

ATHY COLLEGE

HEALTH AND SAFETY STATEMENT

Incorporating

- Policy on Harassment and Bullying
- Policy on Health Surveillance
- Risk Assessment and Control Measures
- Emergency/Fire Evacuation Procedures
- First Aid and Emergency Procedures

In compliance with Section 20 of the Safety, Health and Welfare at Work Act, 2005

Under revision: Autumn 2010

CONTENTS

PART 1 OPENING STATEMENT BY CEO 5

STATEMENT OF GENERAL POLICY ON HEALTH AND SAFETY 6

PART 2 HEALTH AND SAFETY POLICIES AND ASSIGNMENT OF RESPONSIBILITIES 7

RESPONSIBILITY FOR HEALTH AND SAFETY 9

SCHOOL PRINCIPAL RESPONSIBILITY 10

SAFE PLACES OF WORK 11

INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION 11

IDENTIFICATION OF HAZARDS 12

RISK ASSESSMENTS 12

SAFE SYSTEMS OF WORK 13

CONSULTATION 14

REPORTING OF HEALTH AND SAFETY ISSUES 14

POLICY ON HARRASSMENT AND BULLYING 15

HEALTH SURVEILLANCE 17

LONE WORKING 18

PREGNANT EMPLOYEES 19

SMOKING POLICY 20

PART 3 RISK ASSESSMENT AND CONTROL MEASURES 21

RISK ASSESMENT MATRIX 22

MANUAL HANDLING 23

HAZARDOUS MATERIALS 24

DRUGS AND ALCOHOL 25

CONTRACT STAFF 26

SLIPS, TRIPS AND FALLS 27

WORK EQUIPMENT 28

OFFICE SAFETY 29

ELECTRICAL SAFETY 31

LONE WORKING 32

NOISE 33

WORKING AT HEIGHTS 34

WELFARE FACILITIES 35

PART FIRST AID AND EMERGENCY PROCEDURES 36

EMERGENCY EVACUATION PLANS 37

POSSIBLE CAUSES FOR EVACUATION	37
FIRE SAFETY – GENERAL	37
FIRE EMERGENCY PROCEDURES	38
EMERGENCY EVACUATION DRILLS	39
EMERGENCY EVACUATION DRILLS: RESPONSIBILITY FOR	39
FIRE SAFETY NOTICES	40
FIRE ASSEMBLY POINT	40
EMERGENCY NUMBERS	40
FIRST AID ARRANGEMENTS	41
PART 5 DUTIES AND EMPLOYEES, ACCIDENT INVESTIGATION AND REPORTING	42
DUTY OF EMPLOYEES	43
ACCIDENT INVESTIGATION	45
NOTIFICATION OF ACCIDENTS AND DANGEROUS OCCURRENCES	46
PART 6 ANNEXS	47
PART 7 COMPLETED RISK ASSESSMENT FORM	48

ATHY COLLEGE
SAFETY STATEMENT
PART 1

OPENING STATEMENT
BY THE PRINCIPAL

Richard Daly

DRAFT : 13th November, 2010

STATEMENT OF GENERAL POLICY ON HEALTH AND SAFETY

TO: EACH EMPLOYEE, STUDENT and VISITOR:

This document sets out the Safety Policy and Procedures of Athy College, and is our programme in writing for managing health and safety. We recognise that Co. Kildare VEC has health and safety obligations as employers, among them being the provision of a safe place of work, safe work equipment, and safe systems of work, with the sole intention of ensuring a safe environment for all personnel. This includes the promotion of a positive working environment where the psychological welfare of employees is promoted.

The Management of Athy College is committed to Co. Kildare VEC's objective, which is to provide a safe and healthy work environment for all employees to members of the public and any others who may be affected by Athy College's operations. In order to ensure the success of our health and safety programme, Co. Kildare VEC is committed to allocating adequate resources to health and safety.

The success of this policy will depend on your co-operation.

It is therefore important that you read the document carefully and understand your role and the overall arrangements for health and safety within Athy College. It is our intention to amend this Safety Statement at the earliest opportunity in the light of experience and developments, and review it at least once per year.

We undertake to maintain ongoing consultation with employees and others - including students, parents/guardians and visitors - as necessary on health and safety issues. Employees and other partners are encouraged to submit suggestions for improvement to Athy College's safety systems and this Safety Statement.

This Safety Statement is available to our employees and inspectors of the Health and Safety Authority.

Richard Daly
Principal, Athy College

DATE: _____

**ATHY COLLEGE
SAFETY STATEMENT**

PART 2

**HEALTH AND SAFETY POLICIES
AND
ASSIGNMENT OF RESPONSIBILITIES**

HEALTH AND SAFETY - STAFF STRUCTURES

Richard Daly, Principal, Safety Manager

Breda Sunderland, Deputy Principal, Emergency, Accident, Incident Reporting

Irene Gilsenan, Asst. Principal

Sheila Brennan, Asst. Principal

Ailis Reidy, Asst. Principal, DeFib

Micheline Purcell, Asst. Principal

Gerard Mc Donagh, Asst. Principal, Trained in First Aid, DeFib

John O'Dwyer, Asst. Principal

Frank Whelan

John Clooney

Mavis Laide

Fiona Mc Evoy, DeFib

Natalie O' Neill, Fire Officer. Trained in First Aid, DeFib

Noreen Tyrrell, TUI Staff Representative

Mary Mac Kenna

Shirley Butler

Siobhan O'Brien

Marion Dunne

Margaret Cambie-Mc Evoy

Shirley Doyle

Claire O' Connor

Deirdre Murphy, Trained in First Aid, DeFib

Alanna Ridge

Fiona Murtagh

Brenda Sweeney

Catherine Doherty

Linda Dempsey

Fiona Murtagh

Damien Murphy

Linda Mulhall

Secretarial Staff

Ann Predegrast

Lesley Dobbyn

Caretaker

James O' Keeffe

Cleaning Staff

_Pauline Leonard

Special Needs Assistants: Tina Whelan, Triona Carroll

RESPONSIBILITIES FOR HEALTH AND SAFETY

OVERALL LEGAL RESPONSIBILITY

The person with overall legal responsibility for health and safety at Athy College is the Principal.

THE SCHOOL PRINCIPAL'S RESPONSIBILITIES

Principal: Mr Richard Daly

The responsibility for safety is an important part of each School Principals job at Athy College. The Principal's ability to effectively promote safety awareness should have a positive influence on safety performance and accident prevention.

The Principal is responsible for:

- Promoting safety in Athy College
- Supervising and monitoring health and safety implementation and delegating specific duties/responsibilities to employees as appropriate
- Directing employees, students, contractors and visitors when needed.
- Taking immediate action to correct recognised safety and health hazards.
- Thoroughly evaluating all new processes and equipment in work areas to ensure that appropriate safeguards are provided (e.g. work practices, protective equipment, and engineering / administrative controls).
- Relating this information to employees by instructing and ensuring that they understand and follow safe practices and by setting good example.
- Ensuring that an Accident / Incident Report is completed promptly in the case of employee injury or work related illness.
- Reporting to the responsible person/authority without delay any unsafe or unhealthy conditions which cannot be corrected immediately.
- Arranging through the budgetary management and with Kildare VEC that adequate funds and facilities to implement these policies are made available.
- Maintaining the safe upkeep of the premises.
- Implementing and initiating evacuation procedures.
- Ensure that First Aid facilities and Controls are implemented.
- Arranging periodically to have this policy statement revised.
- Maintaining relevant records and documents pertaining to statutory requirements.
- Providing full executive support for all staff who have been given responsibility under this statement of policy.
- Releasing staff for training where necessary.

RESPONSIBILITIES OF THE DEPUTY PRINCIPAL

Breda Sunderland: Deputy Principal

To assume the responsibilities of the Principal in Safety and Health matters in the absence, for any reason, of the Principal, including knowing the statute requirements

and in so far as possible endeavour to ensure that they are observed in the following areas:

- sound and safe working practices are observed at all times.
- safety precautions when employing outside contractors.
- operating proper reporting, recording investigation procedures.
- protective clothing and equipment.
- standards of hygiene throughout the school.
- fire drills and evacuation procedures.
- supervision of external grounds as far as is possible.

Any concerns about matters arising during his absence should be reported by the Deputy Principal to the Principal.

In addition, the Deputy Principal is responsible for ensuring that Accident and Emergency Report Forms are completed and forwarded to Co. Kildare VEC and that, where necessary that HAS (Health and Safety Authority) Reports are filed and forwarded to the HAS.

RESPONSIBILITIES OF ASSISTANT PRINCIPALS

Sheila Brennan

Irene Gilsenan

Gerard McDonagh

Micheline Purcell

Ailis Reidy

John O'Dwyer

To assume the responsibilities of the Principal in Safety and Health matters in the simultaneous absence, for whatever reason, of the Principal and the Deputy Principal. An Assistant Principal will be designated as the person to whom to refer any matter arising about Safety or Health in the event of the absence of Principal and Deputy Principal.

RESPONSIBILITY FOR ENSURING DAY-TO-DAY IMPLEMENTATION OF POLICY AND PROCEDURES

The responsibility for ensuring the day-to-day implementation of the policies and procedures outlined in this document belongs with the employees responsible at any given time for designated departments and areas of the premises and grounds. Such employees have the following responsibilities:

- Implementation of this Safety Statement and bringing it to the attention of all employees, contractors, students and visitors.
- Ensuring compliance with safety precautions, including the regulating of employees and contractors, who have access to the area in their charge.
- Ensuring that no person is permitted to work at any kind of hazardous task unless he or she has been properly and fully instructed in the use of such equipment and / or the hazards and control measures relating to the task.
- Ensuring that all health and safety legal requirements relating to the operation of the VEC are fully complied with, including (but not limited to):
 - safe use of equipment;
 - safe procedures;
 - necessary safety training for staff;
 - provision of first-aid equipment;
 - accident investigation and reporting.
- Ensuring that any health & safety responsibilities delegated to subordinate contract staff are clearly identified;
- Ensuring that access to any premises (where work is being conducted) by any person is strictly limited to safe areas and access is strictly controlled, preventing trespass by members of the public.

RESPONSIBILITIES OF TEACHERS

- To ensure that students carry out all their routines in a safe manner and do not create danger for themselves or for others.
- To be familiar with and ensure that the students in their charge are familiar with evacuation procedures.
- To be familiar with the fire fighting equipment and its uses.
- To notify the management of any accidents or incidents that could result in accidents and keep records of same.
- To insist that all in their charge wear protective clothing and use protective equipment where necessary.
- To identify hazards intrinsic to their own disciplines and to ensure that they eliminate or take protective action against them and that all do likewise.
- Use notices liberally to highlight problem areas.
- To set an example for all.
- To keep up-to-date with Safety and Health legislation and be familiar with this policy and statement.
- To encourage safe working practices in their own area.

RESPONSIBILITIES OF SCHOOL SECRETARIAT.

NAME: Ms. Anne Prendergast and Ms. Lesley Dobbyn

- To be familiar with fire drills and evacuation procedures.
- To maintain a list of emergency telephone numbers and addresses.
- To report any defects in office equipment as soon as possible.
- To work in a manner that is safe to oneself and to others.
- To avoid enacting hazards in the office e.g. leaving filing cabinet drawers open, trailing cables, build up of papers etc.
- To be familiar with the use of fire fighting equipment.

RESPONSIBILITIES OF CARETAKER

NAME : Mr. James O' Keeffe

- To work in a manner that is safe to oneself and others.
- To use the proper tools and equipment for each task.
- To report any hazard that is encountered.
- To use proper protective clothing and equipment where necessary.
- To ensure that no people have access to areas which are hazardous or whilst work is in progress.
- To monitor the entry of students to and their exit from the school and to report issues arising including loitering in the hall, corridors, classrooms, toilets and social areas and outside the building to Management.
- To be available for attendance when the college is open outside normal hours as agreed with the Principal.
- To be familiar with fire drills and evacuation procedures.
- To be familiar with the use of fire fighting equipment.
- To prevent the build up of rubbish and especially of combustible material.
- To maintain heating and ventilation plant in proper working order.
- To repair light fittings as soon as they become faulty.
- To repair broken windows and doors at all times.
- To remove broken furniture from use.
- To ensure that all exits, entrances, fire fighting equipment and fire alarm points are not obstructed.
- To monitor continuously that services such as gas and electricity are safely isolated when not in use in particular locations. This will entail on going patrols of all these locations.

RESPONSIBILITIES OF CLEANING STAFF

Names: Ms. Pauline Leonard

- To work in a manner which is safe to oneself and to others.
- To be familiar with fire drills and evacuation procedures.
- To be able to identify and use the correct fire extinguishers.
- To wear the proper protective clothing.
- To report immediately any injury, no matter how minor.
- To assist other staff in the supervision and control of students as they enter and exit the school and to report loitering in the hall, corridors, classrooms, toilets and social area outside and inside the building to Management.
- To attend to spillages immediately.
- To cordon off area of spillages until they are completely dry.
- To dispose of rubbish as soon as possible to avoid build up.
- To report any defect in machinery or equipment.
- 11 To avoid leaving trailing cables. If this is necessary use notice to the effect that cleaning is in progress.
- To observe high standards of cleanliness and hygiene.
- To ensure that all mats and carpets are properly laid and uncrumpled.

DUTIES OF EMPLOYEES IN RELATION TO ACCIDENT/INCIDENT REPORTING

DUTY OF EMPLOYEES

Sec. 13 of the Safety, Health and Welfare at Work Act, 2005 outlines the Duties of employees:

- (1) It shall be the duty of every employee while at work –
- (a) To take reasonable care for his own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work;
 - (b) To co-operate with his employer and any other person to such an extent as will enable his employer or the other person to comply with any of the relevant statutory provisions;
 - (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his use alone or for use by him in common with others) for securing safety, health or welfare while at work; and
 - (d) To report to his employer or his immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, that might endanger safety, health or welfare, of which he becomes aware.
- (2) No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment, or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.
- Any employee who breaches any of the above provisions will be liable to disciplinary action which could include immediate dismissal.

Employees are expected to take an active role in the safety and health program that is in place to develop and maintain safe and healthful working conditions.

Employees shall:

Follow documented safety procedures and operate equipment according to the operating procedures.

Follow established work methods to prevent the occurrence of repetitive type illnesses.

Promptly report any accidents, unsafe conditions, or unsafe acts to the School Principal.

Coordinate with other employees in an attempt to eliminate accidents.

Use and properly care for all personal protective equipment.

Maintain personal work area in accordance with good housekeeping practices.

Know and observe all safe practices governing their work.

Suggest solutions to improve safety of the process, equipment, production materials, training, or physical plant.

Apply the principles of injury prevention in their daily work.

ACCIDENT/INCIDENT INVESTIGATION

It is the policy of Athy College that all incidents of injury / work-related illness be investigated by the School Principal immediately after he has been informed of such events. Every incident, work related illness, and “near miss” should be investigated as soon as possible, and action taken to prevent recurrence. Investigations are intended to determine the cause of or factors relating to occupational injuries or

illnesses and if any action is necessary to prevent recurrence. They are not intended to fix blame upon or find fault with an individual or group of individuals.

The staff member reporting such an incident should preserve the accident scene, where possible, until initial investigations are concluded, and photographs taken, if possible.

The Principal, with the assistance of the staff member in charge of the particular area at the time of a reported incident, should promptly establish what happened by visiting the scene; interviewing staff involved, including witnesses; checking on equipment and maintenance records, training programmes and anything else of relevance.

Once the sequence of events is clear, the Principal will try to identify the factors which gave rise to each event in turn, bearing in mind that some steps on the route to the accident may have had several separate causes.

The CO. KILDARE VEC ACCIDENT / INCIDENT INVESTIGATION REPORT will be completed by staff member in charge as part of the inspection investigation. It will be given to the Principal. When completed and signed by the Principal it will be forwarded to the CEO, Co. Kildare VEC. Recommendations will be made if and when necessary to prevent recurrence.

The School Principal will follow up to ensure that the appropriate corrective action has been taken to prevent any recurrences. Corrective action plans must be completed within 5 days.

Athy College will endeavour to investigate any unhealthy work practices that are brought to the attention of management.

Employees are encouraged to communicate any issues of concern to the Principal.

The designated person at Athy College for ensuring that accident/incident reports are completed and forwarded to Co. Kildare VEC is the Deputy Principal: Breda Sunderland

NOTIFICATION OF ACCIDENTS AND DANGEROUS OCCURRENCES

Irish Law now requires that certain accidents at work must be notified to the Health and Safety Authority on the appropriate forms. Copies of these may be obtained from any office of the Health and Safety Authority. Such reports may be submitted on hard copy, or electronically via www.hsa.ie

The Authority must be notified using **Form IR1** about:

A work accident causing the death of any employed or self-employed person;

A work accident that prevents an employed or self-employed person from working for more than three days;

An accident caused by a work activity which causes the death of, or requires medical treatment to any person not at work; e.g. a passer-by.

The Authority must be informed using **Form IR3** as soon as possible about:

Any dangerous occurrence involving lifting machinery, pressure vessels or electrical short-circuit;

explosion or fire, escape of substances; collapse of scaffolding, building or structure;

unintentional ignition or explosion of explosives; failure of a freight container or an

incident occurring from the conveyance of dangerous substances by road; failure of

breathing apparatus; and incident involving overhead lines carrying 220 volts or

more; a train crash at factory or dock; the bursting of a revolving vessel,

mechanically powered wheel or grindstone.

REPORTING OF ACCIDENTS TO THE HSA: RESPONSIBILITY

On behalf of Athy College the Deputy Principal will report, or arrange to have reported, to the Health and Safety Authority, any accident or dangerous occurrence that requires to be reported. Records will be kept, as required, for a minimum of ten years, of reportable accidents.

SAFE PLACES OF WORK

Athy College will take all appropriate precautions to ensure that all workplaces are safe and without risk of injury to the safety and health of their employees, other persons at work students, or other persons who have access to the school premises. Safe means of access to and egress from all workplaces will be provided and maintained, and indicated where appropriate.

Appropriate precautions shall be taken to protect young persons, including students, present in work areas from risks that may arise.

INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

Athy College recognises that even with the best engineered work arrangements people may still need clearly defined safety procedures and instructions. For that reason there is a substantial commitment by Management to identify safety training requirements of employees, to ensure employees have that training carried out, and to measure the competence of employees following training.

Many tasks in our school require that strict safety procedures be followed. Where this arises the employees involved receive special instructions. **It is emphasised that no person should attempt a potentially hazardous task without instruction.** Ongoing supervision assures that information, instruction, and training received are put into practice.

The person responsible for ensuring that information, instruction and training needs are identified and met and for supervision and ensuring that personnel work safely is **the Principal.**

IDENTIFICATION OF HAZARDS

Risk Assessments will be undertaken by either Athy College personnel, or where necessary by competent consultants. The purpose of such risk assessments is to identify hazards, and decide on safety measures to eliminate or control these hazards. Regular Risk Assessment and subsequent review of the Safety Statement, will take place.

Regular safety audits will consider all aspects of Athy College's operations taking account of potential hazards including the following:

- Access / egress, floors, doors, steps, ladders, etc.
- Electrical safety including standards of fuse boards, wiring standards, etc.
- Lighting and ventilation.
- Manual Handling operations.
- Handling and storage of materials.
- Use of Protective Equipment.
- Systems of work
- Maintenance operations

- Fire Safety
- First Aid
- Housekeeping
- Ergonomics

RISK ASSESSMENTS

The person responsible for conducting risk assessments (or arranging for such risk assessments to be conducted) in Athy College is: **The Principal**

SAFE SYSTEMS OF WORK

It is the policy of Athy College to ensure that tasks are within the competence and capacity of the employee. Safe systems of work will be designed with that purpose in mind. It is clear that many tasks necessarily give rise to risks that can only be controlled by adherence to proper procedures. The training provided to employees will identify the areas where care, skill, and adherence to procedures must be exercised. It is our policy that when purchasing new equipment, altering existing equipment, or changing a system of work, to study such proposed purchases or changes to ensure that as far as is reasonably practicable they are without significant hazard.

Systems of work include all normal work, maintenance work, and work by sub-contractors if employed. They will have consideration for the safety and health of all employees, and anybody else who may be affected. The persons responsible shall review systems of work and design such systems of work to be safe and without risk to health.

Where there is any concern about the safety of systems of work such concerns are to be reported to the Principal.

CONSULTATION

Sec 26 of the Safety, Health, and Welfare at Work Act, 2005 outlines the right of workers to consult their employer on matters concerning their safety, health and welfare at work. In addition it outlines their right to elect / appoint a Safety Representative, and specifies the rights of Safety Representatives.

It is the intention of management at Athy College to make suitable arrangements with employees to address the issue of consultation, including:

- The election of a Safety Representative if required by employees at any time;
- The holding of meetings to discuss health and safety issues as required / requested.

Minutes of such meetings will be recorded by a nominated employee attending.

The person responsible for consultation arrangements is: **The Principal**

REPORTING OF HEALTH AND SAFETY ISSUES

Athy College has set out its Health and Safety management system in this Safety Statement. It carries out risk assessments, and periodically audits its performance. This effort is designed to improve safety and reduce the risk of any employee, contractor or visitors and others having accidents or damaging their health. The experts, however, on the work being undertaken are of course those actually engaged in it. From time to time you may come across problems, or identify improvements that could be made. Please talk to the School Principal – we do not want to be complacent and we know that only by constantly trying will we maintain and improve safety standards. If you wish, you can make your observations in writing to the Principal.

POLICY ON HARASSMENT AND BULLYING

Athy College is committed to providing all of its employees with an environment free from harassment.

All employees will be expected to comply with this policy and management will take appropriate measures to ensure that harassment does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this policy.

The policy applies to employees both in the school and at work associated events such as meetings, conferences and office parties, whether in the school or off the premises.

DEFINITION OF HARASSMENT AND BULLYING

Harassment can be defined as behaviour, which is persistent and results in the person subjected to the behaviour feeling upset, threatened, humiliated or vulnerable. An individual can be harassed on grounds of their race, age, religious belief, national/ethnic origin, sexual orientation, disability or membership of the travelling community. The harassment can include conduct offensive to a reasonable person, e.g. oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material which state/imply prejudicial attitudes which are offensive to fellow employees.

Examples of bullying behaviour include:

Personal insults and name calling

Persistent unjustified criticism and sarcasm

Public or private humiliation

Shouting at staff in public and/or private

Sexual harassment can be defined as conduct towards another person, which is sexual in nature, or has a sexual dimension, and is unwelcome to the recipient.

Examples of this type of harassment include:

Sexual gestures

Displaying sexually suggestive objects, pictures, calendars or sending suggestive and pornographic correspondence

Unwelcome sexual comments and jokes

Unwelcome physical conduct such as pinching, unnecessary touching, etc

If you think that you are being harassed/ bullied at work you should seek advice from the Principal. A colleague may accompany you. You have the right to have your case dealt with in a confidential manner. No action will be taken without your agreement. In general, it is recognised that the majority of incidents can be solved amicably between the parties involved.

PROCEDURES

There are two procedures for dealing with cases of alleged harassment/bullying, one informal, and the other formal. Individuals should familiarise themselves with the procedures below. The Principal can advise you or both procedures. If you decide to follow the Informal Procedure but the problem persists, the complaint can be dealt with under the Formal Procedure.

THE INFORMAL PROCEDURE

It is often preferable for all concerned that complaints of harassment or bullying are dealt with informally whenever possible. This is likely to produce solutions, which are speedy, effective and minimise embarrassment and the risk of breaching confidentiality.

In the first instance a person who believes that they are the subject of harassment or bullying should

ask the person responsible to stop the offensive behaviour. When this action does not result in a cessation of the harassment or bullying, or where a more serious incident has arisen the employee should use the formal procedure.

It is recognised that it may not always be practical to use the informal procedure particularly where the

harassment or bullying is serious or where the people involved are at different levels in the organisation. In such instances the employee should use the formal mechanism set out below.

THE FORMAL PROCEDURE

Where formal complaints have been made, then the employee should contact their School Principal as soon as possible. Submission of all claims will be governed by the time limitation as outlined under the relevant legislation.

The person making the complaint will be required to put their allegation in writing.

In the interests of natural justice the alleged harasser will be made aware of the nature of the complaint, his or her right to representation and will be given every opportunity to rebut the detailed allegations made.

Whilst it is desirable to maintain utmost confidentiality, once an investigation of an issue begins, it may be necessary to interview other staff. If this is so, the importance of confidentiality will be stressed to them.

Any statements taken from witnesses will be circulated to the person making the complaint and the alleged harasser for their comments before any conclusion is reached in the investigation.

When the investigation has been completed both parties will be informed as to whether or not the complaint has been upheld.

All complaints received will be treated seriously, confidentially and dealt with as soon as is practicable.

Strict confidentiality and proper discretion will be maintained, as far as is possible, in any necessary

consultation to safeguard both parties from innuendo and harmful gossip.

Management will maintain a record of all relevant discussions, which take place during the course of the investigation.

ACTION POST INVESTIGATION

Where a complaint is upheld a disciplinary hearing will take place. The disciplinary action to be taken will be in line with Co. Kildare VEC's disciplinary policy. Should a case of harassment be proven then Co. Kildare VEC will take appropriate disciplinary action. This may include transfer or other appropriate action up to and including dismissal. Records of any warnings for harassment will remain in the employee's file and will be used if any further allegations or offences of the same or similar nature occur in the future.

Regular checks will be made by the Principal of Athy College after investigating the complaint to ensure that the harassment has stopped and that there is no victimisation. Retaliation of any kind against an employee for complaining or taking

part in an investigation concerning harassment or bullying at work is a serious disciplinary offence.

FURTHER INFORMATION

All questions relating to the execution or interpretation of this policy should be referred to the Principal.

IMPLEMENTING AND MONITORING

All employees have a duty to ensure that their working environment is free from harassment/bullying.

Specific responsibility applies to the Principal to implement the provisions of this policy and to monitor that it is effective.

HEALTH SURVEILLANCE

Section 22 of the Safety, health and Welfare Act 2005 states that;

“Every employer shall ensure that health surveillance is made available to employees.”

Athy College strives to improve the standards of Health & Safety in the workplace by encouraging regular testing of the environment for exposure to hazards in the workplace. All employees are informed of the risks to hazards found in the workplace and every effort is made to provide employees with information and training where appropriate.

FITNESS FOR WORK

Section 23 of the Safety, Health and Welfare Act 2005 states that: An employer may require an employee to undergo an assessment by a registered medical practitioner, nominated by the employer, to certify his or her fitness to perform work activities, and the employee shall co-operate with such a medical assessment. An employer shall ensure that employees undergo assessment by registered medical practitioner of their fitness to perform work activities, which give rise to serious risks to the safety, health and welfare of persons at work.

Where following an assessment, a registered medical practitioner is of the opinion that an employee is unfit to perform work activities he or she shall notify the employer, by the quickest practicable means, of that opinion and the likelihood of early resumption of work for rehabilitative purposes and shall inform the employee accordingly, giving the reasons for that opinion. If an employee becomes aware that he or she is suffering from any disease or physical or mental impairment which would be likely to cause him or her to expose himself or herself or another person to danger or risk of danger, he or she shall immediately notify the employer concerned or a registered medical practitioner nominated by that employer who shall in turn notify the employer. Where an employer receives a notification from a medical practitioner, he or she shall immediately take appropriate action to comply with his or her general duties under *section 8* of the Act.

The Employer is Co. Kildare VEC

LONE WORKING

Athy College is aware of the potential risks associated with lone working, and requires that all such work be subject to risk assessments and sensible controls to minimise the risks.

Employees are:

- reminded of the potential risks associated with lone working;
- required to follow the specified procedures designed to minimise risk; and
- report any problems without undue delay to the Principal

Procedures implemented by Athy College to minimise risk will include:

- careful selection of personnel for lone working assignments;
- as appropriate, additional training for personnel assigned to lone working;
- regular visits by the Principal to monitor personnel working alone;
- frequent and regular check calls by telephone;

- use of personal attack alarms where deemed necessary; and plans for response to lone workers experiencing difficulty.

Working practices will be reviewed on a regular basis (at least annually) and assessments revised as necessary. The responsibility for ensuring that all lone working procedures are implemented and documented is that of: **School Principal**

PREGNANT EMPLOYEES

The pregnancy regulation provides protection to women while pregnant and breastfeeding. The definition of a pregnant employee means any woman who has medical certification she is pregnant. The provisions of this section also apply to an employee 14 weeks after giving birth or an employee breastfeeding 26 weeks after giving birth.

The Principal is responsible for implementing the regulations. The responsibilities include:

- Identification of Hazards
- Written Risk Assessment
- The putting in place adequate safe guards
- Consultation with employees

The risk assessment must take account of what the pregnant employee is exposed to in the work place and how often the exposure occurs.

The risks include: Physical shocks, Vibration, Noise, Chemicals, Excessive heat or cold, Radiation,

Biological hazards, Manual Handling, Shift work. Once the risks have been identified the employee must be informed and control measures must be put in place. This may include adjusting work conditions, provide suitable alternative work. If that is not possible provide health and safety leave under section 18 of the Maternity Protection Act 1994.

SMOKING POLICY

Athy College is committed to providing a safe and comfortable working environment. Smoking is prohibited from all enclosed places of work. Smoking is also prohibited in areas within 6 meters of doors, windows, air intakes, and covered entryways of all buildings. Smoking is totally forbidden on the grounds and premises of Athy College. **Persons who contravene the ban are liable to a criminal prosecution, with an associated fine of up to €3,000.**

ATHY COLLEGE

SAFETY STATEMENT

PART 3

RISK ASSESSMENT AND CONTROL MEASURES

RISK ASSESMENT MATRIX

OUTCOME OF OCCURRENCE

RATING 1: Trivial Injury e.g. scratch, bruise or laceration. No material loss or damage.

RATING 2: Minor injury e.g. breaks of minor bone or minor illness. Little or slight material loss or damage.

RATING 3: Significant injury e.g. breaks of major bone, serious illness or loss of limb or eye. Significant material loss or damage

RATING 4: Potentially fatal. Large scale material loss or damage.

PROBABILITY OF OCCURRENCE

RATING 1: Very Unlikely

RATING 2: Unlikely

RATING 3: Likely

RATING 4: Very likely

MANUAL HANDLING

Hazards: Incorrect lifting, Dangerous Loads, Musculoskeletal Disorders, Back Injury

Risk Assessment: High

Control Measures and Policies:

At Athy College manual handling will, where possible, be avoided. All manual handling operations that cannot be avoided shall be identified and subject to review in order to:

- see if it is necessary to carry out such work.
- establish what environmental improvements might be implemented, and
- establish what reduction of load and / or mechanical aids may be provided to reduce the risk of accident.

All such manual handling shall be carried out only by employees provided with appropriate training in lifting and handling techniques by qualified trainers. Records of such training will be maintained by all employees. All employees are required to report to their School Principal in the event of any problem with manual handling, defects in the environment or equipment, or personal health status that could affect

their ability to work safely. The person responsible for ensuring that the terms of this policy are followed at Athy College and that suitable records are maintained is:

School Principal

HAZARDOUS MATERIALS

Hazards: Contact with Skin, Swallowing of Chemicals, Inhalation of Vapours

Risk Assessment: Medium

Control Measures and Policies

Athy VEC accepts that some work activities may involve the use of materials which have the potential

for harming health, and accordingly will take steps to reduce such use as far as possible, and to provide safe systems of work for the materials which are essential. When performing risk assessments on activities at Athy College, special attention will be paid to potential risks from hazardous substances and will:

- seek to eliminate their use or, failing that,
- source safe substitutes or, if that is not possible
- ensure that there is a safe system of work.

Safety Data Sheets for all chemicals used, for whatever purpose, will be obtained from the

manufacturer or supplier of such chemicals. The safety precautions advised by the SDS sheets will be advised to, and strictly followed by, the persons using the chemicals. Employees are reminded that materials used at work should be treated with respect, care being taken to read warning labels on containers and any written advice provided by Department Heads and to wear / use personal protective equipment supplied for their protection. The person responsible for ensuring that the terms of this policy are followed is: **School Principal**

DRUGS AND ALCOHOL

Hazards: Intoxication

Risk Assessment: Medium

Control Measures and Policies

Athy College is committed to providing a safe and comfortable working environment.

Alcohol misuse by employees is strictly prohibited in that:

- Alcohol consumption at Athy College is prohibited to all employees, and contractors when employed, within the site boundary including car parks and other external areas;
- Alcohol consumption must be managed by all employees such that no member of their staff presents for work under the influence of alcohol or consumes alcohol during the working day;
- Alcohol consumption in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other employees, students and visitors, and will be regarded as a disciplinary matter.
- Alcohol may only be consumed at sanctioned formal VEC events, and only with permission of the Principal. Staff at these events must drink responsibly.

Drug misuse by staff is strictly prohibited such that:

- no employee may present for work under the influence of misused drugs, nor may any member of staff misuse drugs during the working day.

- drug misuse in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other employees, students and visitors, and will be regarded as a disciplinary matter.

It should be noted that if drug misuse and / or alcohol consumption reduces performance to unacceptable levels in terms of safety, sickness, absence or other factors, it may prove to be grounds for dismissal if counselling or other treatments are unsuccessful.

The person responsible for ensuring that this policy is complied with is: **The Principal**

CONTRACT STAFF

Hazards: Unequal Treatment of Temporary staff, Lack of Safety Documentation for Sub contractors, Communication

Risk Assessment: High

Control Measures and Policies

Athy College may, from time to time, employ sub-contract staff in any capacity, due to skills / trades requirements, and for other reasons. When this occurs, we shall ensure that sub-contract staff are protected in terms of their health and safety, and required to protect others to the same high standards. To achieve compliance with the above, Athy College shall ensure that:

- On arrival each sub-contract worker shall be provided with an induction briefing on the general arrangements within the organisation and on the specifics of the work they are to carry out.
- During the initial briefing, any high risk activities shall be highlighted, to ensure that the subcontract workers are aware of the hazards, risks and precautions to be followed.
- To the extent that contracted staff carrying out the work assigned to each temporary / sub-contract worker are in receipt of training, update briefings, issuance of protective equipment etc. this will also apply to the temporary / sub-contract worker.
- Whenever a safety audit is carried out, the safety arrangements for subcontract staff are included in the review of working practices and precautions.
- Each Contractor will be required to produce a risk assessments and method statements for all hazardous activities on the premises.
- All relevant training certification shall be provided by employees before commencing work.
- Each contractor / sub-contractor will be required to submit for inspection copies of his / her Safety Statement and insurances.

The responsibility for ensuring that this policy is complied with is that of: **The Principal**

SLIPS, TRIPS AND FALLS

Hazards: Trailing Cables, Damaged Flooring, Working at Height

Risk Assessment: High

Control Measures and Policies

Athy College is committed to providing a safe place of work and this applies to reducing the risks associated with slips, trips and falls. Each employee will be made aware of his / her responsibility to check the presence of slip, trip and fall hazards within each workplace. In Athy College the condition of floors and outside surfaces will be monitored by a responsible person and remedial action will be instituted where necessary. Where appropriate, it will be ensured that correct footwear is selected and used. This will include monitoring the provision of protective footwear, its suitability and replacement program. Incidents involving slips, trips and falls will be monitored and investigated to identify causes and implement remedial measures. Work schedules will be arranged, so far as is practicable, to avoid persons having to run or rush about unnecessarily. Employees will be informed of the hazards, precautions and controls used to minimise the risks from slips, trips and falls. The person responsible for ensuring that this policy is complied with is: **The Principal**

WORK EQUIPMENT

Hazards: Faulty Equipment, Lack of Training, Lack of Maintenance

Risk Assessment: High

Control Measures and Policies

When purchasing and providing work equipment, Athy College will ensure:

- That such equipment is suitable for the intended purpose, and is manufactured to recognised standards;
- That such equipment is subject to regular maintenance to ensure that it does not have critical failures and that a maintenance log is available and kept up to date;
- That any specific hazard associated with the equipment is noted and advised to staff during training.
- That such equipment is used only by employees trained in the proper use of the equipment, and specifically advised regarding any hazards / risks associated with its use;
- That such equipment is designed to minimise the risks associated with the specific hazards identified;
- That such equipment has control systems, including guards and emergency stops, as necessary for safety;
- That such equipment can be positively isolated from the mains for the purpose of maintenance, cleaning, etc.
- Those employees maintaining the equipment are competent to do so, having been trained and having knowledge of the arrangements for protection against identified specific risks;
- That such equipment is properly installed, in a stable condition;
- That such equipment is marked with appropriate information / warnings for safe use;
- That such equipment is installed in an environment that is suitable (well lit, ventilated, etc. as necessary)
- Each item of equipment is subject to regular inspection and testing, and safeguards are provided where appropriate. The inspections include confirmation of safe operation of guards and electrical equipment.
- Such inspections are conducted regularly.

- Records of these inspections (and statutory inspections of plant and equipment, when applicable) are retained by: **The Principal**

OFFICE SAFETY

Hazards: Slips, Trips & Falls, Struck by or against objects, Equipment Hazards, Entrapment, Ergonomic Risks, Injury

Risk Assessment: Medium

Control Measures and Policies:

All office equipment is positioned so as to avoid risks of falls or collisions when in use. All power, phone and equipment cables and extension cables are positioned so as to avoid risks of falls. Adequate means of access to and exit from the workplace is provided including adequate means of escape in case of fire. Passageways should be kept free from obstruction. Running in the building is prohibited. If a spill occurs then this must be cleaned up immediately to minimise the risk of someone else slipping on it. All tripping hazards (e.g. loose, upturned or damaged carpet) must be reported immediately. Safe means must be used when accessing heights. Suitable steps are provided and must be used. Under no circumstances may employees use files, boxes or swivel chairs as a means of access to heights.

ERGONOMIC DESIGN OF WORKSTATION

All work stations are designed to provide a suitable ergonomic layout for the work activity in question. Staff must not alter the ergonomic design of workstations without consent from the Principal. Staff suffering discomfort as a result of the layout of their workstation must inform the Principal.

V D U (Visual display units)

The area in front of the keyboard must be sufficient to provide support for the hands of the operator. Document holders should be arranged to minimise frequent head & eye movement. If required, foot rests will be provided. All operators are provided with adjustable height and back support chairs. Desks & screens are arranged where possible so that any bright lights are not reflected in the screen. Operators are encouraged to take rest breaks from working with V D U's and change their work activity.

Section 5 of the *Safety Health and Welfare at Work (General Applications) Regulations 2007*

states that;

“Every Employer shall ensure that appropriate eye and eyesight tests are made to every employee (i) before commencing display screen work (ii) at regular intervals thereafter (iii) If an employer experiences difficulties which may be due to display screen work “

FILING CABINETS

Store heaviest items in the bottom drawer. Start with the bottom drawer when setting up files or after moving cabinet. Never open more than one drawer at a time. Use drawer handles when opening cabinets. Always close file drawers after use.

OFFICE CLEANING & MAINTENANCE

All cleaning equipment must be properly stored away after use. Proper cleaning gloves must be worn when using cleaning products containing hazardous substances. All equipment for the purpose of cleaning shall be properly maintained and used according to the manufacturers' instructions. Any defects must be reported immediately.

SHELVING

All shelving must be of sound construction, adequate strength and free from patent defect, so as to be safe and without risk to safety & health. Shelving must be installed by competent personnel. Items stored on shelving must be placed in such a manner so that they will remain stable. Shelving must never be overloaded with any items or goods, to such an extent, as may be likely to cause collapse. Safe access to shelving must be maintained at all times. The storage on shelving of goods and materials must be ergonomically organised, in such a manner, so as to avoid repetitive strain injury from continuous stooping or bending.

ELECTRICAL SAFETY

Hazards: Electrocutation, Burns, Lack of Maintenance of Equipment

Risk Assessment: High

Control Measures and Policies

At Athy College electrical equipment is subject to regular inspection and maintenance to ensure that it remains in a safe condition. All electrical systems and equipment are properly specified, designed and installed. Systems are wired in accordance with the ETCI rules or IEE Regulations current at the time of installation and all new equipment is to be manufactured to an appropriate standard where one is set (such as Irish Standards (IS) and European Norms (IS EN)) and marked as conforming to European Union general standards (CE marked). Portable (plugged-in) appliances shall be subject to a routine of inspection and testing. Such inspections and tests will be recorded, and the records maintained for inspection as required. All portable equipment will be protected by use of a residual current device with sensitivity of 30 mA or less. In addition, only 110v electrical equipment will be used outdoors. Work on the electrical system or on any piece of electrically powered equipment shall be by authorised and competent persons only. All employees are requested to inspect visually their work equipment prior to each day's use and to report any faults promptly. Any faulty piece of equipment is to be taken out of service, labelled as out of service, and if possible unplugged from the mains supply. It may not be returned to normal use unless and until it has been checked by a competent electrical engineer, repaired if necessary and satisfactorily re-tested. Records of inspections are held by and responsibility to ensure compliance with this section and other requirements of the *Safety Health and Welfare at Work (General Application) Regulations 2007* is that of: **The Principal**

LONE WORKING

Hazards: Accidents or Incidents while Lone Working, Security, and Emergencies

Risk Assessment: Medium

Control Measures and Policies

Athy College is aware of the potential risks associated with lone working, and requires that all such work be subject to risk assessments and sensible controls to minimise the risks. Employees are:

- reminded of the potential risks associated with lone working;
- required to follow the specified procedures designed to minimise risk; and
- report any problems without undue delay to the Principal.

Procedures implemented by Athy College to minimise risk will include:

- careful selection of personnel for lone working assignments;
- additional training for personnel assigned to lone working;
- regular visits by members of the Management Team to monitor personnel working alone;
- frequent and regular check calls by telephone
- use of personal attack alarms where deemed necessary.

Working practices will be reviewed on a regular basis and assessments revised as necessary. The responsibility for ensuring that all lone working procedures are implemented and documented is that of: **The Principal**

NOISE

Hazards: Hearing Damage, Vibration, Distraction

Risk Assessment: Medium

Control Measures and Policies

Athy College will seek to protect employees both from hearing damage caused by exposures to loud noise and from distraction and nuisance caused by noise at lower levels. Any work and / or location suspected of exposing employees to loud noise will be subject to a formal noise assessment by a technically competent person. Any worker identified as being exposed to noise levels in excess of 80 dB(A)* measured / calculated over eight hours (or equivalent for longer working periods) shall be advised by the relevant person of the risk of noise exposures and of the availability of hearing protection. If any worker is identified as being exposed to noise levels in excess of 85 dB(A)** measured /calculated over eight hours (or equivalent for longer working periods) efforts shall be made to reduce the noise emission, and reduce the time of exposure. If such measures cannot be effected immediately and / or cannot reduce exposures below 85 dB (A)** the employees exposed shall be required to wear hearing protection. All areas in which the average noise level is in excess of 85 dB(A)** shall be designated hearing protection zones, and only authorised staff equipped with hearing defenders may work in those areas. Any work area in which employees report that noise distracts or represents a nuisance shall be subject to an assessment to ascertain whether this is the case, and whether the noise levels may be reduced. All new equipment and machinery purchased shall require a check on noise emissions (information from the supplier) and quieter machinery selected preferentially.

The Principal has overall responsibility for ensuring that this policy is implemented. Class teachers are primarily responsible for implementation in relation to the students in their classes.

WORKING AT HEIGHTS

Hazards: Falls from Height, Falling Debris, Faulty Assembly

Risk Assessment: High

Control Measures and Policies

Athy College is committed to providing a safe and healthy workplace, and this includes the provision and maintenance of safe and appropriate working platforms. The Principal shall ensure that for all occasions where working at heights are necessary that adequate measures are taken to protect employees, students, others at work and members of the public from the risks associated with working at heights. The Principal shall ensure that for any and all occasions where workings at heights are necessary that only competent persons and employees are engaged in the erection, maintenance and striking of scaffold or the operation of access equipment. Athy College is committed to compliance with all relevant health and safety legislation including the *Safety Health & Welfare at Work (Construction) Regulations 2006* and the *Safety Health and Welfare at Work (General Application) Regulations 2007* and the relevant Codes of Practice and guidelines. Athy College is committed to providing adequate and appropriate resources for training and consultation with employees.

Contractors carrying out work for or on behalf of Athy College must adhere all relevant health and safety legislation including the *Safety Health & Welfare at Work (Construction) Regulations 2006* and the *Safety Health and Welfare at Work (General Application) Regulations 2007* and the relevant Codes of Practice and Guidelines.

The Principal has overall responsibility for ensuring that this policy is implemented.

WELFARE FACILITIES

Hazards: Hygiene

Risk Assessment: Medium

Control Measures and Policies

Athy College will provide suitable welfare facilities for their employees, including:

- Lockers
- Tea and Coffee making facilities
- Washing facilities

The Principal has overall responsibility for ensuring that this policy is implemented.

ATHY COLLEGE

SAFETY STATEMENT

PART 4

FIRST AID AND EMERGENCY PROCEDURES

EMERGENCY EVACUATION PLANS POSSIBLE CAUSES FOR EVACUATION

Fire is the main probable cause for emergency evacuation at Athy College.

FIRE SAFETY – GENERAL

Athy College is committed to the provision of safe workplaces, and this includes appropriate fire precautions to prevent fires, detect them if they arise and ensure the safe and swift evacuation of everyone from a building in which a fire has started. Co Kildare VEC is responsible for ensuring that the school complies with the general requirements for good fire protection, including where appropriate the maintenance and testing of fire fighting equipment and the provision of suitable fire exit routes with appropriate signage and maintained and tested emergency lighting. When performing risk assessments, the Principal is responsible for checking on the school's arrangements for fire protection including the maintenance of fire exit routes free from obstructions, the briefing of staff, and participation in tests and drills. Every employee is responsible for maintaining fire safety by avoiding creating fire hazards with either flammable materials (careful storage, disposal) or sources of ignition (smoking, electrical equipment). Fire exits and routes must be kept clear and, in the event of an alarm, employees are required to make an orderly exit and assemble at the designated assembly point in Athy College's car park.

FIRE EMERGENCY PROCEDURES

ACTION ON DISCOVERING A FIRE:

- Keep calm
- Raise the alarm
- Teachers' immediate duty of care is to the students in their care when the alarm is raised
- Call other persons on the premises and let them know where the fire is.
- If possible, and without putting yourself at risk, tackle the fire. Use an extinguisher appropriate to the type of fire.
- Keep yourself on the side of the fire near to an exit.
- If the fire is too large to be tackled, evacuate without delay.
- Go to the assembly point.
- Do not re-enter the building until given the all-clear by the Fire Brigade.

ACTION ON HEARING THE FIRE ALARM:

- Keep calm
- Leave the building without delay, using the nearest exit from the building.
- Do not stop or go back to collect personal belongings.
- Go without delay to the designated assembly point.
- Do not re-enter the building until given the all clear by the Fire Brigade.
- The senior staff member present must ensure at the assembly point that all students, visitors and employees have evacuated, and be prepared to brief the emergency services.

EMERGENCY EVACUATION DRILLS

- An Emergency Evacuation Drill will be conducted at least once per year.
- As little prior warning as possible will be given of an Emergency Evacuation Drill.
- If possible, an emergency exit will be blocked during each drill to help illustrate the effect of a real fire, and to check the effect on evacuation times.

EMERGENCY EVACUATION DRILLS: RESPONSIBILITY FOR

Arranging and conducting Emergency Evacuation Drills, and recording same, is the responsibility of

Ms. Natalie O'Neill in consultation with the Principal.

EMERGENCY ESCAPE FACILITIES

Emergency Exits and Escape Routes

Emergency exits are sign posted as required by regulation.

Staff are also briefed on the importance of keeping emergency exits and escape routes

free of obstruction at all times.

Emergency Lighting System

An emergency lighting system is installed throughout the building.

Fire Extinguishers

Fire extinguishers are located at all fire points throughout the school.

FIRE ALARM

A fire detection system is installed throughout the school.

FIRE SAFETY NOTICES

A Fire Safety Notice is posted at each Fire Point, and at other locations throughout the school.

FIRE ASSEMBLY POINT

The Fire Assembly Point is located in the car park area.

EMERGENCY NUMBERS

A list of emergency contact numbers is posted in the general office.

FIRST AID ARRANGEMENTS

Athy College is committed to providing suitable and sufficient first aid facilities for staff, students and visitors. All employees should be aware that, in the event of a medical emergency, efforts should be made to seek professional medical assistance, even though first aid facilities are available. Dial 999 (or 112 on a mobile phone) to contact the emergency services. The list of staff trained in First Aid and in the use of the defibrillator is supplied on Page [////](#). They will comply with this policy

and best current practice. A First Aid box will be located in the First Aid Room and in practical classrooms.

These will be used to render first aid for minor cuts grazes. Medical assistance will be obtained for any injuries more serious than this. Employees will be briefed on the importance of familiarising themselves with the contact details for the nearest doctor and hospital. These are on display in the main office. In the event of an accident resulting in first aid being administered, the person rendering first aid shall ensure that a record is made as to first aid treatment. Where reasonably practicable, Athy College shall identify a rest area which may be used in the event of a medical emergency.

Note that:

- Medicines should not be administered other than by medically qualified personnel.
- It is noted that First Aiders are initially qualified by completing an approved Occupational First Aider Course, and are re-qualified as required by regulation every three years, and that *Approved Occupational First Aid Instructors* are those registered with the *National Ambulance Training Board*.