

Health, Safety and Welfare Statement



Coláiste na Rinne

Health, Safety and Welfare Statement

SAFETY STATEMENT

Coláiste na Rinne is 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 Coláiste who may be affected by work activities.

Managing Health and Safety at our College is an ongoing activity throughout the year. This Safety Statement is a live written document which provides details of how we manage the health, safety and welfare at the Coláiste.

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. Our Safety Statement and Risk Assessments will be made available to all occupants of the building

Coláiste na Rinne will at minimum:

- Manage and conduct College activities so as to ensure the safety, health and welfare of staff.
- Prevent improper conduct or behaviour 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 article(s) or substance(s).
- 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 resources in securing the safety, health and welfare of staff.

RISK ASSESSMENT

Risks assessments will be completed for all buildings. See Appendix 1 - General Hazard Audit/Safety Walkabout Form.

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.

SAFETY, HEALTH AND WELFARE STATEMENT OF POLICY

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of Coláiste na Rinne to ensure, so far as is reasonably practical, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and any other persons at the Coláiste 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 in the Coláiste.

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.

Coláiste na Rinne, as employer, undertakes in so far as is reasonably practical 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 Coláiste.
- 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, contractors and visitors.

Coláiste na Rinne is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review it in light of changes in legislations, experience and other relevant developments.

Síniú: 
(Stiúrthóir)

Dáta: 30 Bealtaine 2025

Coláiste na Rinne Profile:

Coláiste na Rinne, Rinn Ó gCuanach, Dún Garbhán, Co. Phort Láirge is a co-educational boarding facility for children in the 10-12 year age bracket in primary school who come here to improve their Gaelge and learn in an environment where Gaeilge is the daily language. Primary school pupils attend Scoil na Leanaí adjacent to the Coláiste's campus. Children attend school each day and the academic year commences late August early September each year. Pupils from the Transition Year are also accommodated on campus.

Students in the 10-19 age bracket also attend Coláiste na Rinne to attend residential summer courses each summer.

The principal dwelling accommodation is dormitory style. Girls reside on one floor and boys on the other level. There are alarms on the stairs for safety reasons. Bathrooms with suitable toilet and showering facilities are available on each floor. Children who residen on the Coláiste campus dine in the Coláiste dining facilities.

The Coláiste has employed 3 Nurses who look after the children's health and welfare. An operations manager is responsible for parent / Coláiste liaison. There are also House Parents to help take care of the pupils. There is also a team of Cinnirí (Leaders) who help supervise children and run system of games and suitable extra-curricular activities for them.

Children travel home by bus every three weeks. Either they are collected by their parents or they travel home by bus with Cinnirí supervising until they meet their parents.

Coláiste na Rinne consists of a number of buildings:

1. Main building (Student residence, administration offices, Kitchen, assembly hall).
2. Tigh Bríd (games and recreation, sitting room, upstairs classrooms).
3. Halla Spóirt (indoor sports hall – céilí, games).
4. Tigh Glas (Staff residence, Maintenance Workshop and Laundry).
5. Tigh Nua I & II (Staff / student residence).
6. Tigh Liath (Student residence).
7. Tigh Dubh (Office, classroom).
8. Tigh an Chuilinn (student residence)

Provision/facilities for persons with special needs/disabilities: Limited ground floor accommodation, toilets, showers and dining facilities.

ROLES AND RESPONSIBILITIES

Coláiste na Rinne will:

- Comply with its legal obligations as an employer under the 2005 Act.
- Provide a safe place of work and safe systems of work.
- Ensure the Coláiste fulfils its legal obligation to have a written up to date Safety Statement and Risk Assessments.

- Receive regular reports and updates on any ongoing Health and Safety issues and matters.
- Provide assistance in reviewing its performance in relation to safety, health and welfare.
- Appoint competent persons as necessary to advise and assist staff and Management on the safety, health and welfare matters of the Coláiste.

MANAGEMENT TEAM

The management team of Coláiste na Rinne 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 Coláiste.
- 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 Coláiste's Safety Management System.
- Manage the safety, health and welfare of all present in the Coláiste on a day to day basis.
- Communicate regularly with all members of the College 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.
- 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 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.

EMPLOYEES

All employees have a legal and moral obligation to co-operate fully with the policies of Coláiste na Rinne and to comply with all provisions taken by management to protect the Safety, Health and Welfare of all in the workplace.

Whilst at work and during activities representing the Coláiste 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.
- 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 behaviour 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 must 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 those less experienced. P.P.E require checking for defects after use 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 Riarthóir and/or Bainisteoir(í) Feidhme.
- 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 Riarthóir / Bainisteoir Feidhme any known medical condition or prescription medicine which could affect their ability to perform their duties safely, or the 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.

INTERNAL HEALTH AND SAFETY APPOINTEE (Non Exhaustive)

Tara Uí Ghreasaí is the Internal Health and Safety Appointee (ISHA) for Coláiste na Rinne and is the contact for health and safety in the workplace. The ISHA 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 is responsible for overseeing the safety provisions on behalf of Coláiste na Rinne, 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 Coláiste.
- 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 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 Coláiste's 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 amount 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 Coláiste and then reported.
- To know when appropriate to call on competent Health & Safety advice for more complex matters or advice as appropriate.

VISITORS

It is the policy of Coláiste na Rinne to provide a safe and secure environment for our students and staff. Visitors, students, parents and volunteers have a duty to comply with College regulations and instructions relating to safety, health and welfare whilst on the premises.

Regulations, policies and procedures.

Our visitor's policy is available in Oifig an Choláiste. When visiting the Coláiste the following rules must be observed:

- All visitors shall report to the Oifig when arriving or leaving the College premises. Notices are displayed in all areas of entry indicating that all visitors are required to register with the Oifig and obtain authorisation to remain on the premises. All visitors shall be requested to wear an appropriate form of identification when on the premises.
- Whenever possible, visitors should make an appointment or obtain authorisation in advance.
- 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.
- Visits may be prohibited at certain busy times if preparation for special events or staff meetings are being conducted.
- All college visitors must comply at all times with College policies, administrative rules and College regulations.
- Garda Clearance may be required for those visiting the Coláiste 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, and for those using the carpark facilities.

SAFETY REPRESENTATIVE

- The named Safety Representative at Coláiste na Rinne is Tara Uí Ghreasaí. 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 the Coláiste.
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CONTRACTORS

Contractors who undertake work for Coláiste na Rinne must be competent for the tasks they are expected to undertake.

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 Coláiste na Rinne, 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 Coláiste na Rinne should be notified in advance. Adequate supervision will be given throughout the project.

Coláiste na Rinne 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.

RISK ASSESSMENT

Coláiste na Rinne 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 Coláiste na Rinne are included on appendix to this document.

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.

EMERGENCY PROCEDURES

The following includes Coláiste na Rinne plans, procedures and information for the following areas:

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

CRITICAL INCIDENTS

The Management and staff of Coláiste na Rinne recognise a critical incident as :

“Any incident or sequence of events which overwhelms the normal coping mechanism of the Coláiste and disrupts the running of the Coláiste”.

A copy of the Critical Incident Policy and Plan can be found in Oifig an Choláiste.

Critical Incidents Management Team:

1. **Leadership Role:** Críostóir Ó Faoláin (Stiúrthóir) or if unavailable one of the Bainisteoirí Feidhme.
2. **Communication Role:** Bainisteoirí Feidhme.
3. **Family and Student Liason / Counseling Role:** Sinéad Uí Chochláin (Bainisteoir Feidhme).
4. **Chaplaincy Role:** An tAthair Ó Cealaigh (Sagart Paróiste).
5. **School Principal:** Olive Cróc
6. **Nurse:** Na Banaltraí
7. **Representative of the Coiste Bainistíochta:** Aonghus Ó hEocha (Cathaoirleach).

Critical Incident Plan

ACTION PLAN. Short-term action plan (Day 1)

- Immediate contact with families involved in incident(s)
- Consult with the family regarding appropriate support from the College e.g. funeral service
Contact with families of other children affected (options are in-college support or withdrawal by family)
- Ensure a quiet place can be made for pupils/staff. Rooms will be made available as necessary

Contact appropriate agencies

- Emergency services: 999
- Medical services: 999
- Garda Síochána – An Rinn: 058 46410, Dúngarbhán: 058 48600
- TUSLA: 053 919210
- FSS/ H.S.E. Psychology Departments/ Community care services: FSS/HSE 1850 241850

Convene a meeting with Key Staff/Critical Management Team

- Organise a meeting for all if appropriate
- Organise timetable/routine for the day – adhering to the normal College daily routine as much as possible is important
- Staff take note of any absentees who might need to be contacted, list of friends etc. - this information should be given to the Student Liaison person.
- Arrange supervision of pupils.
- liaise with the family, to extend sympathy and clarify the family's wishes regarding the college's involvement in funeral/memorial service.
- Arrange a home visit by two staff representatives within 24 hours, if appropriate – Stiúrthóir and another staff member.
- Have regard for different religious traditions and faiths.

Medium-Term Actions (24-72 hours)

- Preparations for pupils/staff attending funeral
- Involvement of pupils/staff in liturgy if agreed by bereaved family
- Facilitation of pupil's/staff responses, e.g. sympathy cards, flowers, book of condolences, messages from children.

Review the events of the first 24 hours:

- Reconvene key staff/critical incident management team
- Decide arrangements for support meetings for parents/pupils/staff
- Decide on mechanism for feedback from staff on vulnerable students
- Have reviews with critical incident management team at times to be arranged
- Establish contact with absent staff and pupils
- Arrange support for individual pupils, groups of pupils and parents if necessary
- Hold support/information meeting for parents/pupils, if necessary, in order to clarify what has happened.
- Give any staff member who feels uncomfortable with involvement in support meetings the choice of opting out.
- Arrange in consultation with outside agencies, individual or group debriefings or support meetings (parental permission should be sought for this).
- Plan for re-integration of pupils, staff e.g. absentees, injured, siblings, close relatives etc. Student liaison person to liaise with above on their return to school.
- Plan visits to injured.
- Family liaison person + Director to visit home/hospital.
- Attendance and participation at funeral/memorial service (to be decided)
- Decide this in accordance with parent's wishes and College management decisions and in consultation with close school friends.

Longer Term Actions:

- Monitor pupils for signs of continued distress.
- If over a prolonged period of time a student continues to display the following s/he may need appropriate professional assistance from NEPS, Health Board, Rainbows or other agency; Uncharacteristic behaviour Deterioration in academic performance Physical symptoms, e.g. weight loss/gain, lack of attention to appearance, tiredness In appropriate emotional reactions Increased absenteeism
- Evaluate response to incident and amend Critical Incident Management Plan appropriately:
 - What went well?
 - Where were the gaps?
 - What was the most/least helpful?
 - Have all the necessary onward referrals to support services been made?
 - Is there any unfinished business?
- Formalise the Critical Incident Plan for the future.
- Consult with NEPS psychologist.
- Ensure that new staff are aware of the College policy and procedures in this area.
- Ensure they are aware of which pupils were affected in any recent incident and in what way. When individual pupils or a group of pupils affected by an incident are transferring to a new school, it would be useful to brief the new school.
- Decide on appropriate ways to deal with anniversaries and be sensitive to special days e.g. birthdays, Mothers' day, Fathers' day etc.

- Acknowledge anniversaries with the family.
- Plan a college memorial service e.g. plant tree.
- Care of deceased person's possessions – what are the parents' wishes?
- Update and amend college records.

FIRE SAFETY and EMERGENCY EVACUATION

Coláiste na Rinne recognises the serious potential damage and harm that fire can cause and acknowledges its duty of care as the owner/occupier of the Coláiste under the Fire Services Acts 1981 & 2003, to provide and maintain appropriate firefighting and detection equipment, to provide and practice a safe means of evacuation for all occupants of the premises.

Management will do this by:

- 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 Coláiste's Fire and General Register, and retained in line with the Coláiste's Records Retention Guide.
- Ensuring that staff are aware that they should only ever use and remove Firefighting 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.

FIRE WARDENS

Coláiste na Rinne recognises the necessity to have an appropriate number of Fire Wardens in place to adequately assist with the safe evacuation of all occupants from the premises. The Fire Wardens for Coláiste na Rinne are:

Leanne Uí Shiordáin

Duties of the Fire Warden(s):

- 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.
- In consultation with Management, the scheduling and conducting of Fire Drills which will occur at least 2 - 4 times per year (depending on the turnaround of staff and students e.g. short FET courses). 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 of areas swept, chemicals contained within the building, and the possibility of any missing persons.

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 in building and instead observe designated smoking areas outside ensuring that all cigarettes are extinguished before disposal.
- 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.

CALLING THE FIRE BRIGADE

- Do not assume someone else has made the call.
- DIAL112 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 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.

FIRE/EMERGENCY EVACUATION PLAN

Coláiste na Rinne 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 Coláiste na Rinne's Records Retention Schedule.

Our Fire and Emergency Evacuation Plan details the escape procedures for the occupants of the Coláiste in the event of an emergency. The plan includes escape methods for occupants with mobility issues, 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.

IMPORTANT INFORMATION!! – PLEASE NOTE:

- Fire doors in this building are identifiable by :



- The Emergency Lighting in this building is identifiable by:



- To assist occupants with their escape, we have Directional Emergency Exit Signage located at various points of the building. This signage is identifiable by:



- On escape, occupants must gather at the designated assembly points located at **Halla Spóirt**. Our Fire and Emergency Assembly points are recognisable by:



Employees - What should you do if evacuation is required?

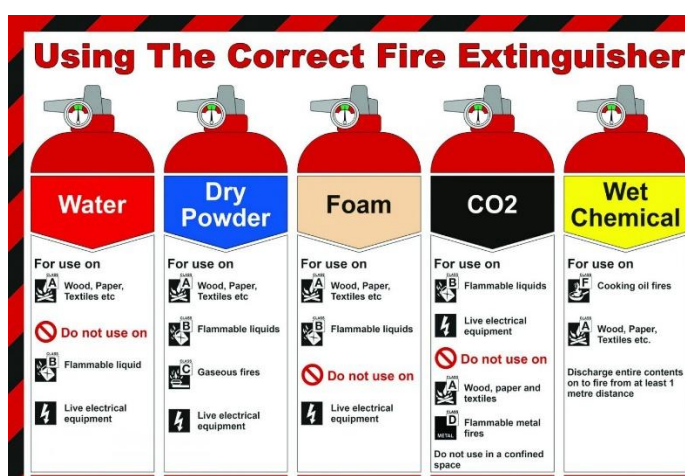
- Raise the alarm or yell 'Fire' to alert colleagues until you reach a method to raise the alarm.
- Cinnirí with students present should follow the plan in place for safely evacuating the students from the building(s).
- Open the nearest emergency exit in your vicinity and direct people towards the exit. 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.
- 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.
- Remember! Stay at the assembly point and follow instructions from the emergency services/management/fire wardens.
- Do NOT re-enter the building until authorised 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.
- 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:



Location and contents of fire extinguishers:

Entrance Hall: 1 Foam Extinguisher
1 CO2 Extinguisher
1 All Purpose Extinguisher
Ground Floor: 1 All Purpose Extinguisher
2 Hose Reels
Main Office: 1 CO2/Gas Extinguisher
Kitchen: 1 CO2 Extinguisher
1 All Purpose Extinguisher
1 Fire Blanker
1 Hose Reel
First Floor: 3 Hose Reels
1 H2O
Second Floor: Dry Powder Extinguisher
5 All Purpose Extinguisher
Workshop: 2 All Purpose Extinguisher
1 Hose Reel
Boiler House: 2 CO2 Sprinkler System
Tigh Glas: 1 All Purpose Extinguisher
1 Hose Reel
Laundry: 1 All Purpose Extinguisher
Tigh Bríd: 2 Hose Reel
1 All Purpose Extinguisher
Tigh Nua I & II 2 CO2 Fire Extinguisher

First Aid

The First Aiders for Coláiste na Rinne are:

Staff of Rannóg na gCinnirí and Rannóg Altreachta.

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

- Nurses Room - First Floor.
- First Aid Bag (Bag 1) - Main Office.
- First Aid Bag (Bag 2) – Tigh Dubh



The first aid box will be checked and replenished by: Coláiste Nurses on a monthly basis.

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.

As per legislation requirements our First Aid room is:

- Under the control of Management and the Coláiste Nurses.
- Has space for a couch, chair, and enough space for persons to adequately assist an 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.

Automated External Defibrillator (A.E.D):

The nearest A.E.D is located **at Halla Pobal, An Rinn**. The location of the AED is recognisable by



Accidents and Dangerous Occurrences:

Coláiste na Rinne endeavours to provide a safe working and study environment for all. However, should an accident, near miss or dangerous occurrence take place during work or College activities, the information below sets out clearly how the Coláiste will respond, investigate and report the incident to all relevant parties. Our Accident/Incident book can be located at Oifig an Choláiste.

Coláiste na Rinne's Accident Report Form can be obtained directly from a Riarthóir, Bainisteoir Feidhme or in Oifig an Choláiste.

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. Coláiste na Rinne will retain a copy of all evidence and reports in a relevant secure filing system.

The Coláiste may be asked to produce a copy of this report by insurers etc.

All incidents must be in the first instance recorded on the Coláiste's internal on site Accident/Incident record book. As mentioned above, the Accident/Incident book can be found at Oifig an Choláiste.

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 – 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
 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) 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.
- 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 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 Coiste Bainistíochta if necessary.
- Retain all documentation in relation to incident securely.

INSTRUCTION, TRAINING AND SUPERVISION

Coláiste na Rinne 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 to 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 Coláiste. Training records are held securely on site.

General Health and Safety Training Requirements

- In House Health and Safety Training (Safety Statement with induction training for specific tasks).
- Manual Handling Training (All staff, with priority given to high risk staff members)
- Fire Warden (Sufficient numbers of staff to assist with evacuation)
- Occupational First Aid (PHECC).
- Coláiste na Rinne will refer to the Education Section of the H.S.A website www.hsa.ie for further guidance in relation to Health and Safety matters, risk assessments and general applications.

COMMUNICATION AND CONSULTATION

Coláiste na Rinne 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 the Coláiste (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
 - First Aid station points and list of First Aiders
 - Assembly point signage

- Chemical Safety - written warnings, signage and appropriate storage
- Circulate and store Health, Safety and Welfare policies developed locally in the Coláiste.
- Welcome engagement with the Safety Committee or Safety Rep on any issues identified.

SAFETY AND WELFARE

Coláist na Rinne recognises our legal obligations to provide appropriate welfare and hygiene facilities to protect the safety, health and welfare of our employees/occupants.

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 Bacteria Spray.
 - Paper Towels and lavatory supplies.
 - Sanitation bins.
- Dining Room/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 Coláiste na Rinne should be reported immediately to the Internal Health and Safety Appointee or Management.

Personal Protective Equipment (P.P.E)

Coláiste na Rinne 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 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.

MANAGEMENT RESPONSIBILITIES

- It is the responsibility of Coláiste na Rinne to provide adequate P.P.E where no other risk reduction steps are possible.
- Coláiste na Rinne will supply P.P.E to adequate standards, sizes and amounts as required and to fulfil our legal responsibilities under Health and Safety legislation.
- Coláiste na Rinne will ensure that all P.P.E which requires maintenance is maintained to an adequate standard and where damaged that it is immediately replaced.
- Coláiste na Rinne 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 Tara Uí Ghreasaí who will arrange for replacement P.P.E

SMOKING IS PROHIBITED



In accordance with Section 47 of the Public Health (Tobacco) Act 2002 (as amended), there is a strict No Smoking Policy on the Coláiste campus. Coláiste na Rinne will comply also with our policy on the use of E-Cigarettes.

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

DIGNITY AT WORK

Coláiste na Rinne 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.

Coláiste na Rinne 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.

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

Coláiste na Rinne will comply also with the Harassment and Sexual Harassment policy.

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

Manual Handling training will be offered to staff. In the interim, please note the following guidelines: Manual handling is the movement of loads, which due to the characteristics of the load or unfavourable 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, staff who lift heavy boxes files etc.

Coláiste na Rinne 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.

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.

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

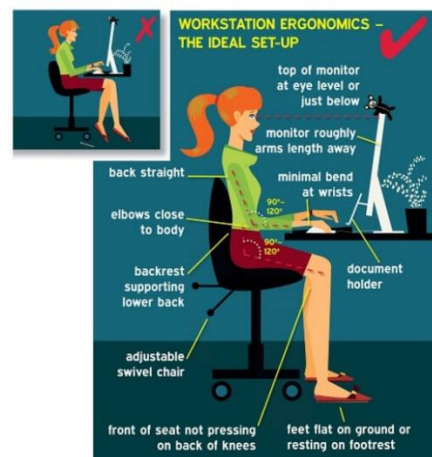
Display Screen Equipment (D.S.E) - focuses on how an individual manages their posture and welfare at their workstation.

- 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.



Coláiste na Rinne Display Screen and Workstation ‘User’ Assessment

1.0 Workstation	YES	NO
Is your chair stable and does it have adjustment for seat height, backrest height and angle?		
Can you adjust your keyboard angle?		
Can you work with your forearms in a horizontal position?		
Do the chair arms get in the way?		
Is the screen at the correct height for you and is it adjustable?		
Is the Screen at the correct distance from you?		
Do you have enough leg room at your workstation to allow a range of comfortable work positions to be adopted?		
Can you get in and out of your workstation easily?		
Is your work surface large enough to allow you freedom to position the screen, keyboard, other equipment and paperwork?		
Can the screen and keyboard be moved independently?		
Can you rest your arms on the work surface in front of the keyboard?		
Can you tilt and rotate the screen?		
Is your work surface strong, stable and non-reflective?		
Is your workstation free from trip hazards (e.g. cables)?		
Can you rest your feet flat on the floor? 1.16 Is a document holder available if required?		
Is a document holder available if required?		

2.0 Visual Environment	YES	NO
Is the text on your screen easy to read and is the image stable and free from Flicker?		
Is your display screen free from glare and reflections?		
Can you adjust the brightness and contrast on your screen?		
When you look away from the screen does the lighting in other parts of the room appear to be adequate?		
Is the screen kept clean?		
If required are the windows fitted with curtains or blinds?		
Are the symbols on your keyboard legible?		

3.0 Work Organisation	YES	NO
Do you break up prolonged DSE work with other tasks or breaks?		
Do you find the software easy to use?		

4.0 Other Factors	YES	NO
Do you suffer from any discomfort when using your workstation? Explain below.		
Do you use DSE at home for Business use?		
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: _____
Review by: _____ Date: _____
Actions: _____ _____ _____

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 these groups will be completed.

PREGNANT EMPLOYEES

Coláiste na Rinne will carry out a specific risk assessment in accordance with part 6, chapter 2, general application regulations 2007 for pregnant employees determining the nature, degree and exposure to any work hazards.

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.

NIGHT WORKERS

Coláiste na Rinne, 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.

ENVIRONMENTAL POLICY

Coláiste na Rinne is 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.

MONITORING, REVIEW AND UPDATE

Coláiste na Rinne 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. 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 Coláiste.
- 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 have determined an item should be added or deleted.

APPENDIX 1

General Hazard Audit / Safety Walkabout Form

Health and Safety Audit form for General Areas:			
Location: _____			
Date Audit Completed: _____			
Completed by: _____			
<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/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		Comments:
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 / Comments:			
Findings notified to:		Date of Notification:	
		Date of Resolution:	

Area 2:	Satisfactory		Comments:
Electrical:	Yes	No	
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? (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 / Comments:			
Findings notified to:		Date of Notification:	
		Date of Resolution:	

Area 3:	Satisfactory		Comments:
Slips, Trips and Falls:	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?			

Sudden 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?			
Other observations / Comments:			
Findings notified to:		Date of Notification:	
		Date of Resolution:	

Area 4:	Satisfactory		Comments:
Offices and Storage Rooms:	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?)			
Other observations / Comments:			

Findings notified to:	Date of Notification:
	Date of Resolution:

Area 5:	Satisfactory		Comments:
Kitchen/Dining Facilities:	Yes	No	
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.)			
Appliances are clean and in good working order? (no cable/wire/plug damage)			
Area is pest proofed and no visible sign of pests are present?			
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?			
Other observations / Comments:			
Findings notified to:	Date of Notification:		
	Date of Resolution:		

Area 6:	Satisfactory		Comments:
Toilet / Shower Facilities:	Yes	No	
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"> • Toilet paper • Handwashing and drying facilities • Sanitary bins (female/generic cubicles) 			
Toilet/Shower rooms are not used as storage facilities for general items?			
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?			
Other observations / Comments:			
Findings notified to:		Date of Notification:	
		Date of Resolution:	

Area 7:	Satisfactory		Comments:
External:	Yes	No	
External lighting in working order? (do bulbs need replacing?)			

Pavements/Walkways are not obstructed and have no slip/trip/fall hazards?			
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?			
Boiler room has restricted access?			
Safety signage is posted and visible alerting all persons of the hazards associated with the Fuel tank/Boiler room.			
Other observations / Comments:			
Findings notified to:		Date of Notification:	
		Date of Resolution:	

Staff Comments/ Requests: Do staff have any issues of concern or suggestions related to Health and Safety practice and procedures in the workplace?