Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

CORPORATE HEALTH AND SAFETY

Policy Area	Corporate Services
Version	1.2, 2, 3
Date	Created: March 2016 Reviewed: March 2018, July 2018, July 2020, August 2023, October 2026
Revision Details	Previously Corporate Safety Statement
Monitored	Annually
Responsibility	Executive Leadership Team
This policy document is an uncontrolled copy. Each staff member should consult StaffCONNECT for the latest version of this document	

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Definitions

For the purpose of this Statement the following terms shall have the meanings assigned to them:

Employer – refers to Limerick and Clare Education and Training Board;

Centre – means a School (Primary and Post Primary), FET College, Training Centre, Youthreach, Head Office or any other ETB centre providing services on behalf of the organisation;

Centre Manager – means Chief Executive, Principal, Training Centre Manager, Youthreach Co-ordinator, Adult Education Officer or any other post with responsibility for the operational running of a School (Primary and Post Primary), FET College, Training Centre, Youthreach, Head Office or any other LCETB centre providing services on behalf of the organisation;

Board of Management – means a Board of Management in the case of Primary, Post Primary Schools;

Student – means a person enrolled or on work placement in a School (Primary and Post Primary).

Learner - means a person enrolled or on work placement in a FET College, Training Centre, Youthreach or any other ETB centre providing services on behalf of the organisation;

LCETB –Limerick and Clare Education and Training Board

FET – Further Education and Training

OSD – Organisation Support and Development

1 Introduction

Section 20 of the Safety, Health and Welfare at Work Act 2005 requires that LCETB prepare a written Safety Statement describing the arrangements in place for the safeguarding and maintaining of a safe and healthy environment for employees, and others who may be affected by our activities: learners, students, visitors, contractors and members of the public.

A safety statement is a systematic approach to managing health and safety within the organisation. It is an ongoing working document that states the management of health and safety of LCETB.

The aim of this Corporate Health and Safe is to formally set out the high-level responsibilities, structures and resource requirements for achieving the above and emphasises theobligation to place hazard identification and risk assessment at the foundation of the safety management system.

It is a requirement of this Corporate Health and Safety that all Schools/Centres within LCETB have in place an Ancillary Safety Statement. [1] The Ancillary Safety Statement identifies the persons responsible for ensuring that the safety management system is successfully embedded within their respective Schools and Centres and that arrangements are in place to monitor the effectiveness of the safety management system on an ongoing basis.

Ancillary Safety Statements will be supplemented by additional safety documentation and records within each school / centre to reflect the scope and range of services provided therein. There may alsobe instances where an alternative and/or additional operating procedure may be more suited to the environment of a centre. It is therefore essential that where Ancillary Safety Statements are supplemented with alternative or additional operating procedures that these are kept within the Safety Statement and form part of the Centre Safety Management System with clear reference as to which procedure applies. Includes the names and job titles of people with their roles for safety and health or performing the tasks set out in the statement.

1.1 Scope

The Corporate Health and Safety is applicable to all employees throughout LCETB. Corporate Health and Safety places obligations on both management and employees to ensure that the LCETB safety management system is fully implemented to secure the safety, health and welfare of all employeesand those affected by the ETB's activities and to support the continuous improvement of service quality.

It is a requirement of LCETB that where it engages with third parties, that appropriate evidence is sought of their systems and structures; the objective being to ensure that LCETB will not be adversely impacted by third party activities.

LCETB's aim is to provide a safe working environment at all times for staff, learners and third parties. This can only be achieved with cooperation and effort from all. Responsibility for health and safety

[1] See list of locations in Appendix (A)

rests with all staff at all levels within the organisation. This document sets out the proactive safety management system, procedures and management responsibilities.

LCETB has provided an Ancillary Safety Statement template to each of its centres. Centre Managers are required to use this template to develop their Site Safety Statement.

1.2 LCETB Profile

Limerick and Clare Education and Training Board is the state education and training authority for the Limerick and Clare region.

LCETB has responsibility for education and training, youth work and a range of other statutory functions. LCETB manages and operate second level schools, further education colleges, and a range of adult and further education centres delivering education and training programmes.

The authority has a diverse range of education services under its remit with responsibility for 18 multi-denominational post-primary schools currently servicing in excess of 9,600 students. It also offers an extensive choice of full and part-time programmes through its Further Education and Training Division with over 25,000 learners in over 300 locations across the Limerick/Clare region every year. The range of programmes offered includes Post Leaving Certificate, Apprenticeships, Traineeships, Specific Skills Training, and Youth Programmes.

LCETB is also responsible for two Outdoor Education Centres which host amongst its high-risk activities caving, rock climbing, kayaking, and snorkeling to name but a few

The authority is supported by approximately 3000 staff.

Education and Training Boards are funded by the Department of Education and Skills and are therefore limited in both financial and resource allocations.

The Training Boards, by their very nature, have a wide range of health and safety risks given the nature of their business.

Vision Statement

Limerick and Clare Education and Training Board plays a leading role in the provision of high-quality lifelong education, training and enterprise skills needs. We achieve this by providing caring, effective, innovative, flexible and inclusive pathways for all our students and learners, which are reflective of the diverse needs of our community.

Mission Statement

Limerick and Clare Education and Training Board provides and facilitates the delivery of quality lifelong education and training in a caring, inclusive, supportive and safe environment. We nurture effective, innovative, flexible learning pathways for all, and foster partnerships, which address the evolving needs and skills of students and learners in the region.

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

1.3 Amendment history

This Corporate Health and Safety should be read in conjunction with all other contractual obligations, policies and Codes of Conduct in existence at the school, centre and the LCETB. Details ofany changes to this document must be recorded in the amendment history.

This table to be used as an administrative mechanism to ensure that any amendments and / or additions based on ETB / School / Centre needs in respect of safety procedures are recorded and available to members of staff in each location.

1.4 Legal and Other Requirements

This Corporate Health and Safety has been developed to enable LCETB to comply with its corelegal requirements as outlined within the Safety, Health and Welfare at Work Act 2005 and other ancillary legislation and regulation. This document has been developed in line with the HSA guidelinesfor Post Primary Schools.

The 2005 Act introduced specific duties on both the employer and employee

Part 2 (Chapter 1), 3 and 4 of the 2005 Act details the general duties of the Employer.

The different requirements are divided into the following headings:

- *General Duties of Employers (Section 8);*
- *Information to Employees (Section 9);*
- *Instruction, Training & Supervision of Employees (Section 10);*

- *Emergencies and Serious and Imminent Dangers (Section 11 ;)*
- *Protective and Preventive Measures (Section 18);*
- *Hazard Identification & Risk Assessment (Section 19);*
- *Safety statement (Section 20);*
- *Co-operation (Section 21);*
- *Health Surveillance & Medical fitness to Work (Section 22 & 23);*
- *Safety Representative (Section 25);*
- *Employee Consultation (Section 26);*
- *Penalisation (Section 27).*

The 2005 Act introduced specific duties on both the employer and employee.

Chapter 2 of the 2005 Act details the general duties of the Employee.

The different requirements are divided into the following headings:

- *General Duties of Employees (Section 13);*
- *Interference, misuse, etc. (Section 14);*
- *General Duties of Persons in Control of Place of Work (Section 15);*
- *Health Surveillance & Medical fitness to Work (Section 23);*
- *Safety Representative (Section 25);*
- *Employee Consultation (Section 26).*

1.5 Health and Safety Objectives

When setting objectives and targets, LCETB will ensure that they are consistent with Healthand Safety policy and consider financial, operational and business requirements as well as technologicaloptions. The aim of such objectives will be to promote and ensure implementation of standards of safety,health and welfare which comply fully with statutes, regulations and codes of practice in place at the time and conforming with best practice in the provision of the services provided by the centre.

In order to determine whether or not the objectives and targets are being met they will be measured, where practical, to allow progress to be monitored. Objectives and targets will be set by the Senior Leadership Team, taking account of available resources, so far as is reasonably practicable.

2 LCETB Health and Safety Policy

In accordance with the Safety, Health and Welfare at Work Act 2005 it is the policy of the Board of the LCETB to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill-health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and students of the centre.

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

The LCETB, as employer, undertakes in so far as is reasonably practicable to:

(a) Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;

(b) Provide information, training, instruction and supervision where necessary to enable staff to perform their work safely and effectively;

(c) Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the centre;

(d) Continually improve the system in place for the management of occupational safety, health and welfare 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.

LCETB is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, equipment, experience and other relevant developments.

For LCETB Schools, in accordance with LCETB Board of Management (BOM) Guidelines, it is the responsibility of the BOM to make arrangements for the preparation, adoption and annual review of a school plan, which must include this Safety Statement.

Signed:

Position: Chief Executive  *Date:* 29/10/2026

3 Resources to be Applied

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

Resources in terms of human, financial, equipment and training will be made available to support safety, health and welfare in all schools and centres.

4 Roles and Delegated Functions

The Chief Executive is the Accounting Officer in respect of ensuring the duties of the employer as set out in the 2005 Act are complied with.

Under the Safety, Health and Welfare Act 2005 responsibility rests with the employer to ensure appropriate safety systems are in place with clear roles and delegated functions assigned to support a culture of safety first.

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

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

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

Safety, health and welfare planning is seen as an integral part of LCETB's planning and self-evaluation processes. The Corporate Health and Safety and Ancillary Safety Statements should be informed by and reflect wider ETB / centre planning priorities and decisions. The management and implementation of a safety statement is an executive function.

Employees will be provided with the health and safety training required to carry out their role. Every effort will be made to ensure that identified hazards in the workplace will be reduced or eliminated so far as is reasonably practicable.

Policy and procedure will be communicated effectively to all staff.

4.1 Chief Executive

The CE, ***George O'Callaghan,*** has overarching responsibility to ensure, so far as reasonably practicable the safety, health and welfare at work of all employees and others affected by LCETB activities.

- Comply, as far as is reasonably practical, the safety, health and welfare at work of his or her employees and the legal obligations set out as employer under the 2005 Act;
- managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;
- as regards the place of work concerned, ensuring, so far as is reasonably practicable—
  - (i) the design, provision and maintenance of it in a condition that is safe and without risk to health,
  - (ii) the design, provision and maintenance of safe means of access to and egress from it, and
  - (iii) the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;
- ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;
- providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;
- providing and maintaining facilities and arrangements for the welfare of his or her employees at work;
- providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;
- determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3;
- having regard to the general principles of prevention in *Schedule 3*, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;
- reporting accidents and dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed under section 33, as appropriate, and

- obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

4.2 Directors

Whilst the CE has overarching responsibility as described in section 4.1, the Directors carry similar responsibility to the CE for all matters within their control or influence.

Director of OSD ***Eamon Murphy***

Director of FET ***Paul Patton***

Director of Schools ***Donncha O Treasaigh***

4.3 Person in Control of Place of Work

- Comply as far as reasonably practical with the requirements of the 2005 Act;
- Shall ensure as far as is reasonably practical, that the place of work, the means of access thereto, or egress therefrom, and any article or substance provide for use in the place of work, are safe and without risk to health.
- Ensure all accidents and incidents are reported to LCETB Head Office and investigated with all relevant statutory reports completed;
- Organise relevant training with appropriate registers maintained;
- Participates in the Safety Committee where one is established.

4.4 Safety Representatives

Employees may, from time to time, select and appoint from amongst their number at their place of work a representative (in this Act referred to as a "safety representative") or, by agreement with their employer, more than one safety representative, to represent them at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work.

(2) A safety representative may—

- inspect the whole or any part of the place of work—

(i) subject to *subsection (3) of the 2005 Act*, after giving reasonable notice to the employer, or

(ii) immediately, in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person,

- investigate accidents and dangerous occurrences provided that he or she does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions,

- after the giving of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represents,
- accompany an inspector who is carrying out an inspection of the place of work other than an inspection for the purpose of investigating an accident or dangerous occurrence,
- at the discretion of the inspector concerned, accompany an inspector who is carrying out an inspection for the purpose of investigating an accident or dangerous occurrence,
- at the discretion of the inspector concerned, where an employee is interviewed by an inspector with respect to an accident or dangerous occurrence at a place of work, attend the interview where the employee so requests,
- make representations to the employer on any matter relating to safety, health and welfare at the place of work,
- make oral or written representations to inspectors on matters relating to safety, health and welfare at the place of work, including the investigation of accidents or dangerous occurrences,
- receive advice and information from inspectors on matters relating to safety, health and welfare at the place of work, or
- consult and liaise on matters relating to safety, health and welfare at work with any other safety representatives who may be appointed in the undertaking concerned, whether or not those safety representatives work in the same place of work, in different places of work under the control of the employer or at different times at the place of work.

(3) The employer and the safety representative shall, having regard to the nature and extent of the hazards in the place of work, agree the frequency or schedule of inspections which may be carried out under *subsection (2)(a)(i) of the 2005 Act,* which agreement shall not be unreasonably withheld by the employer.

(4) Every employer shall consider any representations made to him or her by the safety representative in relation to the matters specified in this section or any other matter relating to the safety, health and welfare at work of his or her employees and, so far as is reasonably practicable, take any action that he or she considers necessary or appropriate with regard to those representations.

(5) An employer shall give to a safety representative such time off from his or her work as is reasonable having regard to all the circumstances, without loss of remuneration, to enable the safety representative—

- to acquire, on an ongoing basis, the knowledge and training necessary to discharge his or her functions as a safety representative, and
- to discharge those functions.

(6) Where an inspector attends at a place of work for the purpose of carrying out an inspection, the employer shall inform the safety representative that the inspection is taking place.

Safety representatives will not be placed at any disadvantage as a result of fulfilling their role.

4.5 Health & Safety Committee

A Health and Safety Committee (hereinafter Safety Committee) facilitates the consultation process on safety, health and welfare matters in a centre.

Employees have the right to make representations to and consult their employer on matters relating to their safety, health and welfare at work.

Where, in a place of work by agreement of the employer, there is a group of persons (by whatever name known) representative of the employer and the employees that constitutes a safety committee in compliance with *Schedule 4 of the 2005 Act* and that exists for the purpose of consultation regarding the safety, health and welfare at work of the employees, consultation within that group of persons may, to such extent as may be agreed between the employer and his or her employees, fulfil the requirements of *subsections (1)* and *(2)* of the Act.

Consideration shall be given to any representations made by employees in relation to matters relating to their safety, health or welfare at work and, so far as is reasonably practicable, take any action that he or she considers necessary or appropriate with regard to those representations.

Employees involved in arrangements for consultation will be given such time off from their duties as is reasonable having regard to all the circumstances, without loss of remuneration, to enable those employees—

(a) to acquire the knowledge and training necessary to discharge their functions under this section, and
(b) to discharge those functions.

Where a safety committee is established as a means of consulting with employees, it should ideally be comprised of a minimum of;

- Centre Manager;
- Members of Staff;
- Safety Representative (elected by staff).

The Safety Committee will also consider any of the other items arising under Section 26 (1) (b) of the Health and Safety and Welfare at Work Act, 2005.

4.6 All Employees

(1) Comply as far as reasonably practical with the requirements under the 2005 Act.

An employee shall, while at work—

a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,

(b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,

(c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

(d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,

(e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

(f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

(g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,

(h) report to his or her employer or to any other appropriate person, as soon as practicable—

(i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
(ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
(iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person,

of which he or she is aware.

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under *subsection (1)(f) of the 2005 Act*.

4.7 First Aid Responder (FAR)

Part 7, Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with the issue of first-aid within the workplace. The employer has a duty to provide first-aid equipment at all places of work where working conditions require it.

The training of First Aid Responders and equipment in all centres is a responsibility that LCETB places a high value on. In accordance with Health and Safety Regulations, all First Aid Responders are required to complete the appropriate training courses in order to administer first aid in a workplace setting.

The list of qualified FAR's is available on school/centre noticeboards.

The centre has provided suitable first aid kits which are located throughout the centre. It is the responsibility of the FAR (s) to maintain the first aid kits and appropriate records in accordance with their training.

Automated external defibrillators (AEDs) are provided as life-saving devices which can prevent death arising from sudden cardiac arrest. Training is also provided to identified staff members. Staff trained in the use of defibrillators will be responsible to ensure the units are maintained to appropriate standards and where they are not maintained to bring it to the attention of the Centre Manager for rectification.

4.8 Fire Wardens:

The duties and responsibilities of all employees acting as Fire Wardens are outlined as follows:

General Duties of a school/centre fire warden:

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

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

Duties of a school/centre fire warden – during a fire:

In the event of an emergency, it is the responsibility of individual staff members to evacuate their classrooms/areas of work and place of work. The role of the fire warden is to support this, providing a second level of protection. The fire warden should:

- Raise the alarm or make sure it has been raised by someone else;
- Check their designated section of the premises after the main evacuation to ensure no one has been left behind (including toilets and store rooms where learners/staff may have sought refuge);
- Shut down dangerous equipment, close windows and shut fire doors where it is safe to do so;
- Use firefighting equipment if it is safe to do so and they are confident in its operation;
- Liaise with fire fighters as to the location of the fire and the risks specific to that area of the centre.

4.9 Responsibilities of Safety Health and Welfare Unit

Assist the Executive in the implementation of the Safety Statement.

Provide support to Principals/Centre Managers/Co-ordinators on Health & Safety matters

Advice on the preparations of Emergency Evacuation and Critical incident Plans.

Establish an audit schedule for health and safety within the ETB.

Establish an inspection schedule for health and safety within the ETB.

Other functions as might arise from time to time.

Ensure that systems are in place for staff training

4.10 Contractors

All contractors working in or on behalf of the ETB have a duty to comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016, and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2013.

Substantial construction projects e.g. extension, summer works, are generally undertaken centrally by the LCETB on behalf of the school/centre. Such circumstances are generally where:

- There is more than one contractor involved in the work;
- The work is scheduled to last more than 30 days (or 500-person days); or
- There is a particular risk involved.

Where substantial projects are identified the LCETB will ensure compliance with the relevant regulations and will advise the school/centre in respect of same.

From time to time a centre will call on the services of the smaller contracting company to carry out a variety of such construction tasks e.g. plumber, electrician or carpenter etc. Where this work involves a single contractor, there are no particular risks present and task duration will not exceed 30 working days or 500-person days, to comply with safety and health requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:

The centre will:

- Ensure that the contractor is suitably qualified, experienced and where appropriate registered with a suitably recognised craft body;
- Make available the relevant parts of its safety statement and safety file (where one exists) to any contractors working in the centre on behalf of the centre;
- Provide to contractors the centre's safety statement and instructions relating to safety, health and welfare;

- Be aware of the contractor's duty to make available to the centre the relevant parts of the contractor's safety statement and risk assessments in relation to the work being carried out;
- Co-operate and coordinate their activities in order to prevent risks to safety, health and welfare where it is sharing a workplace with a contractor.

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

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

All equipment brought into centre grounds by contractors must be safe to use, have all safety guards in place, be accompanied by all necessary certificates where required and not represent a danger to any staff, learners/students or visitors when in use.

4.11 Visitors

Learners, students, parents, volunteers and visitors must comply with the centre's Ancillary safety statement and instructions relating to safety, health and welfare.

Visitors should be directed to take notice of emergency exit routes from all levels of premises and be aware of alarm signals.

In the event of an emergency, all learners / students / visitors should be instructed to follow directions with regardto evacuation of the premises or follow staff members to a safe exit route.

5 Risk Assessment

5.1 Hazard Identification and Risk Assessment

Risk assessment is a 3-step process:

Step1 Identify the hazard

Step 2 Assess the risk in proportion to the hazard

Step 3 Identify and implement the appropriate control measures to eliminate or reduce the risk.

For compliance with Section 19 of the Safety, Health and Welfare at Work Act 2005 each Centre Manager has responsibility:

- to ensure that hazards are identified in the workplaces under their control
- to assess the risks in the workplaces under their control.
- evaluate the risk with reference to ETB risk assessment policy
- identify what additional controls, if any, are required to eliminate the risk or reduce it to as low as reasonably practicable
- identify and assign a responsible person who has responsibility for ensuring these additional controls are implemented and agree a time frame for implementation
- review the risk assessment and make appropriate changes when necessary
- communicate and notify risks that cannot be controlled locally to senior management for entry on the appropriate risk register
- identify and implement the appropriate control measures to eliminate or reduce the risk

It is recognised that where staff are engaged in the process of risk assessment that there is a requirement on the employer to ensure that appropriate time during the working day is identified for this work to be completed. Employees who participate in good faith in the risk assessment process will not be subject to any disciplinary sanction.

The most appropriate person to carry out a risk assessment of any area / location is the individual staff member with the most experience and knowledge of the nature of the work to be undertaken in specific areas of the centre. This means that the person(s) most familiar with the workspace and activities to be carried out there may be asked to complete a risk assessment of their workspace as they will be more likely to be aware of and deal with hazards on a daily basis.

A risk assessment exercise does not place responsibility on the employee to reduce or eliminate a risk. Once identified through a risk assessment process the risk/hazard becomes the responsibility of the Centre Manager to reduce or eliminate in a planned and co-ordinated manner, which may require assistance and support from the ETB.

This exercise does not negate the duty of an employee to notify management of any concerns that may arise at any other point in time. Consideration should be given locally within schools and centres to

allowing appropriate time to support people engaged in conducting risk assessments on an annual or bi-annual basis in their area of work.

They are to be reviewed and revised at least annually or as new equipment, systems, personnel or other significant changes occur.

Templates can be downloaded from StaffConnect/Corporate Services/Health and Safety

A signature on a risk assessment form is not mandatory however a record must be maintained of who undertook the assessment from the perspective of assuring accurate, responsible record keeping.

Risk assessment is at the heart of managing safety, health and welfare effectively in any workplace. Before addressing risk assessment, there are a few essential health and safety terms that all members of the centre community should be familiar with.

Hazard:

A hazard is anything that has the potential to cause harm to people, property or the environment. It can be a work material, work equipment, or a work method or practice.

Risk:

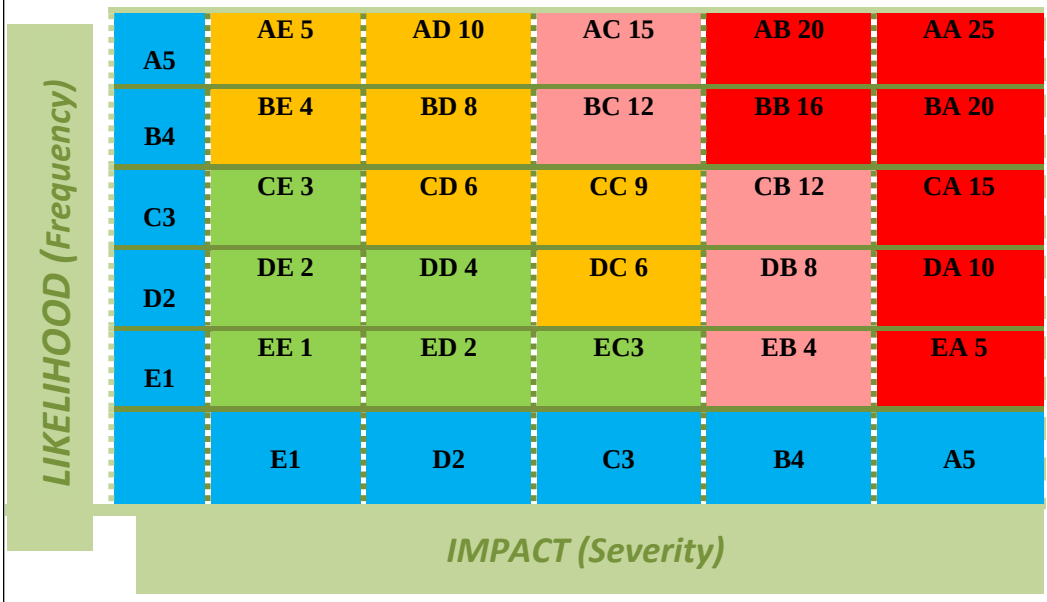
Risk is the likelihood that someone will be harmed by the hazard together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

Control measures / controls:

Control measures / controls are the precautions taken to ensure that the risk is eliminated or reduced. Following risk assessment, implementing control measures is a critical element of managing safety effectively. Control measures ensure, for instance, that equipment is safe and work activities are conducted in a safe manner. It is not enough to be aware of risk. Control measures must be put in place to eliminate or significantly reduce it.

Risk Assessment Matrix

LEGEND
Risk assessment – rating the risk



Likelihood Scales		
	Rating	**Probability of Happening**
5	**Almost Certain**	Almost unavoidable or already occurring
4	**Likely**	Known to happen or has happened
3	**Possible**	May occur at some time
2	**Unlikely**	Not likely to happen
1	**Rare**	May happen only in exceptional circumstances

Impact Scales		
	Rating	**Impact Threat**
5	**Catastrophic**	Extremely detrimental effect
4	**Severe**	High impact
3	**Major**	Significant impact
2	**Moderate**	Containable impact
1	**Minor**	Minor/no significant impact

5.2 LCETB Templates for Risk Assessment

LCETB risk assessment templates are provided to assist centres in the hazard identification and risk assessment process.

The HSA has published Risk Assessment Templates for Schools. The templates provided by LCETB are based on the HSA templates. These templates form a good foundation for risk assessment, but centres should pay close attention to their own centre environment and identify and write down other hazards that may be present, and control measures that may be in place or are required to be implemented.

6 Emergency and General Procedures

Each Ancillary Safety Statement will have its Emergency and General Procedures.
Plans and procedures to be followed in the case of an emergency or critical incident as well as general operating procedures and guidelines. (Non-exhaustive list below)

- Critical Incidents
- Fire Safety
- Fire Safety Management
- Suspected Gas Leak
- Chemical Spill
- First Aid
- Accident Procedure and Incident Investigation

7 Instruction, Training and Supervision

Centre Management have responsibility to ensure that only trained and competent staff are tasked with work activities which have the potential to cause harm. They will take action to ensure that training requirements are met and that the effectiveness of training to meet requirements is reviewed.

Senior management will ensure that all staff understand the importance of their training and experience and how they can work effectively to ensure safe working. They will also ensure that staff are aware of the health and safety consequences of their work activities and the benefits of following safe working practices.

It is recognised that ongoing safety training is required in order to assist in the maintenance of a high standard of service. Safety training and safe work procedures will be available to all staff as required.

Specialist health and safety training will be provided as appropriate. This may include the following, but not limited to the following:

- First Aid;
- Manual Lifting and Handling;
- Working at Heights.

Training will be given as necessary to staff to ensure they understand their health and safety responsibilities as specified in relevant legislation, regulations and this Safety Statement. All staff are encouraged to partake in the HSA online training programmes and any other online awareness training programmes that is provided by LCETB.

However specific training will be provided for matters such as Fire Safety and Emergency Procedures/First Aid Responder training. The Training Programme where appropriate will include refresher training.

All staff will receive induction training upon commencing employment to include good housekeeping practices. The Centre Manager will ensure that the staff are made aware of the hazards present and the safety precautions necessary. The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing work safely.

All training will be recorded, and records maintained by centre administration and / or by LCETB.

Where it is deemed to be necessary, staff will be given further training or retraining as required and this will also be recorded, and progress reviewed, where applicable.

8 Communication and Consultation

This section establishes how the centre community is made aware of the contents of the Ancillary Safety Statement and is consulted on safety, health and welfare matters.

Centre Management will ensure that all staff, including contractors and students/learners, are made aware of issues regarding health and safety. They will also be responsible for receiving, recording and responding to any health and safety communications.

A safety representative will[1] be elected by staff and will be a standing member of the Centre Safety Committee.

The Centre Manager is committed to a policy of co-operation and consultation between management and staff and will take account of any representations made by staff members. The effectiveness of the consultation arrangements will be reviewed at regular intervals by the Safety Committee.

[1] Where size of centre allows

The centre will have a number of noticeboards throughout the centre detailing posters / displays / notices on safety, health and welfare matters to include emergency procedures, fire exits, evacuation assembly points, first-aiders and first aid stations.

Versions of the safety statement are kept up-to-date with the latest revisions, amendments and additions available on the school/centre's shared folder/intranet site.

Communication

The Centre Manager is responsible for ensuring that this Corporate Health and Safety l and localAncillary Safety Statement is brought to the attention of all employees and others at the workplacethat may be exposed to risks covered by the safety statement.

(a) It is the responsibility of the Centre Manager to ensure that the latest revision of the safety statement is available on the network and reviewed / updated annually or as required by the Safety Committee to ensure its appropriateness and compliance with legal obligations.
(b) All new employees (including temporary staff) will be made aware of the centre's safety statement during the induction process. This is the responsibility of the person carrying out the induction training.
(c) The Centre Manager is responsible for advising employees of all changes to this safety statement.
(d) The safety statement will be brought to the attention of staff annually or when there is a significant change.

Document Management

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

9 Monitoring, Review and Update

Corporate Safety Statement Procedure

Ancillary Safety Statement Procedure

- The Centre Manager and Safety Committee will hold meetings on a regular basis to review health and safety within the centre.
- The meeting will be used as a forum to discuss general health and safety issues affecting the centre and to record performance in relation to health and safety issues.
- The following information will be reported at the meeting:
    - Non-compliance concerns;
    - Risk assessments;
    - Results from inspections
    - Accidents / Incidents;
    - Status of objectives and targets;
- The above information will be discussed and analysed and where necessary corrective and preventive actions are agreed and recorded;
- The meeting will also be used to discuss and agree on actions arising as a result of accidents, complaints and non-compliance concerns;
- Periodic reviews of the status of objectives and targets by Management will be also used to monitor and measure health and safety performance;
- The Safety Representative will conduct a safety check in advance of Safety Committee meetings.

Control of Records

The ETB & centres shall maintain records as evidence that the requirements of this safety management system have been met. The records will be maintained so that they can be located and referred to easily. These records include but are not limited to:

- Safety Committee meeting minutes;
- Audit / Inspection Reports;
- Non-conformance Reports (and related documentation);
- Risk Assessments;
- Risk Registers;
- Communication records;

- Training records.

Corporate Health and Safety Management Review

The Director of OSD will ensure that an annual safety review meeting is undertaken, and all the pertinent aspects are reviewed and actions taken as required.

Ancillary Safety Statement Management Review

The Centre Manager will ensure that an annual safety review meeting is undertaken in the latter part of the academic year and all the pertinent aspects are reviewed and actions taken as required. The meeting is undertaken at least annually and as part of the agenda of the Safety Committee.

The management review meeting is used as the pivotal means of ensuring that the centre's systems are fully implemented and effective.

The agenda for the meeting should be all elements of the Health and Safety Management System, which give an indication of its continuing effectiveness. The inputs to this meeting shall include the following:

- Minutes / actions of previous meeting;
- Risk Assessment Results;
- Accident/Incident / Near Miss Details;
- Communications from Interested Parties;
- Effectiveness of Consultation and Participation Measures;
- Performance of the Health and Safety Management System;
- Extent to which Health and Safety Objectives have been met;
- Status of Corrective and Preventive Actions;
- Changes which could affect the Health and Safety Management System e.g. legislation, work practices, equipment etc.;
- Review of Emergency Planning Arrangements;
- Recommendations for Improvement.

The results of the review meeting must be available in the form of minutes maintained. The output of the meeting is any actions to be taken, a time scale for implementation and a date for a follow-up action. The results from this meeting will be brought to the last Board ofManagement meeting in the academic year for information purposes.

The outputs from management review may also include recommendations related to possible changes to the safety statement. Such recommendations will be forwarded to LCETB Head Office for consideration. LCETB Head Office shall evaluate all recommendations on an annual basis to ensure the integrity and effectiveness of the safety management system is maintained.

School/Centre management shall ensure that the Health and Safety Checklist[2] is completed once per year, normally at the end of academic year in conjunction with the Safety Committee and submitted to the LCETB Head Office by the end of September each year.

[2] Form M

APPENDIX A

LCETB Offices and Centres		
Name of Centre	**Centre Address**	**Centre Manager**
Limerick and Clare Education and Training Board Head Office	Marshal House, Dooradoyle Road, Limerick V94 HAC4	George O'Callaghan
Limerick and Clare Education and Training Board Head Office	Station Road, Ennis, Co. Clare V95 D32F	Gerard Fannin
Mol an Ólge Community National School	Glencree, Ennisymon, Co. Clare V95 D372	Orla Cotter
Raheen Wood Community National School	Raheen Road, Tuamgraney, Co. Clare	AlanTuohy
Glenroe Community National School	Spittle, Glenroe, Co. Limerick V35 DA36	Julie O'Connor
Castletroy College	Newtown, Castletroy, Limerick V94 6D85	Padraig Flanagan
Coláiste Chiaráin	Skagh, Croom, County Limerick V35	Gerard O'Sullivan
Coláiste Íde agus Iosef	Convent Street, Abbeyfeale, Co.Limerick V94 F7X4	Liam Murphy
Coláiste Iósaef,	Sheares Street, Kilmallock, County Limerick V35 E860	Noel Kelly
Coláiste Mhuire	Church Street, Askeaton, County Limerick	Morgan Heaphy
Coláiste na Trócaire	Rathkeale, County Limerick	
Desmond College	Gortboy, Newcastle West, County Limerick	Vourneen Gavin Barry
Gaelcholáiste Uí Chonba	Gortboy, Newcastle West, County Limerick	Vourneen Gavin Barry
Ennis Community College	Harmony Row, Ennis, County Clare	Brian O'Donoghue
Gaelcholáiste an Chláir	c/o Ennis Community College, Harmony Row, Ennis, County Clare	Brian O'Donoghue
Gaelcholáiste Luimnigh	Sir Harry's Mall, Limerick	Kevin O'Reilly
Hazelwood College	Carroward, Dromcollogher, County Limerick	Brendan Burke
Mungret Community College	Mungret College Old Stables, Dromdarrig, Mungret, Limerick	Liam O'Mahoney
Scariff Community College	Drewsborough, Scariff, County Clare	Angela McNamara
St Anne's Community College	Clarisford, Killaloe, County Clare	Eukaria O'Grady
St John Bosco Community College	Quay Road, Kildysart, County Clare	Denis O'Rourke
St Joseph's Community College	Carrigaholt Road, Kilkee, County Clare	Agnes Hehir
St Michael's Community College	Newtown, Kilmihil, County Clare	Helena Keane
Thomond Community College	Moylish Park, Limerick	Vivienne Hogan
College of Further Education and Training, Abbeyfeale Campus	Mountmahon, Abbeyfeale, County Limerick	Ciaran Fox
College of Further Education and Training, Cappamore Campus	Dromsally, Cappamore, County Limerick	Clara Cashman

College of Further Education and Training, Croom Campus	High Street, Croom, County Limerick	Melanie Casey
College of Further Education and Training, Organic Campus/An t-Ionad Glas,	Carraward West, Dromcollogher, County Limerick	Dr. Sinead Neiland
College of Further Education and Training, Ennis Campus, Clonroad Business Park	Clonroad, Ennis, County Clare	Alan Hogan Marie O'Callaghan Michael J Ryan Eddie Keane Damien O'Connell Mary Flanagan
College of Further Education and Training, Ennistymon Campus	Church Street, Ennistymon, County Clare	Karen O'Neill Maeve Collins
College of Further Education and Training, Hospital Campus	Main Street, Hospital, County Limerick	Lorraine O'Leary
College of Further Education and Training, Hospitality Campus	LEDP Park, Roxboro, Limerick	Bernadette Enright
College of Further Education and Training, Kilmallock Road Campus	Kilmallock Road, Limerick	Brian Connolly
College of Further Education and Training, Kilmallock Town Campus	Railway Road, Kilmallock, County Limerick	Leesha Foley
College of Further Education and Training, Kilrush Campus	Cooraclare Road, Kilrush, County Clare	Declan Farmer Francis Benson
College of Further Education and Training, Miltown Malbay Campus	Ballard Road, Miltown Malbay, County Clare	Imelda Cahalan
College of Further Education and Training, Mulgrave Street Campus	Mulgrave Street, Limerick	Shane Cullinane Cliona O'Kelly Hanora Hartnett Enda Finn
College of Further Education and Training, Newcastle West Campus,	Station Road, Newcastle West, ounty Limerick	Ciaran Fox
College of Further Education and Training, Newcastle West Campus	The Round House, St Mary's Road, Newcastle West, County Limerick	Ciaran Fox
College of Further Education and Training, NZEB Retrofitting and Centre of Excellence	LEDP Park, Roxboro, Limerick	Martin Cournane
College of Further Education and Training, O'Connell Avenue Campus	Technical Institute, O'Connell Avenue, Limerick	Mary Dunne Edel Sweeney Mark O'Sullivan Mary Flannery
College of Further Education & Training, NZEB & Retrofitting Centre of Excellence	LEDP Park, Roxboro, Limerick	Martin Cournane
College of Further Education and Training, Moyross Youth Academy Campus	The Bays, Knockalisheen Road, Moyross, Limerick	Martin Cournane

College of Further Education and Training, Raheen Campus	Cloughkeating Avenue, Raheen Business Park, Limerick	James Maher Margot Walsh Sean O'Carroll Kevin Bartley
College of Further Education and Training, Scariff Campus	Drewsborough, Scariff, County Clare	Damien O'Connell
College of Further Education and Training, Shanagolden Campus	Main Street, Shanagolden, County Limerick	Trevor Lovell
College of Further Education and Training, Shannon Campus	Shannon Industrial Estate, Shannon, Co. Clare (Bay 115)	James Power Bernie Harten
College of Further Education and Training, Shannon Town Campus	4 Caiseal Daire, Brú na Sionna, Shannon, County Clare	Michael J Ryan
College of Further Education and Training, Tuamgraney Campus	Áras Bhriain Bhórú, Main Street, Tuamgraney, County Clare	Liam Keane
College of Further Education and Training, Watch House Cross Campus	Kileely Road, Limerick	Enda Moloney
Outdoor Education and Training Centre, The Burren	Turlough, Bellharbour, County Clare	Joanna McInerney
Outdoor Education and Training Centre Kilfinane	Chapel Lane, Kilfinane, County Limerick	Keith Bickford
Limerick School of Music	Mulgrave Street, Limerick	Cecilia Madden
Music Generation Limerick City, Creative Centre	Athenaeum Building, 30 Upper Cecil Street, Limerick	Boris Hunka
Music Generation Clare, Creative Hub, College of Further Education and Training, Ennis Campus,	Clonroad Business Park, Clon Road, Ennis, County Clare	Padraig Rynne
Music Generation Limerick County, College of Further Education and Training, Croom Campus	High Street, Croom, Co. Limerick	Patrick O'Brien
Education Centre, Limerick Prison	Mulgrave Street, Limerick	Anita Dooley