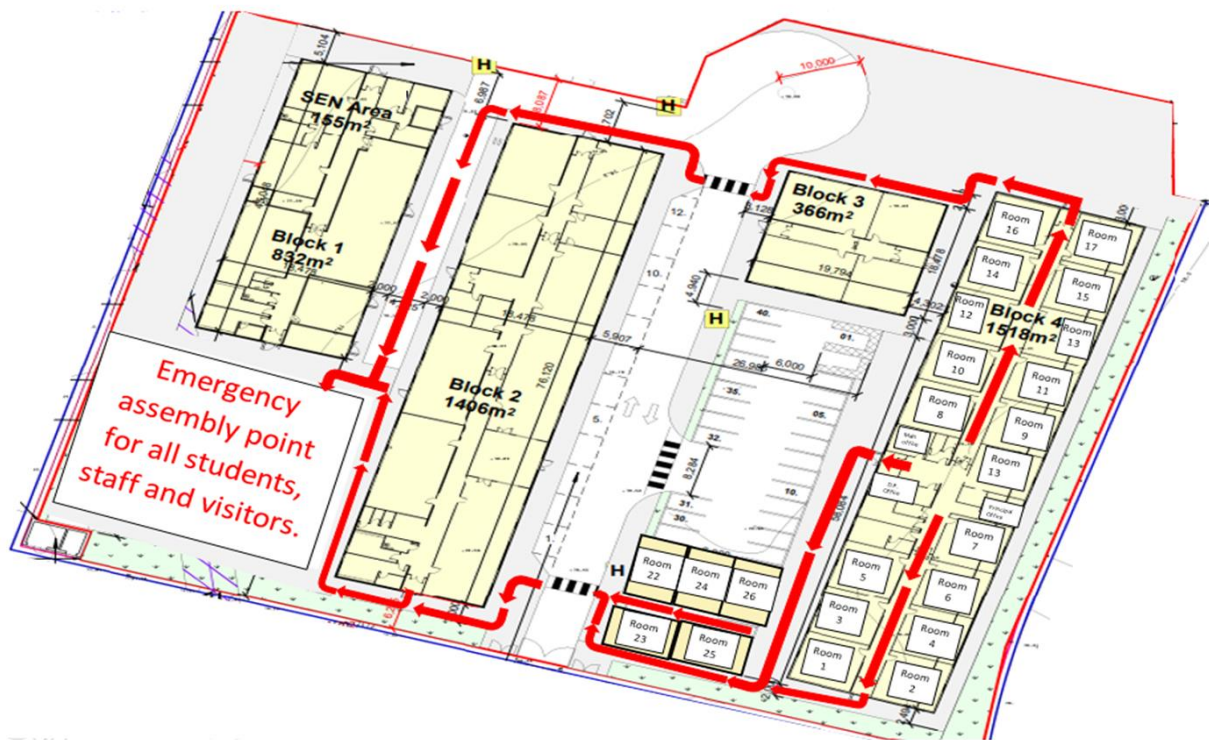
Assembly point



# Safety Statement – Enfield Community College



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### Employees - What should you do if evacuation is required?

- Raise the alarm or yell 'Fire' to alert colleagues until you reach a method to raise the alarm
- Teachers with students present should follow the plan in place for safely evacuating the students from the classrooms.
- Open the nearest emergency exit in your vicinity and direct people towards the exit. Try to keep calm and **WALK** briskly (**do not run or encourage others to run!**) to the nearest exit and Assembly Point
- Do **NOT** delay to pick up personal belongings, nor should you try to re-enter the building for these items. This could hinder evacuation of the building and put not only your own life in danger but also the lives of others.
- In the absence of Fire Wardens, **and only if it is safe to do so**, ensure all areas (i.e. toilets, offices etc...) are quickly scanned for occupants as you make your way along the corridor to the exit.
- Obey the instructions of the Fire Wardens and the Emergency Services on site.
- Stay at the assembly point, encourage others to avoid obstructing the safe means of passage for access by the emergency services.

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- **DO NOT OBSTRUCT SAFE MEANS OF PASSAGE BY CONGREGATING NEAR EXITS.**
- Comply with any roll call / head check to establish that all persons are identified and present.
- If you are a Tutor you are required to take the roll and hand it back to your year head. (Any persons suspected to be missing must be reported to the Fire Wardens and emergency services immediately.)
- **Remember!** Stay at the assembly point and follow instructions from the emergency services/management/fire wardens. Do NOT re-enter the building until authorized to do so by the emergency services/ management/Fire Warden Team.

### **Fire Extinguishers – Suitability**

- It is important to be aware of the suitability of fire extinguishers to a specific fire type. For example, the incorrect use of water or foam fire extinguishers on electrical fires, could result in electrocution.
- **Employees should only attempt to use a fire extinguisher if they have been formally trained to do so, or have a good understanding of the categories of fire extinguisher and feel confident in their ability to do so.** Fire warden training will provide guidance on extinguishers. You should register your interest in completing fire warden training with management.
- The suitability and selection of fire and emergency equipment for the building will be made in consultation with a competent fire consultant/advisor/company. The details of the service provider will be displayed on the canister along with the service history. Canisters must not be removed from their designated bracket, and canister information displayed above.
- Please see image below:



## 6.2.5 First Aid



**The First Aiders for School/College/Centre Name are:**

| Name                 | Location                 | Contact No  |
|----------------------|--------------------------|-------------|
| 1. Padraig Keenan    | Technology Rooms         | 0857087555  |
| 2.                   |                          |             |
| 3. Gordon Mc Donnell | Deputy Principals Office | 086 0635718 |
| 4.                   |                          |             |
| 5.                   |                          |             |
| 6.                   |                          |             |
| 7.                   |                          |             |
|                      |                          |             |

The names and contact details of our First Aid Responders (F.A.R's) will also be displayed in general areas of the building and in reception. First Aid responders will refresh training and certification as necessary.

**! When an injury occurs on site, the First Aiders should be contacted immediately to provide assistance.**

**First Aid supplies are provided as per H.S.A requirements and can be found in the following locations:**

- First Aid Kit in Staffroom
- Receptions
- Principals Office
- Science Labs
- Home Economics rooms
- Wood technology rooms
- Art rooms
- Canteen Kitchen

**The location of the First Aid supplies is also identifiable with signage such as:**

## Safety Statement – Enfield Community College



### **The first aid box will be checked and replenished by:**

- **Padraig Keenan, Gerard Larkin**

The first aid box will be checked on a Monthly basis. If items that require re-stocking in the interim should be notified to the staff members listed above.

**Please note:** The content of the first aid box is essential for use as the first provision of aid in emergencies/injury. The contents should not be used for ongoing non-emergency personal use.

### **First Aid Room:**

Our First Aid room can be located in Block 4 reception.

### **As per legislation requirements our First Aid room is:**

- Under the control of management and the first aiders in the building
- Has space for a couch, chair, and enough space for persons to adequately assist and injured person
- Has an access door adequate for entry of an ambulance trolley, stretcher or wheelchair
- Has relevant signage on the door
- Has all required first aid supplies and equipment

### **• The minimum facilities provided in our first aid room as per legislation are:**

- Sink with constant supply of hot and cold water
- Drinking water with disposable cups
- Space suitable for storage of first aid supplies, equipment and materials
- Smooth top working surfaces
- Soap, Paper Towels and suitable refuse containers with disposable plastic linings
- Chair/trolley with waterproof surface and frequently cleaned pillow and blankets
- Bowl or basin and PPE for first aiders
- Enter all episodes in to the first aid record book/accident book

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### First Aid Supplies: H.S.A

The diagram below details the requirements of a First Aid Box as per H.S.A. recommendations:

| Materials  | First-Aid Travel Kit Contents | First-Aid Box Contents |                |                             |
|--|-------------------------------|------------------------|----------------|-----------------------------|
|  |                               | 1-10 persons           | 11 -25 persons | 26-50 persons* <sup>1</sup> |
| Adhesive Plasters  | 20                            | 20                     | 20             | 40                          |
| Sterile Eye Pads (No. 16) (bandage attached)   | 2                             | 2                      | 2              | 4                           |
| Individually Wrapped Triangular Bandages   | 2                             | 2                      | 6              | 6                           |
| Safety Pins  | 6                             | 6                      | 6              | 6                           |
| Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)          | 1                             | 2                      | 2              | 4                           |
| Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)           | 1                             | 2                      | 6              | 8                           |
| Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5 cms) | 1                             | 2                      | 3              | 4                           |
| Individually Wrapped Disinfectant Wipes  | 10                            | 10                     | 20             | 40                          |
| Paramedic Shears   | 1                             | 1                      | 1              | 1                           |
| Pairs of Examination Gloves  | 3                             | 5                      | 10             | 10                          |
| Sterile water where there is no clear running water ** <sup>2</sup>                          | 2x20 mls                      | 1x500 mls              | 2x500mls       | 2x500mls                    |
| Pocket Face Mask   | 1                             | 1                      | 1              | 1                           |
| Water Based Burns Dressing Small (10 x 10 cms) *** <sup>3</sup>                              | 1                             | 1                      | 1              | 1                           |
| Water Based Burns Dressing Large *** <sup>3</sup>  | 1                             | 1                      | 1              | 1                           |
| Crepe Bandage (7cm)  | 1                             | 1                      | 2              | 3                           |

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

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

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



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### **First Aid Responder requirements:**

The following table sets out the recommended minimum requirements for occupational first aiders within the workplace as per the General Application Regulations 2007:

| Type of Workplace   | Maximum number of employees present at any one time | Number of Occupational First-Aiders                       |
|---|---|---|
| Factories, Construction Sites, Surface Mines and Quarries | Up to 49  | 1 if Safety Statement Risk Assessment shows it necessary. |
|   | 50 to 149   | Minimum 1   |
|   | 150 to 299  | Minimum 2   |
|   | More than 300                                       | 1 extra for every 150 employees or part thereof           |
| Underground Mines   |   | 1 for every 10 employees or part thereof                  |
| Other Workplaces  | Up to 99  | 1 if Safety Statement Risk Assessment shows it necessary. |
|   | 100 to 399  | 1   |
|   | 400 to 699  | 2   |
|   | More than 700                                       | 1 extra for every 300 employees or part thereof.          |

Training for First Aid Responders will be provided through the Office of Government Procurement Health and Safety Framework. Volunteers are welcome, please contact Management.



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### 6.2.6 Accidents and Dangerous Occurrences:

Enfield Community College endeavors to provide a safe working and study environment for all. However, should an accident, near miss or dangerous occurrence take place during work or school activities, the information below sets out clearly how Enfield Community College will respond, investigate and report the incident to all relevant parties.

For information please note:

- Our Accident/Incident book can be located at reception.
- LMETB's Accident Report Form can be obtained from Sharepoint in the Health and Safety section, from the Insurances Office in LMETB HO or at **Appendix 2**

### Definition of Incidents

- An **Accident** is an unplanned and undesired occurrence/incident, which results in an injury to those involved.
- A **Dangerous Occurrence** does not result in injury but does cause serious damage to property (physical surroundings) and can have serious consequences to the health and safety of people and the environment. (e.g. collapse of scaffolding or power lines)
- A **Near Miss** is when an accident nearly occurs, but does not. There is no damage to people/the environment/equipment. It is however very important to report near misses to management, as they indicate the possibility of an accident occurring in the future.
- A **Critical Incident** is an event outside of the range of normal experience, which is sudden and unexpected, and involves the perception of threat to life or can include elements of physical and emotional loss. (e.g. explosion, death of an employee or student)

### Accident Recording and Reporting

The purpose of accident investigation **is not** to apportion blame, but to investigate events to determine the causes and prevent reoccurrence. School/Centre will retain a copy of all evidence and reports in a relevant secure filing system as per the ETB retention guidelines. The school may be asked to produce a copy of this report by insurers etc.

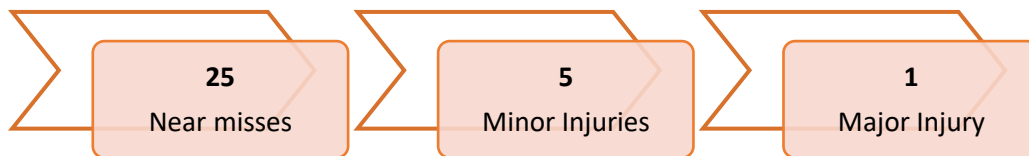
All incidents must be in the first instance recorded on the Enfield Community College accident/ Incident record book. As mentioned above, the Accident/Incident book can be found at reception.

## Safety Statement – Enfield Community College

The incident/accident/injury must also be reported to the Insurances office in LMETB HO. An LMETB Accident/Incident form (**available at Appendix 2 and on SharePoint**) **must** be completed, and an investigation undertaken, regardless of how significant the accident/incident may appear.

Near misses and dangerous occurrences can indicate the possibility of a much more serious accident occurring at a later date. For this reason, we ask employees to report these to management in order to place sufficient control measures in place.

The diagram below gives an example of how a near miss could eventually build up to one major injury:



### Reporting to the Health and Safety Authority (H.S.A)

Management acknowledges that the following types of Accidents **must** be reported to the Health and Safety Authority (H.S.A) of Ireland.

Reporting will be done by completing an online **Incident Report Form IR1** (via [www.hsa.ie](http://www.hsa.ie) – [Report an Injury online](#) ).

- The death of any employee/student, which was caused by an accident during the course of their duties/studies.

- An injury to an **Employee** which (**all 3 to criterion to be met**):

1. was sustained whilst performing a task as part of their work duties (e.g. not lunch time)
2. required medical treatment from a qualified medical practitioner e.g. paramedic, GP, A&E dept. (first aiders are not medical practitioners).
3. resulted in the employee's absence: The employee was unable to perform their duties for three or more consecutive calendar days due to the injury sustained\*.

(\*This is not inclusive of the day of the injury and includes Saturdays and Sundays. If the employee was injured on Friday but would not have been able to perform their duties had they needed to on Saturday and Sunday – this is included)

- An injury to a **Student** which:

1. was sustained in the course of performing a task relating to their studies, or an activity

## Safety Statement – Enfield Community College

at the express instruction from the Enfield Community College (e.g. not lunch time or voluntary extracurricular activity)

2. required medical treatment from a qualified medical practitioner e.g. paramedic, GP, A&E dept. (First aiders are not medical practitioners).
3. resulted in student's absence regardless of how long: The H.S.A has indicated that serious injury sustained by a student should be reported regardless of the length of absence.

- A (a) death or an (b) injury that requires treatment by a registered medical practitioner, which does not occur while a person is in the workplace, but is related to a work activity or the workplace. (e.g. Driving for Work). Deaths or injuries caused by non-workplace related medical treatment (e.g. surgery or medication) do not need to be reported.

- A road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.

- A road traffic accident causing injury or death to an employee/student as a result of construction work on or adjacent to a public road.

- Additionally Dangerous Occurrences must be reported to the Health and Safety Authority by completing **Incident Report Form IR3** (via on-line @ [www.hsa.ie](http://www.hsa.ie)) e.g. collapse of scaffolding, fallen power lines.

### **Accident/Incident – What to do!**

- Before touching or approaching the injured person make sure it is safe to do so and you are not putting yourself in any danger.
- Always isolate electricity where there is a danger of electric shock
- Get immediate First Aider assistance, and ask for the Internal Health and Safety Appointee Management to be alerted immediately
- Use nearest available phone to contact the emergency services
- The Internal Health and Safety Appointee / Management will protect others by moving them away from the scene and cordon off location whilst first aid is being administered.
- Stabilise the scene and preserve any evidence (photos if possible), and minimise property damage.

## Safety Statement – Enfield Community College

- If serious damage has occurred, the area must be isolated immediately until made safe.
- If the incident involves chemicals, provide copies of the Safety Data sheets or Chemical register/inventory to the emergency services on arrival. This will inform the emergency services how to appropriately prepare for the response (adequate PPE etc.).
- The person who witnessed the accident should give as many details as possible to the emergency services, and as soon as reasonably possible record the details in writing.
- An immediate investigation should take place by Padraig Keenan to prevent recurrence.
- If it is possible and if it has been requested from the injured person, contact family member's/support persons.
- Notify the incident to the CES section of Abbey Road (Insurances Officer) as soon as possible, and forward any supporting accident/incident report. C.E.S will then follow up with IPB and the ETB H&S office.
- Notify the HSA if emergency/accident/is deemed reportable as soon as possible.
- Report the incident to the Board of Management if necessary.
- Retain all documentation in relation to incident securely and as per the ETB records retention policy



### **Conducting an investigation – some guidance!**

- Emphasis should be placed on gathering facts; not the apportion of blame.
- Ensure access to the scene is restricted and inspect the accident site before any changes occur. Preserve essential and critical evidence such as faulty equipment.
- Take photographs and/or make sketches of the accident scene where possible avoiding faces or identifiable features of the injured party (unless consent is given).
- Interview the injured employee and witnesses as soon as possible after an accident. Take note of pre-accident conditions, the accident sequence, and post-accident conditions.
- Document the location of accident, witnesses, equipment, and hazardous materials.
- Ask *who, what, when, where, and how* during interviews and **AVOID WHY!**
- Ask all questions in a logical sequence and do not comment on liability or fault as to do could so will hinder the investigation.
- Listen for clues surrounding the conversation around you, unsolicited comments are

## Safety Statement – Enfield Community College

often invaluable.

- Remain completely objective during interviews and in documentation – no opinions, **just the facts.**
- Keep complete and accurate notes of all interviews, documentation.
- Ensure completed Accident and Witness forms are completed and signed.
- Forward all documents to Management for immediate appropriate follow up.

## ACCIDENT / INCIDENT MANAGEMENT SUMMARY

- ✓ INFORM MANAGEMENT IMMEDIATELY
- ✓ INVESTIGATE ALL ACCIDENTS/INCIDENTS
- ✓ RECORD ALL ACCIDENTS/INCIDENTS IN THE ACCIDENT INCIDENT BOOK
- ✓ REPORT ACCIDENTS/INCIDENTS TO MANAGEMENT WHO WILL FORWARD TO H.O AND/OR HSA
- ✓ TAKE ACTION TO PREVENT REOCCURRENCE
- ✓ COMMUNICATE APPROPRIATE FINDINGS TO ALL RELEVANT PERSONNEL.



### **In Case of Emergency (I.C.E) – Who is your contact?**

**Do you know** that most mobile phones have a setting that allows you to display the telephone number of a person that you may wish colleagues or paramedics to contact in an emergency situation? This feature allows you to display the name of the person (most choose 'I.C.E') and the telephone number to be dialed on your phone screen at all times, even when the screen is locked! Please Google ICE and your phone model/make to find out how to do this on your own phone.

**Remember!** Enfield Community College retains contact numbers for Students in an emergency – but what about you as a staff member? If you do not wish to avail of this feature, please entrust a colleague with information that could be vital in an emergency (e.g. contact/medications/allergies etc.)



# 7 INSTRUCTION, TRAINING AND SUPERVISION

**Please note:** It is our obligation as a Public body to procure employee training through the Office of Government Procurement (OGP) Health and Safety Framework. If any of the items available on the framework are not suitable at any time, the Management team will contact the Procurement office for advice.

Louth and Meath Education and Training Board with Enfield Community College ensures compliance with Section 10 of the Safety, Health and Welfare at Work Act 2005 in providing appropriate and relevant training to our employees. We will:

- Provide employees with appropriate induction training and other specific training which will assist them carry out their work tasks in a safe manner.
- Ensure through risk assessment that employees are made aware of the hazards and risks which they are likely to encounter, and are made aware of safety precautions necessary prior to commencing work activities, in so far as reasonably possible.
- Provide access to this Safety Statement and Risk Assessments.
- Continually review training requirements and ensure training is recorded and appropriate records kept securely and appropriately within the Enfield Community College. Training records are held securely on site and retained appropriately with reference to the ETB's retention Guide



## General Health and Safety Training Requirements

- In House Health and Safety Training (Safety Statement with induction training for specific tasks)
- Manual Handling Training (Supplier listed on the OGP H&S framework: all staff, with priority given to high risk staff members)
- Fire Warden (Supplier listed on OGP H&S framework: sufficient numbers of staff to assist with evacuation)
- Occupational First Aid (PHECC). (Supplier listed on the OGP H&S framework)
- Safety Rep Training for Safety Reps \*(if employees decide to elect same guidance will be sought)
- Further Training as required through the Office of Government Procurement (OGP Health and Safety Framework) or on the advice from the procurement office of LMETB.
- School/College will refer to the Education Section of the H.S.A website [www.hsa.ie](http://www.hsa.ie) for further guidance in relation to Health and Safety matters, risk assessments and

## Safety Statement – Enfield Community College

general applications.

# 8

## COMMUNICATION AND CONSULTATION

Louth and Meath Education and Training Board with Enfield Community College is committed to meeting our obligations under Section 26 of the Safety, Health and Welfare at Work Act 2005. Management will, in so far as reasonably possible, consult with the employees of Enfield Community College (and students if necessary) in developing measures to ensure the health, safety and welfare of all.

Furthermore, it is recognised by Management that employees and occupants of the building do have the right to be consulted in a timely manner about any measures, plans, activities or hazards that may affect their work environment, health, safety and welfare.

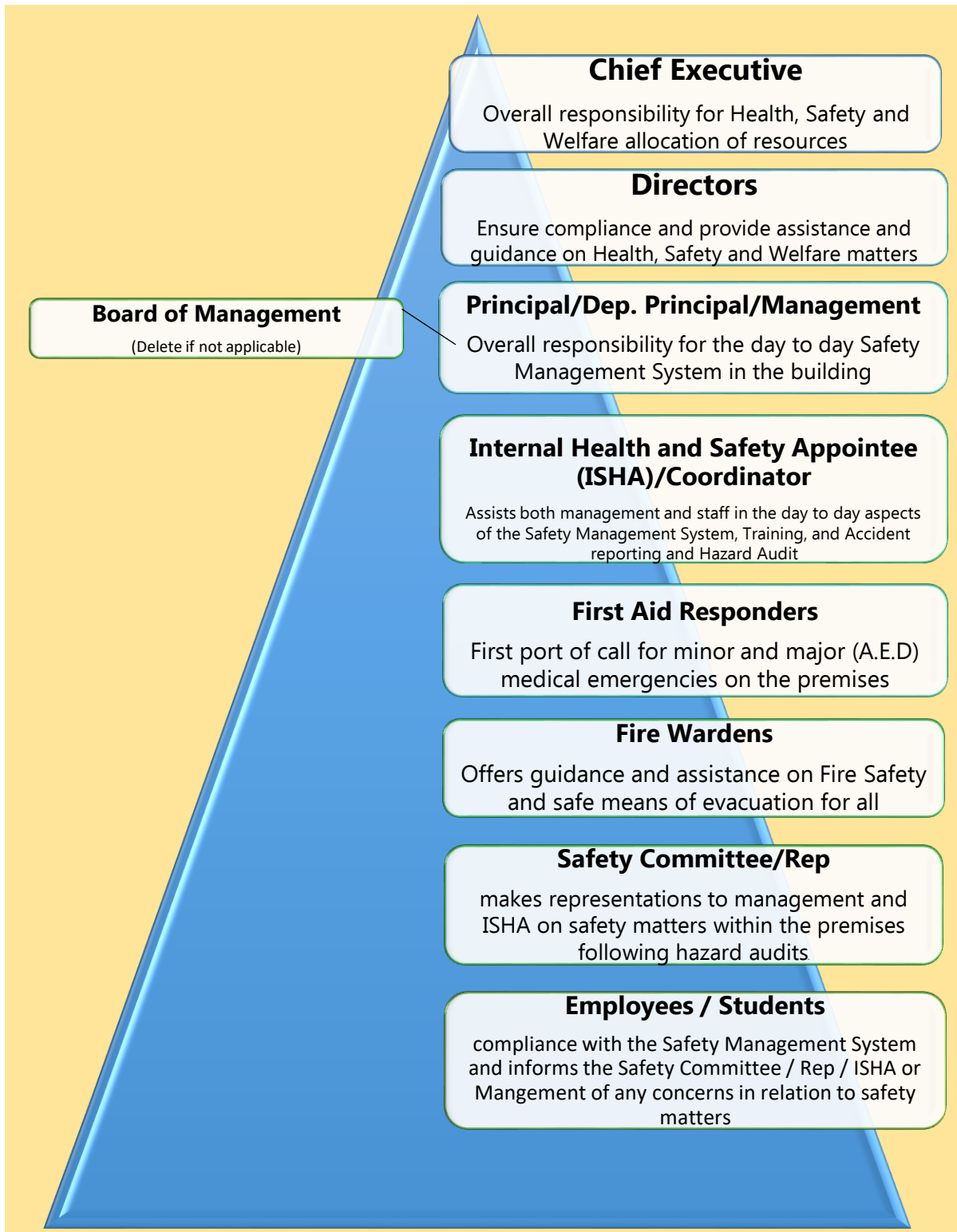
All employees and occupants of the premises are welcome to make representations to management outlining any concerns they may have in the area of Health, Safety or Welfare.

### **As part of the communication and consultation process, Management will:**

- Provide access to this Safety Statement and risk assessments electronically and via hard copy on request and keep these documents updated as necessary.
- Provide information on Safety Hazards at various points throughout the building via Safety Signage and written warnings for example:
  - Visitors notice – register at reception
  - Fire and emergency safety signage, notices, equipment and list of Fire Wardens
  - Classroom posters and signage in relation to Classroom safety
  - First Aid station points and list of First Aiders
  - Assembly point signage
  - Chemical Safety - written warnings, signage and appropriate storage
- Circulate and store (in an accessible electronic library e.g. SharePoint), Health, Safety and Welfare policies developed locally in the school and nationally via LMETB
- Welcome engagement with the Safety Committee or Safety Rep on any issues identified

## Safety Statement – Enfield Community College

### Channel of Communication and Consultation for Safety Matters:



Enfield Community College welcomes volunteers for Safety Committee, Fire Warden or Health and Safety Duties at all times. Please contact Shane Foley or Gordon Mc Donnell should you wish to volunteer.

# 9

## SAFETY AND WELFARE

Enfield Community College recognises our legal obligations to provide appropriate welfare and hygiene facilities to protect the safety, health and welfare of our employees/occupants. **LMETB provides an independent Employee Assistance Programme (E.A.P) for employees experiencing difficulties. For more information, please see information available at Appendix 10.**

### 9.1 Welfare facilities on site

The following welfare and hygiene facilities are provided for staff where practicable.

- Hygiene Facilities.
  - Clean Working Toilets and Wash Basins
  - Fresh Hot/Cold Running Water.
  - Soap / Anti Bacterial Spray and Hand Sanitizer
  - Paper Towels and lavatory supplies
  - Sanitation bins
- Canteen/Kitchen Facilities.
- Fresh Drinking Water.
- First Aid Supplies



Employees and Occupants should respect the facilities in place, and clean as they go where possible. Any concerns arising from the use of welfare and hygiene facilities at Enfield Community College should be reported immediately to the Internal Health and Safety Appointee or Management.

### 9.2 Personal Protective Equipment (P.P.E)

Enfield Community College fully complies with its obligation under the Safety, Health and Welfare at Work Act 2005 and Regulations 62 – 67 of the 2007 General Application Regulations to ensure that relevant Personal Protective Equipment (P.P.E) is issued to employees and students.

Wearing of P.P.E **must be enforced** and worn where required, if there is non-compliance with the issuing or wearing of P.P.E both management and employee are in clear breach of the legislation.

Employees/students refusing to wear P.P.E are not permitted to carry out the relevant tasks, and appropriate action will be taken by Management. If the employee/student

## Safety Statement – Enfield Community College

persists in refusing to use the designated P.P.E, then this action will be viewed as misconduct and a possible disciplinary procedure may be invoked.

### **The following must be taken into consideration when choosing P.P.E.**

- P.P.E must be suited to the risk involved
- The conditions of the place of work must be taken into account
- P.P.E must appropriate and comfortable for the employee
- Information on Safety Data Sheets is available at **Appendix 8**



### **MANAGEMENT RESPONSIBILITIES**

- It is the responsibility of Enfield Community College to provide adequate P.P.E where no other risk reduction steps are possible
- Enfield Community College will supply P.P.E to adequate standards, sizes and amounts as required and to fulfil our legal responsibilities under Health and Safety legislation
- Enfield Community College will ensure that all P.P.E which requires maintenance is maintained to an adequate standard and where damaged that it is immediately replaced
- Enfield Community College will ensure that the P.P.E provided is used in the appropriate manner

### **EMPLOYEE RESPONSIBILITIES**

- It is the responsibility of the employee to ensure that they comply with the safety instructions and PPE requirement as informed on safety signage, instructions on products and equipment and comply with any relevant safety data sheets. Employees should inform Management and order sufficient P.P.E for tasks, and plan ahead for tasks where possible.
- Where employees are provided with P.P.E for protection of their safety and health, it is their duty and responsibility to wear it and ensure it is kept in good condition and free from damage / defects caused by use or neglect.
- Any defects in P.P.E should be reported immediately to the Management of Enfield Community College, who will arrange for replacement P.P.E.

### **9.3 SMOKING IS PROHIBITED**



In accordance with Section 47 of the Public Health (Tobacco) Act 2002 (as amended), there is a strict No Smoking Policy with school premises. Enfield Community College will

## Safety Statement – Enfield Community College

comply also with **LMETB's Policy on the Use of E-Cigarettes on LMETB premises (available on SharePoint in the Health and Safety section).**

Any employee/student/visitor found smoking within this workplace premises will be subject to disciplinary proceedings/sanctions.

### **9.4 DIGNITY AT WORK**

Enfield Community College management team are committed to implementing and promoting measures to protect the dignity of our employees and to encourage respect for others at our place of work. **Please refer to LMETB's Dignity in the Workplace Charter, which can be found on SharePoint and at Appendix 4.**

Enfield Community College management team will not tolerate harassment, bullying or disrespectful behaviour by any one member of staff against another staff member or other occupant of this workplace for any reason. This policy's objective is to define workplace bullying, to promote awareness of the issue among staff and to provide an effective procedure for dealing with any allegations raised. The procedure for progressing complaints is also outlined and is based on the principle of fairness.

Enfield Community College management team wishes to emphasise that we are committed to promoting measures to protect the dignity of all members of staff and occupants of this workplace and would ask you to encourage an environment free from all kinds of bullying and harassment, and to respect the individual dignity of everyone who occupies this building on a daily basis.

**Workplace Bullying** is a form of harassment, it is unwanted and unwelcome behaviour and is best understood as a direct systematic attempt either by means of physical or psychological behaviour to undermine the employee's sense of value of his/her employment. It can be conducted by one or more persons against another or others at their place of work and/or in the course of their employment.

**Workplace Harassment** is any form of unwanted conduct related to any of the following grounds: - gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the travelling community. It can be perpetrated by management, fellow employees, students, suppliers or other business contacts. Harassment in any form is unacceptable and is a form of discrimination.

**Disrespectful Behaviour** is any form of behaviour which intentionally makes another person feel uncomfortable within the workplace environment and will not be accepted.

Workplace bullying/harassment undermines organisational performance by resulting in poor morale, higher absenteeism, reduced productivity and higher turnover of staff and

## Safety Statement – Enfield Community College

can seriously harm working conditions for staff. Harassment undermines the confidence and dignity of the individual affected by it.

Enfield Community College will comply also with the **Harassment and Sexual Harassment policy in place for LMETB**. This policy will be made available to all staff and is currently available under the Health and Safety Section of SharePoint.

### **9.5 MANUAL HANDLING AND DISPLAY SCREEN EQUIPMENT (D.S.E)**

**Manual Handling training will be offered to staff through the OGP Health & Safety Framework. In the interim, please note the following guidelines.**

Manual handling is the movement of loads, which due to the characteristics of the load or unfavorable ergonomic conditions may involve a risk of injury to the person, particularly back injury. The movement of a load can involve lifting, lowering, pulling, pushing, holding or carrying. Manual handling occurs in **all** workplaces to some degree. \*High Risk staff will be offered Manual Handling as priority.

**\*High Risk staff are those who lift heavy objects as part of their everyday duties e.g. Caretakers, Tech – Practical – Admin staff who lift heavy boxes files etc. Cleaners if employed by the School.**

Enfield Community College expects employees to follow the guidelines below to help prevent manual handling injuries. **N.B** Before engaging in manual handling activities, the risk of injury should be assessed. The H.S.A have a risk assessment template available for Manual Handling on [www.hsa.ie](http://www.hsa.ie) – Education.

#### **8 PRINCIPLES TO SAFE MANUAL HANDLING**

**STEP 1:** Stop and Assess E.g. Task, Individual, Load, and Environment.

From a personal perspective, always check the weight of every load, where in doubt and do not lift beyond your own ability.

**STEP 2:** Position the feet directly in front of the load, hip width apart for a balanced, stable base.

**STEP 3:** Adopt a good posture, bend the knees, keep your back straight, arms in line with trunk

**STEP 4:** Get a firm grip, under and around box.

**STEP 5:** Keep close to the load.

**STEP 6:** Lift smoothly

**STEP 7:** Turn with the feet, don't twist or turn.



## Safety Statement – Enfield Community College

**STEP 8:** Put down, then adjust if necessary, whilst ensuring you keep your back straight. If not possible, bend your knees.

**Display Screen Equipment (D.S.E)** focuses on how an individual manages their posture and welfare at their workstation. Please see **Appendix 5** for a checklist.

### **9.6 SENSITIVE RISK GROUPS**

The following type of groups are classified as sensitive risk groups under the General Application Regulations 2007 and special care and consideration should be given to the following groups as per the regulations. **Risk Assessments for the Enfield Community College will be completed using the H.S.A templates available for download and completion in the Education section of [www.hsa.ie](http://www.hsa.ie). A Pregnancy Risk Assessment is available in the Health and Safety Section of SharePoint.**

#### **9.6.1 PREGNANT EMPLOYEES**

Specific risk assessments in accordance with part 6, chapter 2, general application regulations 2007 for pregnant employees determining the nature, degree and exposure to any work hazards will be carried out by Enfield Community College. A suitable working alternative may be offered if there is no other option to protect the expectant mother from exposure to risks in their immediate working environment.

Employees have an obligation to inform their employer of their pregnancy as early as possible to allow for consideration of safety precautions to ensure both mother and child remain unharmed during pregnancy within the work environment.

Management will ensure full compliance with Part 6, Chapter 2 of the General Application Regulations 2007 in relation to pregnant employees.

#### **9.6.2 NIGHT WORKERS**

School/College when necessary, carry out a specific risk assessment in accordance with Part 6, Chapter 3 of the General Application Regulations 2007. The requirements of Part 6, Chapter 3 of the General Application Regulations 2007 will be complied with in full.

#### **9.6.3 CHILDREN AND YOUNG WORKERS (UNDER THE AGE OF 16)**

Should any minors (15 and under) engage in any work activities for Enfield Community College, then a risk assessment must be completed prior to them commencing work, this risk assessment must comply with Part 6, Chapter 1 of the General Application Regulations 2007 and must be completed for every young person and address the specific risks which they will face. The requirements of Part 6, Chapter 1 of the General

## Safety Statement – Enfield Community College

Application Regulations 2007 will be complied with in full.

### **9.7 VEHICLE SAFETY**

Vehicle safety in the workplace has become more prominent over the last number of years, with the greatest fatality rate of work place activities coming from people driving to / from a place of work. **Enfield Community College will refer to Driving LMETB's Motor Vehicle Policy (available on Share Point in the Health and Safety section) for the safe operation of motorised vehicles in the School's possession.**

#### **MANAGEMENT RESPONSIBILITIES**

**The management team will ensure the following so far as reasonably practicable:**

- That vehicles used for work activities are maintained, operated and serviced as per manufacturer's instructions
- That staff using vehicles are competent and fit to do so
- That staff complete set safety checks (oil levels, water levels, check lights, tyre pressure) at regular intervals
- That any accidents in relation to vehicles engaged in work activity is investigated and reported if necessary, to the Health and Safety Authority
- The vehicle risk assessment is complied with

#### **EMPLOYEE RESPONSIBILITIES**

**Employees shall ensure:**

- Vehicles are operated, serviced and maintained according to manufacturer's instructions
- They are never under the influence of drink / drugs
- They are not excessively tired when driving vehicles
- Any accidents involving the vehicle in relation to work activity is reported to the employer
- The vehicle risk assessment is complied with

### **9.8 ENVIRONMENTAL POLICY**

## Safety Statement – Enfield Community College

Enfield Community College are committed to undertaking our activities commensurate with respecting the environment.

### **To meet this commitment, we will**

- Establish sound environment objectives and targets
- Continually assess and strive to minimise the impact of our activities and operations on the environment
- Ensure compliance with all appropriate regulatory requirements
- Conserve natural resources such as water, energy, and other raw materials by promoting pollution prevention recycling and reuse
- Take measures to form an environmentally aware workforce



## **9.9 HAZARD AUDITING AND CLASSROOM CHECKLIST**

Enfield Community College will carry out Hazard Audits /Safety Checks/Walkabouts in all areas of the School to ensure any hazards are identified and addressed in a timely manner. Risk assessments will also be carried out to ensure any hazards present on the premises is identified and control measures put in place.

To assist with the Hazard Audit/Safety Checks/Walkabouts for Classrooms, Enfield Community College will refer to LMETB's General Classroom Checklist which is available on SharePoint in the Health and Safety Section for School Leaders and also at **Appendix 6 and 7** of this document.

The H.S.A of Ireland report, **Slips, Trips and Falls** amongst the highest single cause of workplace accidents. Management along with the safety team and employees will ensure that walkways, floors, cables, and other areas posing a risk of slip, trip or fall will be adequately reported as part of the hazard auditing process.

Safe flooring, adequate lighting and safe storage of items on ground level greatly reduce the risk of slip, trip or fall. Adequate matting will be provided on wet days to allow the absorption of moisture from footwear when going from a wet to dry surface within the School premises.



# **10 MONITORING, REVIEW AND UPDATE**

## **Safety Statement – Enfield Community College**

Enfield Community College is familiar with the process of policy review as part of our self-evaluation and improvement process. We are committed to the monitoring, review and update of this Safety Statement and Risk Assessments in a similar manner to all Enfield Community College policies we have in place.

Our Safety Statement will be officially updated and reviewed annually, however we acknowledge it is a live document and an ongoing process.

Some examples of when the Safety Statement will be updated are:

- Changes to the Safety Management System within the school
- Changes to staffing situations of those listed in this document
- Changes in equipment or where new systems are in place
- Changes to the fire and emergency exit plans or assembly points
- Changes to any of the Safety, Health and welfare procedures mentioned in this document
- Reviews of fire and evacuation drills identify the need for change
- Where the Management/ISHA/Safety Committee/Rep determine update is required before the annual review.
- Where Management/Employees has determined an item should be added or deleted

**THIS SAFETY STATEMENT HAS BEEN CREATED FOLLOWING THE ADVICE GIVEN BY THE HEALTH AND SAFETY AUTHORITY OF IRELAND (H.S.A) IN THE NEW REVISED GUIDELINES ON MANAGING SAFETY, HEALTH AND WELFARE IN POST PRIMARY SCHOOLS**

**SUPPORTING DOCUMENTATION IS AVAILABLE IN THE HEALTH AND SAFETY SECTIONS OF SHAREPOINT**

# 11

## APPENDIX ITEMS

**Appendix 1:** Enfield Community College Fire Alarm Procedures

**Appendix 2:** LMETB Accident Report Form

**Appendix 3:** Hazardous Work Permit

**Appendix 4:** Dignity in the Workplace Charter

**Appendix 5:** Briefing on the correct use of a workstation

**Appendix 6:** General Health and Safety Checklist for Classrooms

**Appendix 7:** General Areas Hazard Audit Form/Checklist

**Appendix 8:** Safety Data Sheets

**Appendix 9:** A.E.D Checklist

**Appendix 10:** Employee Assistance Programme

**Appendix 11:** Risk Assessments

**Please note:** These documents and links to risk assessments are available on SharePoint in the Health and Safety Sections.

## Appendix 1:



# FIRE EVACUATION PROCEDURE ENFIELD COMMUNITY COLLEGE

## 1.0 Purpose:

To describe the procedures to follow in the event of an emergency evacuation.

## 2.0 Scope:

This procedure applies to all staff, visitors, and students and encompasses all elements of Enfield Community College. This document primarily relates to Fire Evacuation however should be followed for any other emergency evacuation.

## 3.0 Related Documents:

Safety Statement  
Employee and Student list

## 4.0 Method:

### 4.1 All Staff /Students on discovering a fire should:

- 4.1.1 Raise the alarm by activating the nearest break glass unit and continue to the designated fire assembly point at the front of the school.

### 4.2 All Staff on hearing the Fire Alarm should:

- 4.2.1 Instruct the students to close windows and turn off equipment and power sources, turning off gas supplies ensuring it is safe to do so.
- 4.2.2 Check store rooms etc. that may service the classroom.
- 4.2.3 Please note that if any teacher is off site due to a school function please inform the colleague next door or another person so that you can be accounted for during the Fire Drill.
- 4.2.4 Instruct the Students:
  - Not to run
  - Not to laugh or make noise
  - Not to attempt to pass each other
  - Not to delay or return for bags or coats
  - Not to reenter the building until instructed to do so
  - Walk single file to the Fire Assembly Point on the right side of the building

- To assemble in single file with their year groups and in their Tutor groups
- Not to talk or to make noise when outside
- To remain cooperative and calm when outside

#### 4.2.5 Before Leaving the Classroom:

- Consult the evacuation notice on the back of the classroom door to check the correct assembly point for the year group.
- Take your student register of the tutor group if available.
- Stand Students in single file and count the students leaving the room
- Designate a student from your class to give this number to their Fire Warden at the Fire Assembly Point.
- Designate the last student leaving the classroom to close the door.
- **The teacher will lead the students** out of the class room in silence to the emergency fire exit door allocated to them as per evacuation map, evacuating the building. They will then proceed to the Fire Assembly Point by keeping to the designated pathways where possible.

#### 4.2.6 At the Fire Assembly Points:

- Students are to line up in **FORM TUTOR GROUPS** at the Fire Assembly Points. The designated Fire Assembly Points are as follows:
  - Junior Students – Ball Court Labelled
  - Senior Students – Ball Court Labelled
- Visitors/contractors/other teachers/ caretakers etc. **Will assemble in ball court also with the tutor they are paired with or if not paired with a tutor, in the designated line.**
- Designated fire wardens include Rebecca Kenneally, Pdraig Keenan, Gerard Larkin and Amie Robinson.
- The Fire Wardens will sweep their designated fire zone including the toilets and ensure all staff and students have left their designated Fire Zone and are making their way to the assigned fire assembly points. **Under no circumstances are they to put their own life in danger. The fire wardens have a second teacher assigned to their tutor group.**
- Students who cannot be evacuated using 'Evacuation Chairs' should be taken to the refuge point at the top of the designated stair well (need to designate and communicate this location) and a Special Needs Assistant (SNA) should stay with them until the Fire Services arrive.
- Receptionists will hand over the Student Registers to the Tutors who will check that all students are present.
- Form Tutors will report to the Fire Wardens. The Fire Wardens will report to the Principal.
- The designated receptionist will check that all visitors/ contractors/other teachers (SNAs, clerical staff, caretakers, cleaners etc. are accounted for) and report back to the Principal.
- No one is allowed to return to the building without the permission of the Principal.
- Only re-enter the building once the all-clear has been given by the Principal or second in command (Deputy Principals)

### **4.3 Receptionist**

**4.3.1** On hearing the Fire Alarm the Receptionist should collect (if it is safe to do so) the:

**4.3.1.1** Student registers

**4.3.1.2** Visitors sign in book

**4.3.1.3** Staff list

**4.3.1.4** First Aid Box

**4.3.2** Receptionist should continue to the assembly point.

### **Duties of the Receptionists**

- Contact Fire Protection Ireland to notify the company that a Fire Drill will be carried out. Alarms must be contacted immediately after the Fire Drill also.
- A designated receptionist will phone the Fire Brigade on 112 and report the fire.
- Print off the registers and give them to the relevant Year Head.
- Responsible for checking that all visitors/ contractors/other teachers (SNAs, clerical staff, caretakers, cleaners etc. are accounted for) and report back to the Deputy Principal.

### **Duties of Fire Warden:**

- Collect registers for the year group from the receptionist.
- Distribute the registers to the Form Tutors.
- Collect the registers and report that all students have been accounted for and identify any missing people to the relevant Deputy Principal.

### **Duties of the Deputy Principal/Year Head**

- Report that all students have been accounted for and identify any missing people to the Principal.

### **Duties of the Principal**

The principal will brief the Fire Brigade on the current situation i.e.

- The location of the fire.
- All students, staff, visitors have been accounted for.
- Any missing people.

**THE PRIME RESPONSIBILITY FOR ALL STAFF IS TO LEAD STUDENTS AWAY FROM THE FIRE HAZARD IMMEDIATELY.**

**Appendix 2:**



# ACCIDENT REPORT FORM

|         |           |
|---------|-----------|
| Centre: | Location: |
| Date:   | Time:     |

|                      |
|----------------------|
| Report Completed By: |
|----------------------|

|  |      |
|--|------|
| <b>Injured Person Details</b>  |      |
| Name:  | DOB: |
| Address:   |      |
| Details of Incident: <i>This should include the nature of the activity in which the injured person was engaged when the accident occurred &amp; whether staff in charge was present.</i> |      |

|   |
|---|
| Details of area where incident occurred: <i>This should include details of any equipment being used by injured person at time of incident, conditions of surfaces, etc.</i> |
|---|

|                                |
|--------------------------------|
| Details of Injuries Sustained: |
|--------------------------------|

|   |     |    |
|---|-----|----|
| Did injured person remain on the premises:    | Yes | No |
| Did injured person require medical treatment: | Yes | No |
| Are Injuries ongoing:                         | Yes | No |

If Yes, please give further details:

If Yes, please state the name & address of the doctor/ hospital attended:

**Details of Staff Member in charge of injured person**

Name:

Position:

Address:

**Names & Addresses of Witnesses:**

Name of Person to whom incident was first reported:

Date:

Time:

Has any claim been made against LMETB:

Yes

No

Date: / /

If Yes, please give details:

**PLEASE ENSURE TO TAKE DETAILED PHOTOS OF AREA INVOLVED IN INCIDENT, EQUIPMENT BEING USED, WORK SURFACES, ETC.**

**PLEASE COMPLETE A SUPPLEMENTRY FORM IF REQUIRED IN ORDER TO GIVE FULL DETAILS AT TIME OF INCIDENT.**

**PLEASE TAKE FULL WRITTEN STATEMENTS FROM ANY STAFF MEMBERS OR OTHER ADULTS WHOM WITNESSED INCIDENT AS SOON AS POSSIBLE FOLLOWING INCIDENT. THIS SHOULD ALSO INCLUDE STAFF MEMBER TO WHOM INCIDENT WAS ORIGINALLY REPORTED TO.**

**DECLARATION**

IPB Insurance is classified as a Data Controller under Irish Data Protection Legislation. The information you provide to us as part of your claim application will be processed by IPB to confirm your identify, process your application and to record and cross reference particulars of your claim in insurance industry databases for fraud prevention purposes. This may involve exchanging information with Insurance Link, the anti-fraud claims database run by the Irish Insurance Federation. In certain cases IPB Insurance may also share your information with other insurance providers and private investigators.

I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief

Signature of Teacher/Administrator:

Date: / /

Signature of Principal/Vice Principal:

Date: / /

**Please return completed form, along with any additional statements, photos, etc to:  
Claire Kennedy, Louth Meath ETB, Abbey Road, Navan, Co. Meath**

**Appendix 3:**



## Hazardous Works Permit

Permit being sought, tick as appropriate.

|  |  |
|--|--|
| <b>Electrical Supply &amp; Distribution Systems Installation / Maintenance</b> |  |
| <b>Fire Alarm and Detection System Repair / Maintenance</b>                    |  |
| <b>Gas Supply Systems Installation / Maintenance</b>                           |  |
| <b>Hot Work</b>  |  |
| <b>Machine Maintenance</b>   |  |
| <b>Work at Height / Roof Work</b>  |  |
| <b>Confined Space</b>  |  |
| <b>Other (Specify):</b>  |  |

This form must be completed by the person in charge and authorisation given prior to the commencement of any work.

**Note:**

If the contractor, as part of his contract with the ETB, has submitted a Safe Work Method Statement (s) (SWMS) for specific works to be carried out over the duration of the contract then this will be considered sufficient under our H&S Management System.

Complete section 1, 3, and 4 and attach copy of relevant SWMS (s)

### Section 1 Work Details

|   |               |
|---|---------------|
| Contractor Name:<br>Address:                |               |
| Location of Work                            |               |
| Brief description of work to be carried out |               |
| Date:                                       | Contract Ref: |

Please fill in the relevant parts of sections of 2 to 5 below.

**Section 2 Assessment and Controls**

| <b>General (covering all works)</b>   | <b>Yes</b> | <b>No</b> | <b>NA</b> |
|---|------------|-----------|-----------|
| All persons are competent to carry out the work   |            |           |           |
| All safety equipment has been maintained and inspected prior to use   |            |           |           |
| A means of contact in the event of an emergency is available  |            |           |           |
| Work areas are adequately protected to protect other persons using the building                                 |            |           |           |
| Warning signs in place  |            |           |           |
| Firefighting equipment available and operator competent in its use  |            |           |           |
| <b>Hot Work</b>   |            |           |           |
| All combustible materials removed or adequately protected within 10 meters.                                     |            |           |           |
| Fire Alarm isolated to prevent accidental activation and alternative means of raising alarm in place            |            |           |           |
| A multi-purpose dry chemical Fire Extinguisher is in place  |            |           |           |
| Fire watch procedure in place following Hot Work Completion for a minimum of 1 hour after hot work is completed |            |           |           |
| <b>Electrical Supply &amp; Distribution Systems Installation / Maintenance</b>                                  |            |           |           |
| Where possible has the supply been isolated by means of a lockout, tag and posting of notices?                  |            |           |           |
| <b>GAS Supply Systems Installation / Maintenance</b>  |            |           |           |
| Have isolation valves been fitted with lockouts, tag, and posting of notices?                                   |            |           |           |
| <b>Machine / Equipment Maintenance</b>  |            |           |           |
| Has power supply been isolated from the machine?  |            |           |           |
| Are lockout, tag, and posting of notices in place?  |            |           |           |
| <b>Fire Alarm and Detection System Repair / Maintenance</b>   |            |           |           |
| Are the area/zones are to be isolated identified?   |            |           |           |
| Have other measures been put in place to raise the alarm in the event of a fire?                                |            |           |           |
| <b>Work at Height / Roof Work</b>   |            |           |           |
| If roof work, are there guard rails on the roof area?   |            |           |           |
| If no guard rails is there a restraint/harness system in place?   |            |           |           |
| Scaffold/scaffold tower has been erected by a competent person  |            |           |           |
| Code of Practice for Access and Working Scaffolds 2008 (HSA) is implemented                                     |            |           |           |
| The Code of Practice for Safety in Roof Work 2011 (HSA) is implemented  |            |           |           |
| Mobile Elevated Work Platform (MEWP) will be operated by a trained competent person                             |            |           |           |
| Ladders have been inspected and will be secured / footed  |            |           |           |
| <b>Confined Spaces</b>  |            |           |           |
| The Code of Practice for Work in Confined Spaces 2010 (HSA) is implemented                                      |            |           |           |

### Section 3 Acknowledgement

I hereby certify that all necessary precautions as outlined in this permit have been taken to make the area safe for the permitted work. I also agree to comply with all relevant Health and Safety Legislation while carrying out this work.

I am aware of the hazards, risks and necessary precautions to be taken while carrying out this work.

|                   |                                  |
|-------------------|----------------------------------|
| Name              | Date                             |
| Contact details   | Start time                       |
| Job Title         | Expected completion time of work |
| Signature         |                                  |
| Safe Pass Card(s) | CSCS Card(s)                     |

### Section 4 Authorisation

Permit issued by:-

|           |      |
|-----------|------|
| Name      | Date |
| Job Title | Time |
| Signature |      |

### Section 5 Completion

I certify that the work has been completed and the area made safe.

On behalf of the Contractor

|           |      |
|-----------|------|
| Name      | Date |
| Job Title | Time |
| Signature |      |

### On behalf of ETB

|           |      |
|-----------|------|
| Name      | Date |
| Job Title | Time |
| Signature |      |

## Appendix 4:



### **Dignity in the Workplace Charter**

The Louth and Meath Education and Training Board and Enfield Community College are committed to implementing and promoting measures to protect the dignity of staff and to encourage respect for others at work. This is achieved by creating a work environment free from harassment, sexual harassment, bullying, racism and disrespectful behaviour, by dealing effectively with any complaints of such conduct, and also by welcoming diversity and promoting employment equality.

This Dignity in the Workplace Charter is underpinned by the following principles;

- All who work in Enfield Community College are expected to respect the right of each individual to dignity in their working life
- All will be treated and respected for their individuality and diversity
- Bullying or Harassment in any form is not acceptable and will not be tolerated in this workplace
- All individuals whether employed or contracted here have a duty to uphold this dignity at work charter
- Our workplace policies and procedures will underpin the principles and objectives of this charter, which will be regularly reviewed

This Charter is applicable to all members of staff at Enfield Community College, who are obliged to be aware of the effect their own behaviour may have on others. It extends to work related events such as in-service, conferences and social events. It is also applicable to all service providers, contractors and suppliers of Enfield Community College.

Please report any breaches of this Dignity in The Workplace Charter to the Management Authorities of Enfield Community College or to the Human Resource Department of Louth and Meath Education and Training Board.

## Appendix 5:

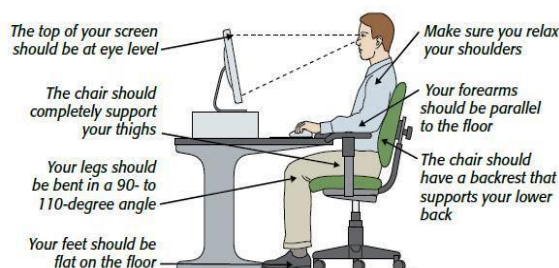
### Briefing on the correct and safe use of a workstation

Display Screen Equipment (DSE) is now used by millions of people all over the world for work and recreation. If the set-up is poor and the work poorly-organised, the staff using the equipment can be exposed to:

- Challenging visual tasks, which can cause temporary effects such as tiredness and headaches
- Poor Posture which can lead to discomfort, fatigue and aches and pains.

#### Achieving Comfort

1. The work area in which the workstation is situated needs to be maintained to provide reasonable conditions including sufficient space to work, warmth, protection from draughts and floors without trip hazards. The lighting arrangements are important. This includes blinds to any window that allows direct sunlight to fall onto the screen, and also the choice and positioning of lights, so that glare is avoided. If it is the case that glare is an issue that cannot be resolved, please inform your manager about the problem.
2. The work area should have the correct adjustable chair and stable desk to work from. The chair should be adjustable so that the back provides good lumbar support, arm support and height adjustment to suit your needs. You should also be able to place both feet on flat on the floor, and forearms approximately horizontal with the keyboard with the correct seat adjustment. If it is a case that you have an issue that cannot be resolved, please inform your manager about the problem.
3. The display should be stable and without flicker, with crisp images, the tilt, brightness and contrast should be suitably adjusted. The keyboard detachable from the computer should be at a distance that feels comfortable. If it is a case that you have an issue that cannot be resolved, please inform your manager about the problem.
4. Whenever possible periods of screen work should be broken by doing other tasks such as filing etc. These breaks reduce the chances of any hazards associated with prolonged DSE work.
5. There is no evidence that work with DSE has any permanent effect on eyesight, but an inability to focus comfortably on the screen can cause discomfort, fatigue and even headaches.



## LMETB Display Screen and Workstation 'User' Assessment

Name of User:

Date:

Name of School/Centre/Admin Office:

| <b>1.0 Workstation</b>  | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| 1.1 Is your chair stable and does it have adjustment for seat height, backrest height and angle?                            |            |           |
| 1.2 Can you adjust your keyboard angle?   |            |           |
| 1.3 Can you work with your forearms in a horizontal position?   |            |           |
| 1.4 Do the chair arms get in the way?   |            |           |
| 1.5 Is the screen at the correct height for you and is it adjustable?   |            |           |
| 1.6 Is the Screen at the correct distance from you?   |            |           |
| 1.7 Do you have enough leg room at your workstation to allow a range of comfortable work positions to be adopted?           |            |           |
| 1.8 Can you get in and out of your workstation easily?  |            |           |
| 1.9 Is your work surface large enough to allow you freedom to position the screen, keyboard, other equipment and paperwork? |            |           |
| 1.10 Can the screen and keyboard be moved independently?  |            |           |
| 1.11 Can you rest your arms on the work surface in front of the keyboard?   |            |           |
| 1.12 Can you tilt and rotate the screen?  |            |           |
| 1.13 Is your work surface strong, stable and non-reflective?  |            |           |
| 1.14 Is your workstation free from trip hazards (e.g. cables)?  |            |           |
| 1.15 Can you rest your feet flat on the floor?  |            |           |
| 1.16 Is a document holder available if required?  |            |           |

| <b>2.0 Visual Environment</b>  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| 2.1 Is the text on your screen easy to read and is the image stable and free from Flicker?                 |            |           |
| 2.2 Is your display screen free from glare and reflections?  |            |           |
| 2.3 Can you adjust the brightness and contrast on your screen?   |            |           |
| 2.4 When you look away from the screen does the lighting in other parts of the room appear to be adequate? |            |           |
| 2.5 Is the screen kept clean?  |            |           |
| 2.6 If required are the windows fitted with curtains or blinds?  |            |           |
| 2.7 Are the symbols on your keyboard legible?  |            |           |

| <b>3.0 Work Organisation</b>  | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| 3.1 Do you break up prolonged DSE work with other tasks or breaks?                |            |           |
| 3.2 Do you find the software easy to use?   |            |           |
|   |            |           |
| <b>4.0 Other Factors</b>  | <b>Yes</b> | <b>No</b> |
| 4.1 Do you suffer from any discomfort when using your workstation? Explain below. |            |           |
| 4.2 Do you use DSE at home for Business use?                                      |            |           |
| 4.3 Do you require an eye test for working with VDU? Please explain below?        |            |           |

**5.0 Any Other Comments:**

**Signature:** \_\_\_\_\_

**Please return this form to the H&S Coordinator in your place of work for review.**

**6.0 For completion by reviewer:**

**Reviewed By:**

**Date:**

**Actions:**

## Appendix 6:



# General Health and Safety Checklist for Classrooms

Enfield Community College can use this checklist to help ensure classrooms meet minimum health and safety standards. The findings from completed checklists will provide Management teams with the information necessary to manage Health and Safety in classrooms. Hazards should be reported immediately and controls put in place as soon as possible. The checklist was compiled using questions supplied by the H.S.A Ireland and the H.S.E U.K.

### **Using the checklist:**

This checklist is a general guidance document covers the most common areas of concern/risk in classrooms. This checklist is not exhaustive and if Enfield Community College requires specialist Health and Safety checks in the classroom, please adapt this checklist where necessary to make it site specific.

This checklist can be used by class teachers, teaching assistants, premises staff or Management as required to ensure that the most common areas of risk in the classroom are being adequately controlled.

If an issue is not relevant to a classroom, simply mark it as "N/A" (not applicable) and move to the next question. There is space at the end of the checklist to list any additional issue.

| <b>Classroom Checklist</b><br>Please complete the following: |  | Yes | Further action needed | N/A |
|--|--|-----|-----------------------|-----|
| <b>Movement around the classroom (slips and trips)</b>       | Is the internal flooring in a good condition?  |     |                       |     |
|  | Are there any changes in floor level or type of flooring that need to be highlighted?  |     |                       |     |
|  | Are gangways between desks kept clear?   |     |                       |     |
|  | Are trailing electrical leads/cables prevented wherever possible?  |     |                       |     |
|  | Is lighting bright enough to allow safe access and exit?   |     |                       |     |
|  | Are procedures in place to deal with spillages, e.g. water, blood from cuts?   |     |                       |     |
|  | For stand-alone classrooms/prefabs:<br><ul style="list-style-type: none"> <li>■ Are access steps or ramps properly maintained?</li> <li>■ Are access stairs or ramps provided with handrails?</li> </ul>                           |     |                       |     |
| <b>Work at height (falls)</b>                                | Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?  |     |                       |     |
|  | Is a window-opener provided for opening high-level windows?  |     |                       |     |
| <b>Furniture and fixtures</b>                                | Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?  |     |                       |     |
|  | Is furniture in good repair and suitable for the size of the user/student?   |     |                       |     |
|  | Is portable equipment stable, e.g. a TV set on a suitable trolley?   |     |                       |     |
|  | Where window restrictors are fitted to upper-floor windows, are they in good working order?  |     |                       |     |
|  | Are hot surfaces of radiators etc. protected where necessary to prevent the risk of burns to staff/students?   |     |                       |     |
| <b>Manual handling</b>                                       | Are trolleys available for moving heavy objects, e.g. computers?   |     |                       |     |
| <b>Computers and similar equipment</b>                       | Please refer to guidance available on SharePoint re DSE.   |     |                       |     |
|  | Have pupils been advised about good practice when using computers?   |     |                       |     |
| <b>Electrical equipment and services</b>                     | Are fixed electrical switches and plug sockets in good repair?   |     |                       |     |
|  | Are all plugs and cables in good repair?   |     |                       |     |
|  | Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (It may be a good idea to add a sticker to show it has been tested). |     |                       |     |
|  | Has any damaged electrical equipment been taken out of service or replaced?  |     |                       |     |
| <b>Fire</b>  | If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> <li>■ unobstructed;</li> <li>■ kept unlocked; and</li> <li>■ easy to open from the inside?</li> </ul>                                  |     |                       |     |
|  | Is fire-fighting equipment in place in the classroom?  |     |                       |     |
|  | Are fire evacuation procedures clearly displayed?  |     |                       |     |

|  |  |  |  |  |
|--|--|--|--|--|
|  | Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?   |  |  |  |
| <b>Workplace<br/>(ventilation and heating)</b> | Does the room have natural ventilation?  |  |  |  |
|  | Can a reasonable room temperature be maintained during use of the classroom?   |  |  |  |
|  | Are measures in place, for example blinds, to protect from glare and heat from the sun, especially in ICT/Practical rooms, where monitors are used?                          |  |  |  |
| <b>Home Economics Room</b>                     | Are pupils' belongings, project materials etc., stored safely to prevent any slip, trips or falls?   |  |  |  |
|  | Have pupils been instructed on safe use of sewing machine and correct storage of needles?  |  |  |  |
|  | Is there an appropriately stocked First Aid Kit accessible in the Home Economics room?   |  |  |  |
|  | Are teachers aware of location of main gas and shut off point?   |  |  |  |
|  | Is there a gas leak detection system in place and serviced as required?  |  |  |  |
|  | Are fire blankets located close to potential sources of fire, e.g toaster, cooker?   |  |  |  |
|  | Has appropriate PPE (Personal Protective Equipment) been supplied, e.g oven gloves?  |  |  |  |
|  | Is there appropriate safety signage, e.g. Burns/scald hazards?   |  |  |  |
|  | Are knives and cutters stored separately to other equipment?<br>Knives and cutters to be washed separately from other items of equipment and never left soaking in the sink. |  |  |  |
| <b>Art Room</b>                                | Are students aware of the hazards and precautions that must be taken when using chemical products/materials?<br>Chemical products/materials are labelled and stored safely?  |  |  |  |
|  | Has appropriate PPE (Personal Protective Equipment) been supplied?   |  |  |  |
|  | Is there an appropriately stocked First Aid Kit easily accessible in the Art Room?   |  |  |  |
|  |  |  |  |  |
| <b>ICT Room</b>                                | Are workstations arranged to avoid awkward movements, reflections, aches and pains?  |  |  |  |
|  | Are wires and cables at each work station tidied as much as reasonably possible to prevent slip, trip or fall?   |  |  |  |
|  | Can a reasonable room temperature be maintained during use of this classroom?  |  |  |  |
|  | Are measures in place, for example blinds, to protect from glare and heat from the sun, where monitors are used?   |  |  |  |
|  | Is adequate lighting in place to allow students carry out tasks?   |  |  |  |
| <b>Science Lab</b>                             | Are pupils work and storage areas free of clutter, is access to exit unrestricted?   |  |  |  |
|  | Are all chemicals clearly labelled and stored appropriately?   |  |  |  |
|  | Is there an inventory of all chemicals used within the Lab?  |  |  |  |

|  |  |  |  |
|--|--|--|--|
| Has the appropriate PPE (Personal Protective Equipment) been supplied? e.g safety glasses, gloves, etc.?           |  |  |  |
| Is there appropriate safety signage in all areas of the lab Inc. store room?                                       |  |  |  |
| Is adequate lighting in place to allow students carry out tasks in a safer manner, (e.g. Do bulbs need replacing?) |  |  |  |
| Is there an appropriately stocked First Aid Kit easily accessible in the Science Lab?                              |  |  |  |

**NB: This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf. Please adapt and personalise the checklist to include areas of your School/Centre which are not included if necessary. Record any further actions required. This checklist was generated using questions provided by the UK based HSE and the HSA of Ireland.**

| Additional Issues |  | Yes | Further Action Needed | N/A |
|-------------------|--|-----|-----------------------|-----|
|                   |  |     |                       |     |
|                   |  |     |                       |     |
|                   |  |     |                       |     |
|                   |  |     |                       |     |
|                   |  |     |                       |     |
|                   |  |     |                       |     |
|                   |  |     |                       |     |

### Further Action Needed

| Hazards noted: | Action taken and when: |
|----------------|------------------------|
|                |                        |
|                |                        |
|                |                        |
|                |                        |
|                |                        |
|                |                        |
|                |                        |

|                             |            |       |
|-----------------------------|------------|-------|
| Name (and position):        | Signature: | Date: |
| Location/name of classroom: |            |       |

**Appendix 7:**

**General Hazard Audit/Safety Walkabout form**

| Health and Safety Audit form for General Areas:   |              |    |         |
|---|--------------|----|---------|
| Location:   |              |    |         |
| Date Audit Completed:   |              |    |         |
| Completed by:   |              |    |         |
| <p><i>**Please note the items on this list are not exhaustive. Please report all observations on this form and adapt the checklist to suit the relevant workplace. See footnote.</i></p>  |              |    |         |
| <p>a) Fire and General Safety Register book present on site? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>b) Accident and Incident Book present on site? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>c) Health and Safety Statement of Policy displayed in common area? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>d) Visitor sign in/sign out book in operation on site? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>'No' answers for follow up as a matter of urgency</p> |              |    |         |
| Area 1:   | Satisfactory |    | Comment |
| Fire and Emergency:   | Yes          | No |         |
| Emergency exits are clear and unobstructed on either side?  |              |    |         |
| Emergency exit doors are in good working order, easily opened in emergency and not obstructed on either side?   |              |    |         |
| Walkways to exits are clear and unobstructed?   |              |    |         |
| Directional exit signage in place and visible? (green/arrowed signage)  |              |    |         |
| Emergency lighting is working and serviced regularly as per contract?   |              |    |         |
| Fire detection equipment (smoke alarms etc.) is in working order and no evidence of tampering.  |              |    |         |

|   |                              |           |                |
|---|------------------------------|-----------|----------------|
| Fire and emergency evacuation plan/guidance is displayed on walls/corridors?  |                              |           |                |
| Fire extinguishers are in situ? (not damaged/pin in place/ free from obstruction/information above canister).   |                              |           |                |
| Evidence of servicing on fire extinguisher? (Date of last service recorded)   |                              |           |                |
| Internal Fire doors are working/no issues?  |                              |           |                |
| Fire alarm working? (Note date tested. Ideally for a few seconds each week)   |                              |           |                |
| Assembly point is unobstructed and available for use? (Sign is clearly visible and an appropriate space is available for the amount of occupants zoned there) |                              |           |                |
| Other observations/ staff comments?   |                              |           |                |
| <b>Findings notified to:</b>  | <b>Date of notification:</b> |           |                |
|   | <b>Date of resolution:</b>   |           |                |
| <b>Area 2:</b>  | <b>Satisfactory</b>          |           | <b>Comment</b> |
| <b>Electrical:</b>  | <b>Yes</b>                   | <b>No</b> |                |
| Sockets in good working order? (no loose coverings, exposed wires or overloaded?)   |                              |           |                |
| Plugs/connections have no visible loose fittings, exposed wires, tape?  |                              |           |                |
| Light switches are in good working order? (no loose coverings or wiring? Wiring on ceiling lights is contained?)  |                              |           |                |
| Extension leads are secure?   |                              |           |                |

---

|   |                              |  |  |
|---|------------------------------|--|--|
| (No loose wires, no damaged sockets, no visible damage to chord, not overloaded or overstretched posing a trip hazard, safety mechanism/light in place?)  |                              |  |  |
| General Equipment, cables, wiring and plugs in working order with no defects? (no loose or absent protective covering, loose connections, tangled or exposed wires?)  |                              |  |  |
| Safety guards/mechanism on equipment where appropriate to prevent unauthorised use?   |                              |  |  |
| Staff equipment e.g. desktop equipment is in satisfactory order, wires are contained and not posing a trip hazard?<br>(Are staff reporting any power shortages/loose connections/wires are tidy around desk)        |                              |  |  |
| Electricity panels are stored in isolated areas without obstruction of combustible or highly flammable material/debris. Restricted access in place. Appropriate Fire detection and firefighting equipment in place? |                              |  |  |
| IT Server rooms/panels are secure. Restricted access to the server. Area safe for access by authorised personnel without obstruction. Appropriate fire detection and firefighting equipment in place?               |                              |  |  |
| Other observations/staff comments?  |                              |  |  |
| <b>Findings notified to:</b>  | <b>Date of notification:</b> |  |  |
|   | <b>Date of resolution:</b>   |  |  |

| Area 3:<br><b>Slips, Trips and Falls:</b>  | Satisfactory                 |    | Comment |
|--|------------------------------|----|---------|
|  | Yes                          | No |         |
| Internal and external Walkways free from slip, trip and fall hazards?  |                              |    |         |
| Lighting is sufficient and working internally and externally incl. car park area?                                  |                              |    |         |
| Adequate matting is available in wet weather to absorb moisture from footing when entering the building?           |                              |    |         |
| General matted and carpeted areas free from loose grips snagging/tears/loose sections?                             |                              |    |         |
| <u>Sudden</u> changes to floor level around the building are highlighted to occupants via signage or neon marking? |                              |    |         |
| Handrails are in place on stairs, ramps and steps where necessary?   |                              |    |         |
| Footstools, step ladders are available for retrieving items at height?   |                              |    |         |
| Spillages are reported and managed appropriately? (safe works system in place such as 'wet floor signs' etc.)      |                              |    |         |
| No trailing cables?  |                              |    |         |
| <b>Other observations/staff comments?</b>  |                              |    |         |
| <b>Findings notified to:</b>   | <b>Date of notification:</b> |    |         |
|  | <b>Date of resolution:</b>   |    |         |
| Area 4:<br><b>Offices and Storage Rooms:</b>   | Satisfactory                 |    | Comment |
|  | Yes                          | No |         |
| Walkways/floor areas are free from obstruction?  |                              |    |         |

---

|  |                              |           |                |
|--|------------------------------|-----------|----------------|
| Shelves are stocked securely and safely with heavier items at lower levels?  |                              |           |                |
| Step ladder/footstool provided (if items stored at head height)?   |                              |           |                |
| Lighting in work areas and walkways is sufficient? (do bulbs need replacing?)  |                              |           |                |
| Matting/Carpet free from slip/trip/fall hazards?   |                              |           |                |
| Housekeeping is adequately maintained? (regular cleaning, food waste and general waste items are disposed of appropriately?)   |                              |           |                |
| <b>Other observations/staff comments?</b>  |                              |           |                |
| <b>Findings notified to:</b>   | <b>Date of notification:</b> |           |                |
|  | <b>Date of resolution:</b>   |           |                |
| <b>Area 5:</b>   | <b>Satisfactory</b>          |           | <b>Comment</b> |
| <b>Kitchen / Dining facilities</b>   | <b>Yes</b>                   | <b>No</b> |                |
| <b>NB: A full SC5 Hygiene Inspection Checklist is available for download from the FSAI website for use if necessary. <a href="https://www.fsai.ie/resources_publications/sc5_hygiene_checklist_2012/">https://www.fsai.ie/resources_publications/sc5_hygiene_checklist_2012/</a></b> |                              |           |                |
| Cleaning materials are safely stored, and away from food items?  |                              |           |                |
| Food is protected from contamination? (sealed containers etc.)   |                              |           |                |
| Spoiled food removed from fridge and cupboards?  |                              |           |                |
| Food waste is managed appropriately?   |                              |           |                |
| General housekeeping, cleanliness and waste management is satisfactory? (bins are sealed and emptied regularly, area around bin is clean, floor is clean etc.)   |                              |           |                |

|   |                              |           |                |
|---|------------------------------|-----------|----------------|
| Area is pest proofed and no visible sign of pests are present?  |                              |           |                |
| Appliances are clean and in good working order? (no cable/wire/plug damage)   |                              |           |                |
| Electrical Items stored away from sink unit?  |                              |           |                |
| Sharps are stored safely and appropriately?   |                              |           |                |
| Firefighting equipment is in place? (Fire blanket or appropriate fire extinguisher)   |                              |           |                |
| Ventilation ducts and facilities are clean and unblocked visual inspection?   |                              |           |                |
| <b>Other observations/staff comments?</b>   |                              |           |                |
| <b>Findings notified to:</b>  | <b>Date of notification:</b> |           |                |
|   | <b>Date of resolution:</b>   |           |                |
| <b>Area 5:</b>  | <b>Satisfactory</b>          |           | <b>Comment</b> |
| <b>Toilet/Shower facilities:</b>  | <b>Yes</b>                   | <b>No</b> |                |
| Toilets/Shower units are working, in good repair and fit for use?   |                              |           |                |
| General housekeeping is adequate? Floors, fittings and facilities are clean, cubicles and areas are free of spillages, cobwebs, grime and dirt, rust and mould, bins emptied regularly.   |                              |           |                |
| Personal hygiene supplies are in place and stored appropriately such as: <ul style="list-style-type: none"> <li>Toilet paper</li> <li>Handwashing and drying facilities</li> <li>Sanitary bins (female/generic cubicles)</li> </ul> |                              |           |                |
| Toilet/Shower rooms are not used as storage facilities for general items?   |                              |           |                |

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|   |                              |           |                |
|---|------------------------------|-----------|----------------|
|   |                              |           |                |
| Cleaning products stored safely and appropriately in locked cabinets?   |                              |           |                |
| Ventilation units, including all component parts, are clean and well maintained?  |                              |           |                |
| Toilets and Showers which are not used on a regular basis are flushed/regularly to help prevent the risk of legionella?   |                              |           |                |
| <b>Other observations/staff comments?</b>   |                              |           |                |
| <b>Findings notified to:</b>  | <b>Date of notification:</b> |           |                |
|   | <b>Date of resolution:</b>   |           |                |
| <b>Area 6:</b>  | <b>Satisfactory</b>          |           | <b>Comment</b> |
| <b>External</b>   | <b>Yes</b>                   | <b>No</b> |                |
| External lighting in working order? (do bulbs need replacing?)  |                              |           |                |
| Pavements/Walkways are not obstructed and have no slip/trip/fall hazards?<br>Carpark area issues? (pedestrian safety, lighting, safety signage etc.?)                     |                              |           |                |
| Fuel tank area is free from debris and is suitably protected to prevent accidental access or collisions with vehicles?  |                              |           |                |
| Boiler rooms are free from discarded items, debris, highly flammable or combustible materials and clear for access for servicing and maintenance by authorised personnel? |                              |           |                |
| Boiler room has sufficient lighting for safe passage and works?   |                              |           |                |
| Boiler room has sufficient alarm/detection/firefighting equipment?  |                              |           |                |

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|   |  |                              |  |
|---|--|------------------------------|--|
| Boiler room has restricted access?  |  |                              |  |
| Safety signage is posted and visible alerting all persons of the hazards associated with the Fuel tank/Boiler room.   |  |                              |  |
| <b>Other observations/staff comments?</b>   |  |                              |  |
| <b>Findings notified to:</b>  |  | <b>Date of notification:</b> |  |
|   |  | <b>Date of resolution:</b>   |  |
| <b>Staff Comments/ Requests:</b>  |  |                              |  |
| Do staff have any issues of concern or suggestions related to Health and Safety practice and procedures in the workplace? List on an additional sheet if necessary. |  |                              |  |
|   |  |                              |  |

**\*\*Please note this list is a sample only. If you wish to adapt and compile a hazard audit form specific for your school/centre/office, please visit the Education section of [www.hsa.ie](http://www.hsa.ie) for guidance from the risk assessment templates available. All equipment provided in a school/centre/office must be used and maintained as instructed by the manufacturers/suppliers/fitters/competent person.**

# Safety Data Sheets (S.D.S)

In accordance with the REACH Regulation (Regulation (EC) No. 1907/2006), a safety data sheet (SDS) should be supplied with any hazardous chemical. Safety data sheets (SDSs) provide useful information on chemicals, describing the hazards the chemical presents, and giving information on handling, storage and emergency measures in case of an accident.

Over the coming years, SDSs may include further information on safe handling, in the form of exposure scenarios. REACH requires users of hazardous chemicals to follow the advice on risk management measures given in the exposure scenario, where provided.

The image shows a Safety Data Sheet (SDS) for a product named 'Cleanit'. The document is dated June 2015. It is divided into several sections: 1. Identification of the substance/mixture and of the company/undertaking, 2. Hazards Identification, 3. Composition/Information on Ingredients, 4. First Aid Measures, and 5. Fire-Fighting Measures. Section 1 includes product identifier, relevant identified uses, and details of the supplier (Acme Cleaning Ltd.). Section 2 includes classification of the mixture and label elements. Section 3 is a table with columns for Name, EC No., CAS No., Content, and Classification. Section 4 includes a description of first aid measures and most important symptoms. Section 5 includes extinguishing media and special hazards.

| Name | EC No.    | CAS No.    | Content | Classification                            |
|------|-----------|------------|---------|---|
| ABC  | 123-456-7 | 1234-567-8 | ~1%     | See GHS Car. 09<br>H314                   |
| DEF  | 123-789-0 | 1234-567-8 | ~99%    | See GHS Car. 09<br>H314, H317, H332, H336 |

LMETB staff will comply with the safety information supplied on the Safety Data Sheets for any chemical they encounter in the course of their duties.

For further information and guidance please refer to [www.hsa.ie](http://www.hsa.ie) or SharePoint in the Health and Safety Section.

An inventory of Chemicals used along with SDS should be kept in Enfield Community College Lab store room in a folder. This is a list of all chemicals currently in the store rooms of the labs. This will greatly assist Fire and Emergency services in determining any potential hazards before entering a building in the event of an emergency.

# A.E.D CHECKLIST



|                       |  |
|-----------------------|--|
| <b>AED Location:</b>  |  |
| <b>AED Location:</b>  |  |
| <b>Checked By:</b>    |  |
| <b>Check Date:</b>    |  |
| <b>AED serial no:</b> |  |
| <b>Signature:</b>     |  |

| <b>AED Location</b>      | <b>CHECKED</b> | <b>Comments / Action Required</b> |
|--------------------------|----------------|-----------------------------------|
| Visible and unobstructed |                |                                   |
| AED sign visible         |                |                                   |

| <b>AED Condition</b>                   | <b>CHECKED</b> | <b>Comments / Action Required</b> |
|--|----------------|-----------------------------------|
| Check battery status                   |                |                                   |
| Check service indicator light / symbol |                |                                   |
| AED exterior undamaged / clean         |                |                                   |

| <b>AED PADS</b>                 | <b>CHECKED</b> | <b>Comments / Action Required</b> |
|---------------------------------|----------------|-----------------------------------|
| Two sets of AED Pads            |                |                                   |
| Two sets of paediatric pads*    |                |                                   |
| Pads in date and in sealed pack |                |                                   |

| <b>AED Components</b> | <b>CHECKED</b> | <b>Comments / Action Required</b> |
|-----------------------|----------------|-----------------------------------|
| Pocket Face Mask      |                |                                   |
| Examination Gloves    |                |                                   |
| Safety Razors         |                |                                   |
| Towel                 |                |                                   |
| Clothing Shears       |                |                                   |

| <b>Faults Noted</b> |
|---------------------|
|                     |

|                     |              |
|---------------------|--------------|
| <b>Reported to:</b> | <b>Date:</b> |
|---------------------|--------------|

\*If applicable

## Appendix 10:



## Employee Assistance Programme

LMETB values the wellbeing of all staff members and has selected Inspire Workplaces as an independent source of support for staff members who may be experiencing personal issues, issues at work, relationship worries, family pressures, financial worries.

This service is **free** to LMETB employees.

For free, confidential and immediate support call **1800 817 435**

Inspire Workplaces are committed to protecting your confidentiality and anonymity. Inspire Workplaces is the new name for Carecall /EAP Consultants

## **Appendix 11:**

Risk Assessments for Enfield Community College.

Risk assessment templates for **Post Primary Schools/Education Centres** are found in the Education section of [www.hsa.ie](http://www.hsa.ie) or via links below:

### **Post Primary Schools/Education Centres:**

[https://www.hsa.ie/eng/education/managing\\_safety\\_and\\_health\\_in\\_schools/post-primary\\_guidelines\\_-\\_part\\_c\\_-\\_risk\\_assessment\\_templates/](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/post-primary_guidelines_-_part_c_-_risk_assessment_templates/)

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