



# St. John's Central College of Further Education and Training

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## SAFETY STATEMENT



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# SAFETY POLICY

## Statement of Intent

The Principal has overall responsibility for Health and Safety at Work in St. John's Central College. Any difficulty arising in the implementation of this Safety Statement should be referred to the Principal.

This Safety Statement, in accordance with Section 20, Safety Health & Welfare at Work Act 2005, outlines the policy of St. John's Central College in relation to the Management of Health and Safety.

The creation of an effective Health and Safety Policy will be central to the management of risks and the reduction of accidental loss and ill health.

This requires the development of a positive safety culture where every employee/student sees Health and Safety objectives as an inherent part of his/her work within the centre.

The Principal has overall responsibility for Health and Safety at Work in St. John's Central College. Any difficulty arising in the implementation of this Safety Statement should be referred to the Principal.

St. John's Central College is committed to 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 employees and others who may be affected by business activities.

### St. John's Central College Management

- Believe that considerations of Health and Safety are as important an aspect of management control as any other management function
- Expect all staff to carry out their duties in the full knowledge that safety requirements are embodied in legislation;
- Specify defined areas of responsibility for levels of management
- Specify guidelines for all staff

### All staff/students

- Expected to co-operate with the St. John's Central College Management Team in ensuring that high standards of Health and Safety can be achieved
- Reminded of their own legal responsibilities and duties, which are explained further in the body of the statement

Finally, this statement together with the organisational arrangements for its implementation will be kept available in designated areas for the use of all employees.

Signed..... Date.....

**Paula McCarthy**  
**Principal**

# 1. SAFETY MANAGEMENT & CONTROL

## Introduction

St John's Central College is a college of Further Education and Training which provides a range of courses, both full-time and part-time. The college caters for post leaving certificate and adult students and has over 110 staff members.

The creation of an effective Health and Safety policy will be central to the management of risks and the reduction of accidental loss and ill health.

This means the development of a positive safety culture where every employee/student sees Health and Safety objectives as an inherent part of his/her work within the college.

Every member of the St John's Central College staff has responsibilities to ensure that facilities and all other places of work are kept as safe and free from ill health as is reasonably practicable, both for themselves as well as students and the public.

## What is the Safety Statement?

The Safety Statement is the written policy of St John's Central College detailing how Safety, Health and Welfare at Work, along with all related matters are being managed.

## Who should read it?

Each staff member has a duty to familiarise themselves with the Safety Statement and its contents. The Safety Statement is available to employees.

## Visitors, Contractors and others who visit or are invited to the premises

Any person visiting, working or attending St John's Central College for any reason is invited to read the Safety Statement.

## Updates and Amendments

Changes will inevitably occur from time to time in sections of St John's Central College. Where relevant, these changes will be recorded in this Safety Statement.

## New Legislation and Standards

St John's Central College will do all that is reasonably practicable to keep abreast of and to comply with new legislation and standards, as these become statutory.

## Review of Safety Statement

Paula McCarthy, Principal, will, review this Safety Statement together with the Health & Safety Committee at regular intervals, at least every year or where major changes in equipment or work practices occur. Appropriate changes must be made where deemed necessary. These changes are to be discussed with the College employees concerned.

### 3. RESPONSIBILITIES

The Cork Education and Training Board have a duty to provide an effective resource structure to ensure compliance with Health and Safety legislation. It is the duty of employees at all levels to comply with the Safety Statement and to carry out their responsibilities as detailed in it.

It may be appropriate for a person to delegate some of their function but ultimate responsibility still lies with the named individuals. There is a duty on every one of us to ensure not just our own health and safety but also that of each one of our colleagues, students and others affected by our work

#### 3.1 PRINCIPAL

As the person responsible for the effective management of St John's Central College, **Paula McCarthy** has the ultimate responsibility to represent St John's Central College in taking control, establishing and maintaining a Health and Safety policy.

This policy shall be represented as this Safety Statement.

In accordance with the general duties placed upon St John's Central College by Section 8-11 of the 2005 Act, **Paula McCarthy** shall, in so far as is reasonably practicable, ensure compliance with the Safety Statement by:

1. Taking a first-hand interest in the Safety Policy and to support those whose function it is to implement it.
2. Provide the resources necessary in terms of time, effort and finance in order to promote Health and Safety in this workplace.
3. Take an active part in reviewing any relevant Reports and Audits, relevant changes and improvements (and prioritising these) and ensure that Health & Safety is taken into account at the planning stage of all new work.
4. Ensure that all members of staff are held accountable for their performance in relation to Safety, Health and Welfare in the workplace, with regard to themselves, their fellow employees and others, who may be affected by their work.
5. Ensure that all members of staff are competent in their own individual tasks.
6. Ensure that all materials and equipment comply with the requirements of safety legislation and standards and that no items purchased shall interfere with standards of safety.
7. Ensure that all employees understand the 'Safety Policy', by allowing each employee access to the Safety Statement. When changes/amendments occur, ensure these are appropriately circulated.
8. Ensure that all employees will receive adequate training to carry out their tasks safely.
9. Ensure that all employees accept training or literature given in relation to Safety and Health and also accept any advice given by a competent person.
10. Ensure that all employees understand that Health and Safety information about their work is available to them as a right.

### **3.2 Other Responsibilities of Board of Management, including the Principal**

1. Communicate Health and Safety at work by personal example.
2. Ensure that the St John's Central College Safety Statement and other safety guidance is communicated, observed, understood and implemented.
3. Ensure that all processes and procedures are completed safely and free from ill health.
4. Ensure activities are planned so that they may be carried out safely.
5. Ensure all machinery, equipment and safety devices are properly maintained and safe to use. Provide and maintain adequate guarding systems on machinery.
6. Ensure that only competent personnel adjust, operate and maintain machinery or equipment.
7. Ensure that the safety of lesser-experienced employees or trainees/students is never in jeopardy, from the work they are doing.
8. Ensure that all equipment, installations etc. are fully secured & up to the standard as required by authoritative bodies such as ETCI, RECI etc., before being used.
9. Where personal protective equipment (P.P.E.) is provided that it is worn, used & maintained.
10. Ensure that the adequate safety training is provided if necessary and availed of by employees/ teachers/ instructors and trainees/students.
11. Ensure that employees/ teachers/ instructors and trainees/students are aware of actions to be taken in case of an emergency and that properly maintained fire-fighting equipment is available.
12. Ensure good housekeeping standards are maintained and in particular access / exit routes as well as fire exits and fire points are never obstructed.
13. Ensure all accidents and dangerous occurrences are thoroughly investigated and remedial action taken.
14. Ensure that changes in processes, procedures or equipment by way of new purchases, maintenance or addition takes full account of health and safety and does not endanger the safety and health of an employee or trainee/student.
15. Considering and supporting any representation about Health and Safety from employees.
16. Provide effective supervision throughout all working practices at St John's Central College
17. Take direct interest in the Health and Safety of the employees & students of St John's Central College.
18. Advise Senior Management when a Pregnant Employee Assessment Is required
19. Advise Senior management when a DSE Assessment is required.

### **3.3 Employees Responsibilities**

All employees are expected to co-operate fully with all provisions taken by us for ensuring the Safety, Health and Welfare of employees.

All employees are expected to:

1. Immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Principal or Senior Management.
2. Adhere to all safe systems of work, comply with and beware of hazard warning signs and safety signs, which indicate dangerous machinery, substances or procedures.

All employees have specific statutory responsibilities under the **Safety, Health and Welfare At Work Act, 2005, Section 13 and 14.**

This legislation is outlined as follows:

1. Comply with the relevant statutory provisions, and to take reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work;
2. To 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 or that of any other person.
3. If reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests by, or under the supervision of, a registered medical practitioner who is a competent person as may be prescribed.
4. To co-operate with his/her employer and any other person to such extent as will enable his employer or the other person to comply with any of the relevant statutory provisions
5. Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health or welfare at work or that of any other person.
6. Attend such training as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work of the employee or that of any other person
7. 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.
8. Report to Principal or Senior Management as soon as practicable
  - 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 any other person
  - 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
  - Any contravention of the relevant statutory provisions, which may endanger the safety, health and welfare at work of the employees or that of any other person of which he or she is aware

**Other statutory employee responsibilities are as laid down by S.I. NO. 299 (General Application) Regulations 2007.**

These state that every employee has a duty to take into account training and instruction given by their employer in relation to:

1. Making correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.
2. Where personal protective equipment is provided that the employee:
  - Should make full and proper use of this.
  - Uses it in accordance with the information, instruction and training provided by the employer.
  - Take all reasonable steps to ensure that the employee returns this equipment to storage after its use.

### **3.4 Field Trips**

St John's Central College responsibilities for the health and safety of staff and students extends to field trips and other activities that are organised by the college.

This responsibility can only be exercised in matters over which the college has control, however, an assessment of the risks to be encountered by those undertaking the work must be undertaken which will identify those areas where some control can be applied.

The following list highlights aspects of the trip that should be addressed prior to taking a party out on a field trip:

1. Briefing of the party beforehand regarding the hazards likely to be encountered and precautions to be adopted.
2. Composition of the party to ensure that there are sufficient competent and experienced people to lead the party.
3. Advise of adequate equipment and personal clothing for the trip.
4. Provision of adequate communications should help be required in an emergency.
5. Emergency procedures to be decided beforehand and relayed to all members of the party.
6. It is the responsibility of the owner of the land or premises which is been visited by the party to brief the party on any particular or unusual hazards that may be encountered e.g. dangerous animals, mines, quarries, or manmade holes.

### **3.4 FACILITIES**

#### **Facilities/Services have responsibility to:**

1. Adequately maintain premises owned or rented by St. John's Central College.
2. Ensure that the fire detection system is operational, serviced and maintained and covers all areas.
3. Ensure that legal inspections of boilers and other plant equipment are carried out as required by the relevant bodies and that all statutory registers, notices and documents are maintained as required.
4. Ensure that emergency lighting is operational, serviced and maintained and covers all areas.
5. Liaise with Senior Management and or landlord in relation to safety matters.
6. Ensure that the controls of contractors are followed on site.
7. Ensure relevant contractors maintain up to date Material Safety Data Sheets on each site.
8. Ensure that a fire register is maintained.
9. Ensure that emergency evacuations are held at minimum twice a year.
10. Ensure that adequate fire and emergency precautions are taken including the provision of equipment, emergency lighting and equipment servicing.
11. Ensure that any hazardous substances under their control are assessed, monitored and controlled with adequate records kept, and where possible, are substituted by less hazardous substances and that hazard data sheets are readily available when required.
12. Control plant room and attic access.
13. Carry out all work in accordance with the requirements of the Safety Statement.
14. Set a personal example by carrying out their own work in a safe manner.
15. Ensure employees are issued with, and use, any protective clothing or equipment as required.
16. Plan and allocate work in such a way that health and safety standards are not compromised.
17. Incorporate safety instructions in routine orders and ensure that they are obeyed.
18. Ensure as far as practicable that employees do not take unnecessary risks.
19. Commend people who, by action or initiative, eliminate hazards
20. Suggest ways of minimising hazards and improving safety performance.

### **3.5 Health & Safety Personnel**

**The main responsibilities of the Health and Safety Personnel include:**

1. Supervise the health and safety programme for all college sites.
2. Ensure that the Safety Statement is maintained and is revised on an annual basis
3. Ensure that all employees receive a copy of the Safety Statement and that receipt for this is signed off and acknowledged.
4. Ensure regular inspections of areas are carried out.
5. Liaise with and support Management and staff on areas of Health and Safety including the monitoring of the effectiveness of the Safety Statement.
6. Review safety procedures on an annual basis and when necessary, put forward recommendations deemed.
7. Inspect new and unusual processes for potential hazards.

#### **Training**

8. Advise Management on Health and Safety training requirements.
9. Liaise with management and co-ordinate induction and safety training of employees.
10. Ensure all relevant employees receive manual handling training.
11. Ensure that sufficient numbers of staff are trained and hold the positions of first aiders, fire wardens, etc.
12. Ensure a programme for carrying out DSE Workstation assessments and manual handling assessments is implemented.
13. Co-ordinate and/or carry out pregnant employee assessments as required.
14. Maintain Health and Safety training records.

#### **Accident/Incidents**

15. Ensure all accidents are reported and reported to the relevant authorities as necessary.
16. Ensure that all accidents are investigated.
17. Maintain accident records and regularly inspect first aid records.

### **Fire and Emergency Precautions**

- 18. Ensure a minimum of two emergency evacuations are carried out on an annual basis.
- 19. Ensure an Emergency Procedure Manual is in place.

### **Personal Protective Equipment**

- 20. Monitor that all necessary safety equipment is issued and that the quality and types of equipment available is acceptable.

### **Communication and Consultation**

- 21. Communicate the Health and Safety message through email, Intranet, notice boards etc. and encourage suggestions and feedback. Consult as appropriate
- 21. Ensure that safety/Risk Management is an agenda item and is discussed regularly at meetings

### **Control of Contractors**

- 23. Ensure that the controls of contractors are followed.
- 24. Ensure cleaners and other relevant contractors maintain up to date Material Safety Data Sheets

## PROCEDURES TO BE FOLLOWED IN THE EVENT OF A FIRE

- On discovering a fire, raise the alarm immediately by triggering a break glass unit.
- Tackle the fire if it is safe to do so and if you are trained to do so.
- Evacuate the building via the nearest and safest exit.
- Report to the designated fire assembly point.

### ALL FIRE WARDENS TO PUT ON THEIR HI-VIZ JACKETS & TURN ON THEIR WALKIE TALKIES.

- A minimum of 3 people will report directly to the main fire alarm panel. [chief fire warden and 2 fire locaters].
- Locaters will investigate activation, deal with incident and report back to the chief fire warden the nature of the incident.
- The chief fire warden will liase with alarm monitoring company and the emergency services.
- A minimum of 3 people will report to the lift area at the end of each corridor on each floor. [floor sweepers].
- They will sweep the floor and report down through each of the 3 stairwells, where they will take up positions at the main exits to make sure nobody re-enters the building.
- Teachers are responsible for evacuating their own individual classrooms, making sure that they are last to leave.
- Teachers will act as assembly co-ordinators making sure everybody reports to the assembly points and stays at them.
- **Peep** plans will be carried out as is necessary.
- Locaters and sweepers will liase with the chief fire warden to confirm the building has been made safe.
- The chief fire warden will liase with the emergency services on their arrival and give them all relevant details for the building and the situation.

# FIRE SAFETY EVACUATION PLAN

## Emergency Action Notice

### If you discover a FIRE:

Operate the nearest fire alarm manual call point  
i.e. red break-glass unit



Attack the fire with the first-aid fire-fighting equipment only if it is safe to do so and if trained in the use of the equipment provided

If not attacking the fire, close the door of the room containing the fire, leave the building and proceed to the designated assembly point

### If you hear the FIRE ALARM SIGNAL

#### DO

Evacuate the building in an orderly manner by the nearest escape route without stopping to collect valuables or belongings

Proceed to the assembly point at:

- Zone 1: Front of Buckingham House
- Zone 2: The Green Area
- Zone 3: The Green Area

#### DO NOT

Re-enter the building unless instructed to do so by the Chief Fire Warden



# FLOOR PLANS FOR FIRE EVACUATION

**MAIN FIRE ALARM PANEL** to be checked by:

**PAULA MCCARTHY** [CHIEF FIRE WARDEN]      **MARK BROWNE** [LOCATOR]      **COLM BURKE** [LOCATOR]

FLOOR 1 SWEEPERS		FLOOR 2 SWEEPERS			FLOOR 3 SWEEPERS			FLOOR 4 SWEEPERS			
<b>Zone 1:</b>		<b>Zone 1:</b>		<b>Zone 1:</b>		<b>Zone 1:</b>		<b>Zone 1:</b>		<b>Zone 1:</b>	
<b>Zone 2:</b>		<b>Zone 2:</b>		<b>Zone 2:</b>		<b>Zone 2:</b>		<b>Zone 2:</b>		<b>Zone 2:</b>	
<b>Zone 3:</b>		<b>Zone 3:</b>		<b>Zone 3:</b>		<b>Zone 3:</b>		<b>Zone 3:</b>		<b>Zone 3:</b>	
<b>ZONE 1 BUCKINGHAM HOUSE</b>	<b>ZONE 2 GREEN AREA</b>	<b>ZONE 3 GREEN AREA</b>	<b>ZONE 1 BUCKINGHAM HOUSE</b>	<b>ZONE 2 GREEN AREA</b>	<b>ZONE 3 GREEN AREA</b>	<b>ZONE 1 BUCKINGHAM HOUSE</b>	<b>ZONE 2 GREEN AREA</b>	<b>ZONE 3 GREEN AREA</b>	<b>ZONE 1 BUCKINGHAM HOUSE</b>	<b>ZONE 2 GREEN AREA</b>	<b>ZONE 3 GREEN AREA</b>
102B	101	104	201	204	209	302	303	306	401 TOP IRC	403	405
103B	102A	105	202	205	210 BR	I.R.C.	304	307	402	403B	406
103C	103A	106	203	206	211 P	317	305	311	412	404	407
	104A	107	DISABILITY T	207	212 MO	318	313	312	413	410	408
			MALE T	208	MALE T	DISABILITY T	314	MALE T	414	411	409
			FEMALE T	213	FEMALE T	MALE T		FEMALE T	415		MALE T
				215	TEACH T	FEMALE T		TEACH T	DISABILITY T		FEMALE T
				216					MALE T		TEACH T
				217					FEMALE T		

## First Aid

St. John's Central College is committed to meeting their obligations under The *Safety, Health and Welfare at Work Act 2005* and the *Safety, Health and Welfare at Work (General Application) Regulations 2007* on first aid.

St. John's Central College maintains first aid boxes in various locations throughout the college which are checked on a regular basis. These locations are marked on the Fire Action Plan which are located in each room.

The contents of first aid boxes as recommended by Health and Safety Authority is given below.

Materials	People on Premises	
	1 – 25	26 – 50
Adhesive Plasters	20	40
Sterile Eye Pads (Bandage attached)	2	4
Individually wrapped Triangular bandages	6	6
Safety Pins	6	6
Medium Individually Wrapped Sterile Unmediated Wound Dressing (approx. 20 x 8 cms)	6	8
Large Individually wrapped sterile Unmediated d Wound Dressing (approx. 13x9cms)	2	4
Extra Large Individually Wrapped Sterile Unmediated Wound Dressings (Approx. 28 x17.5 cms)	3	4
Individually Wrapped Wipe	8	10
Paramedic Shears	1	1
Pairs of Latex Gloves	2	2





**DISPLAY SCREEN EQUIPMENT [DSE] RISK ASSESSMENT**

**Part 2 [Regulations 70 – 73] and the related Schedule 4 to the Safety, Health and Welfare at Work [General Applications] 2007 S.I. No: 299 of 2007] relating to display screen equipment]**

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**Job Description:** [Key Work Tasks]

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**Hand:**

**Do you Wear Glasses:**

**Approx. length of time spent at DSE:**

**Information:** Do you have any discomfort or symptoms or any concerns relating to D.S.E use?

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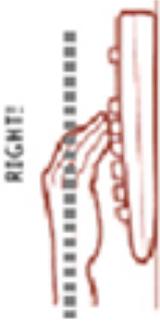


## EQUIPMENT

DISPLAY SCREEN	YES	NO	COMMENT
1. Is the screen positioned directly in front of the user			
2. Is the screen an adequate distance [approx. arm's length] from the user [Monitor should be 16 – 29 inches away from your eyes].			
3. Is the user's vision line in the upperthird of the screen			
4. Characters on screen well defined and clearly formed [adequate size / spacing]			
5. Screen image stable, no flickering / instability, contrast & brightness adjustable			
6. Can the screen swivel and tilt easily and freely			
7. Separate base for screen or an adjustable table provided			
8. Satisfactory lighting conditions / contrast between scree and background / prevention of disturbing glare through correct position of light source.			



## KEYBOARD AND MOUSE

	YES	NO	COMMENT
9. keyboard arrangements & characteristics of the keys suitable & clearly defined			
10. Symbols on keys are legible & contrasted			
11. Keyboard tiltable & separate from the screen			
12. Is there sufficient space in front of the keyboard to support forearms & hand to avoid fatigue			
13. Does the user have good keyboard techniques e.g. are the wrists in line with forearms in a neutral position while typing? [NB: wrist rests are only to be used to rest the wrist in between typing].			
14. Does the keyboard have a matt surface so as to avoid glare?			
15. Is the mouse close to the keyboard when in use so that the user's forearm is relaxed & the wrist is straight?			
16. Is commonly used equipment such as the phone or mouse arranged within easy reach to prevent overstretching & twisting? 17. Is a mouse mat required?			
18. Is the work surface sufficiently large to allow for flexible arrangement of the screen, keyboard, documents & related equipment?			





## CHAIR

	YES	NO	COMMENT
26. Is the work chair stable i.e. does it have a five star base & stable when weight is placed on it?			
27. Does the work chair allow freedom of movement i.e. [in & out of the workspace easily & turn from side to side while seated] and allow for seating in a comfortable position?			
28. Is the user aware of how to adjust the chair in order to find the best posture in accordance with their work?			
29. If arm rests are present, are they adjustable / removable			
30. Are the feet resting comfortably on the floor? If not, is a footrest provided?			
31. Has the chair been adjusted to ensure while seated: <ul style="list-style-type: none"><li>- The back is in an upright or slightly reclined position</li><li>- Shoulders are relaxed</li><li>- Small of the back is supported</li><li>- There is a 90 degree angle at knees &amp; elbow</li><li>- Thighs horizontal or positioned slightly downward</li><li>- Upper arms are vertical &amp; close to the sides of the body while typing</li><li>- Forearms horizontal with the desk</li></ul>			



## ENVIRONMENT

SPACE	YES	NO	COMMENT
1. Is there sufficient space [minimum 4.62m <sup>2</sup> ] to allow for easy access & egress to & from the workstation			
2. Are cables & equipment placed in such a way to prevent a slip / trip / hazard?			
<b>LIGHTING</b>			
3. Is the lighting level suitable [general rule 300 – 500 lux] for the tasks & comfortable for the user			
<b>GLARE &amp; REFLECTIONS</b>			
4. Is the workstation designed to ensure sources of light [e.g. windows, transparent & translucent walls, and brightly coloured fixtures] cause no direct glare and /or distracting reflections on the screen.			
5. Are windows fitted with suitable adjustable blinds etc. to reduce light & glare			

	YES	NO	COMMENT
<p align="center"><b>NOISE</b></p> <p>Is the work area free from excessive noise from equipment</p>			
<p align="center"><b>HEAT</b></p>			
<p>Is the work area well ventilated?</p>			
<p>Is the work area free of draughts?</p>			
<p>Is heat produced by equipment at a level that is comfortable for the user?</p>			
<p>Is the ambient temperature comfortable for the DSE user? [For sedentary work in the range of 18 – 24 deg Celsius]</p>			
<p align="center"><b>HUMIDITY</b></p>			
<p>Are adequate levels of humidity [min of 30% winter &amp; 40 – 60% in summer] maintained?</p>			

**Keyboard / Mouse / Document Holder**

**Workstation / Work surface / Chair**

**Phone:**

**Signature**

**Employee's signature**

**Date**





## **Contractors, Visitors & Customers**

St. John's Central College will ensure, as far as is reasonably practicable, the safety of contractors, visitors and tenants while in

St. John's Central College.

When entering the premises for the purpose of a business visit or to carry out work, all visitors and contractors sign in at reception and sign out on leaving.

It is the responsibility of the host to ensure that their visitor/contractor has signed the visitor book and that they are accompanied where appropriate.

While in the building, visitors and contractors are to obey the safety rules and emergency procedures at all times.

In the event of a fire alarm, the host will be responsible for bringing their visitor to the Assembly Point and remaining with them until given the "all clear".

## RULES FOR CONTRACTORS

### Contractors shall:

- Provide their Safety Statement and any Method Statements.
- Be prevented from carrying out work until St. John's Central College have checked and is satisfied with their employer's and public liability insurance policies.
  
- Liaise with St. John's Central College Senior Management and discuss additional safety precautions deemed necessary by either party.
- Take all due care of their own safety, the safety of their employees and all others affected by their work.
  
- Not use any equipment or the service of personnel belonging to or engaged by St. John's central College.
- Ensure that scaffolding and other access equipment used by contractors/sub-contractors is erected and maintained in accordance with current standards and regulations.
  
- Comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by St. John's Central College while working on the premises.
- Ensure that all portable electric hand tools are run off 110v systems. Step-down transformers must be used.
  
- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Provide competent workers and competent and adequate supervision of their employees and activities.
  
- Provide all necessary safety equipment and clothing for their employees.
- Ensure that all plant and equipment brought onto St. John's Central College site is safe and in good working order, fitted with any necessary guards and safety devices and has any necessary certificates available for checking.
  
- Ensure that all accidents and dangerous occurrences are reported to Senior Management immediately.
- Ensure that all safety notices and alarms are adhered to at all times.
  
- Ensure that hazardous substances are not brought onto the premises without prior notice and permission and relevant Material Safety Data Sheets (M.S.D.S.) are provided for all hazardous chemicals.
  
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises.
- Ensure, on completion of work, that all hazardous substances are removed from the premises.
  
- Monitor and assess the safety performance of their employees.
- Ensure that all subcontractors are advised accordingly and, in particular, are not brought onto company premises without prior notice or permission.

## **Prior to the commencement of any work in St. John's Central College**

### **The following criteria should be observed:**

An assessment of the likely safety hazards and risks involved in or associated with the proposed work must be undertaken by the parties involved. The extent of each party's involvement will be determined by the separate sets of safety responsibilities as agreed.

The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.

No work, no matter how minor, should commence without some form of prior consultation, hazard identification and risk assessment, given to Senior Management in the college.

**For any work involving construction activity, the provisions of the *Safety, Health and Welfare at Work (Construction) Regulations, 2013 and 2016 Regulations (amended)* must be adhered to.**

- During building/maintenance work, conditions are very different from those normally encountered and new hazards may be introduced.
- It is essential that everyone concerned is aware of the hazards and the correct precautions are adopted.
- **All contractors must supply a copy of their site-specific Safety Statement.**
- Proper **method statements** should be obtained from all contractors carrying out high-risk activities.
- **A PERMIT TO WORK** system may be required for 'hot works' (welding, cutting, etc.), electrical works, or other high-risk work as deemed necessary.