



# **CORPORATE HEALTH AND SAFETY STATEMENT**

For

**Kerry Education and Training Board**

Version 4.0

# 1 DOCUMENT INFORMATION

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## Document Details

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## Revision History

Version number	Revision Date	Summary of changes	Revised/Reviewed By
1.0	June 2019	First Version	Mary Walsh
2.0	June 2020	Addition of COVID Policy and Responsibilities	Mary Walsh
2.1	March 2021	Update to Safety Organisational chart, links to new safety procedures	Mary Walsh revised – board reviewed
3.0	June 2022	Addition of list of centres/schools with safety statements	Mary Walsh
3.1	17 <sup>th</sup> October 2022	Update of list of schools and centres	Mary Walsh
4.0	29 <sup>th</sup> June 2023	Annual revision	Mary Walsh

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## 3 INTRODUCTION

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The Safety, Health and Welfare at Work Act, 2005, which applies to all persons at work, both employers, employees & the self-employed, requires all employers to produce a Safety Statement and bring it to the attention of all employees and others who may be exposed to risks to their health and safety.

### **Corporate Document**

Kerry Education and Training Board (ETB) recognises its legal responsibilities in ensuring a planned, managed and controlled place of work for its staff and students and intends to meet this statutory requirement through the provision of an overall Corporate Safety Statement, and individual safety statements for each centre under the control of Kerry ETB. The Corporate Safety Statement identifies the health and safety procedures, controls and responsible persons within Kerry ETB. This document sets out the pro-active safety management system, management responsibilities, welfare facilities and resources provided. It also deals with consultation on safety issues and the training standards applied. It is used as the overall management document for defining Kerry ETB's safety management system.

The working activities of Kerry ETB have been divided into individual centres and separate safety statements are produced for each centre which include risk assessments relevant to them. The central policies and procedures in the Kerry ETB safety statement are incorporated into the individual centre safety statements.

The Kerry ETB Corporate Safety Statement and associated policies and procedures are available on the [Kerry ETB Policy SharePoint](#).

### **Current Statutory Legislation applicable to Kerry ETB**

It is important for management representing Kerry ETB to make themselves familiar with the provisions of the applicable statutory legislation and how they should be implemented in the workplace. These can be accessed through the Health & Safety Authority web-site ([www.hsa.ie](http://www.hsa.ie)) or from ([www.irishstatutebook.ie](http://www.irishstatutebook.ie))

In addition, the Health & Safety Authority provides Codes of Practice (COP) and Guidance documents for various items of statutory legislation issued. The following legislation and COP applies to Kerry ETB.

[Safety, Health & Welfare at Work Act 2005](#)

[Safety, Health & Welfare at Work \(General Application\) Regulations 2007 to 2020](#)

[Safety, Health and Welfare at Work \(Chemical Agents\) Regulations 2021](#)

[Safety, Health and Welfare at Work \(Construction\) Regulations 2013](#)

[2021 Code of Practice for the Chemical agents and Carcinogens Regulations](#)

[Guidelines on managing safety health and welfare in Post-Primary Schools and Primary Schools](#)

## Definitions

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

**Facility Manager** – Principal, Campus Manager, Youthreach Co-ordinator, FET manager, Adult Education Officer, Adult Literacy Organiser or any other post with responsibility for the operational running of a School (Primary and Post Primary), FET College, Campus, Youthreach, Head Office or any other ETB centre providing services on behalf of the organisation;

**Section 44 Committee** – means a

- Board of Management in the case of Primary, Post Primary Schools and Youthreach
- Governance Boards for FET
- Committees for Youth Work, Music Generation Kerry and Capital and Buildings;

**Learner** – means a person enrolled or on work placement in a School (Primary and Post Primary), FET College, Campus, Youthreach, Head Office or any other ETB centre providing services on behalf of the organisation;

## 4 PROFILE OF KERRY EDUCATION AND TRAINING BOARD

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Kerry Education and Training Board has approximately 1000 employees located in Schools and Adult Education facilities countywide. They serve approximately 2400 fulltime students in post primary schools and over 11000 learners engaged in Further Education and Training courses.

There are 8 post primary schools, 3 primary schools, 5 Kerry College campuses, 5 Further Education and Training centres, Adult and Basic Education centres, VTOS centres, and Youthreach centres in Kerry ETB. The Head office is located at Centrepoint Offices, John Joe Sheehy Road, Tralee.

### Overview of the Safety Management System

Kerry ETB has established a safety management system (SMS) for the organisation which includes central procedures and policies outlined in the Corporate Safety Statement. The safety statement and associated procedures are available to view and download on the Kerry ETB Policy SharePoint.

Kerry ETB have retained the services of an external health and safety consultancy who have provided a Kerry ETB safety officer. The Kerry ETB safety officer manages the SMS system. This includes reviewing risk assessments, emergency procedures and safety statements for every centre. A risk assessment which lists all the planned safety improvements in the “Improvement and Additional controls” column is set up and maintained for each centre and all actions are tracked by the Kerry ETB safety officer. This constitutes the safety improvement plan for the SMS.

#### 4.1 LIST OF KERRY ETB CENTRES/SCHOOLS SAFETY STATEMENTS

The following Kerry ETB premises have safety statements and risk assessments based on the Kerry ETB safety statement risk assessment template. It is the responsibility of the facility manager of each premises to ensure that the safety statement and risk assessment is in place and kept up-to-date.

Premises Name	Revision Date
Killarney Community College	05/12/2022
Gaelcholáiste Chiarraí	29/09/2022
Coláiste Gleann Lí	10/10/2022
Castleisland Community College	27/08/2022
Coláiste na Ríochta, Listowel	17/10/2022
Causeway Comprehensive School	16/08/2022
Colaiste na Sceilge, Cahirciveen	15/09/2022
Killorglin Community College	28/08/2022
Scoil an Gleanna	15/05/2021
Tahilla CNS	15/05/2021
Two Mile CNS	09/05/2023
Music Generation	11/10/2022
Head Office, Centrepoint	19/09/2022
Kerry College, Monavalley	26/05/2022
Kerry College, Clash	14/10/2022
Kerry College, Pathways	27/08/2022
Castleisland ABE	12/09/2022
Tralee ABE	23/09/2022
An Tóchar FET centre	01/09/2022
Killarney ABE	07/03/2023
Killarney VTOS	16/09/2022
Killarney Youthreach	10/10/2022
Listowel ABE and Youthreach	23/09/2022
Dingle FET Centre	15/09/2022
Kenmare FET Centre	21/09/2022
O'Connell FET Centre	09/09/2022
Tech Amergin FET centre	16/09/2022
South Kerry VTOS	03/09/2022
Kerry College, Killorglin Campus	21/08/2022
Tralee Youthreach	12/09/2022
Tralee Youthreach LCA	12/09/2022
Killorglin ABE	17/10/2022
Kerry College Admissions Office, Tralee	29/09/2022
Outreach Program	30/08/2022
Kerry College, Listowel	07/11/2022
Kerry College Admissions Office, Killarney	16/03/2023

## HEALTH AND SAFETY POLICY

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In accordance with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health & Welfare at Work (General Application) Regulations 2007-2020, it is the policy of Kerry Education and Training Board (ETB) that all reasonable and practicable steps are taken to provide a safe and healthy environment.

Kerry ETB considers the safety, health and welfare at work of all staff and protecting pupils, learners, visitors, contractors and other persons from injury and ill health arising from any work activity as a high priority. Responsibility for health and safety rests with each member of staff, at every level within the organisation. This safety statement will be used on an on-going basis by management in order to achieve our overall objective, to improve safety awareness and reduce accidents and ill health within the organisation.

The Kerry ETB Safety Statement outlines the safety management system and the central safety procedures for Kerry ETB. Each individual centre under the control of Kerry ETB uses this safety statement as guidance.

Kerry ETB will strive, as a collective organisation, to address all hazards in the workplace, by means of hazard identification and risk assessment, in accordance with Section 19 of the Safety, Health and Welfare at Work Act 2005. Each centre will be responsible for achieving this task in its relevant area. Each centre will ensure that this document is readily available to all staff.

Kerry ETB will make available adequate resources to implement this policy. Kerry ETB will provide information, instruction, training and supervision as necessary to ensure that our health and safety objectives and duties are met.

Kerry ETB will ensure that measures are taken to protect, as far as is reasonably practicable, the health, safety and welfare of individuals with disabilities.

This safety statement will be reviewed at least annually and revised when necessary to reflect changes in procedure or policy or otherwise to maintain this as an up-to-date policy and working document.

Is mise le meas,

Signed: *Colm McEvoy*  
Colm McEvoy (Aug 30, 2023 16:12 GMT+1)

Date: Aug 30, 2023

**Colm McEvoy**  
**Chief Executive Officer**  
**Kerry Education and Training Board**



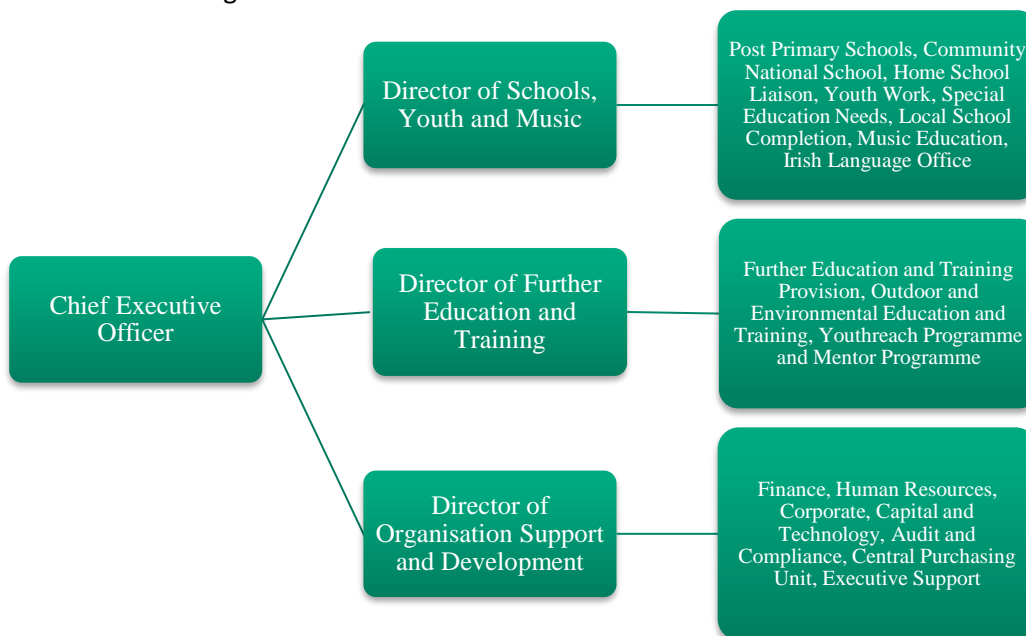
## 5 HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

It is Kerry ETB’s responsibility through its management and staff to create an environment which supports staff commitment to health and safety improvement.

The Chief Executive is responsible for the executive management of the ETB and is supported in this role by three Directors, namely:

- Director of Schools, Youth and Music
- Director of Further Education and Training
- Director of Organisation Support and Development

The three Director roles reflect the three pillars of service delivery of the ETB, with each Director formally delegated authority in their role, in accordance with Section 16 of the Education and Training Boards Act 2013. This document sets out the accountability and responsibility of Kerry ETB management and staff at all levels within the organisation.



**Figure 1: The three pillars of service delivery**

### 5.1 RESPONSIBILITIES OF THE KERRY ETB BOARD

The Board of Kerry ETB has reserved functions as set out in Section 12 of the ETB Act 2013. The Board is ultimately responsible for ensuring that the Chief Executive has instituted an adequate and appropriate system of internal control, including risk management and corporate governance, in the ETB.

### 5.2 ROLE OF THE KERRY ETB AUDIT COMMITTEE

The Board of Kerry ETB is required under Section 45 of the ETB Act 2013 to maintain an Audit and Risk Committee. The work of the Audit & Risk Committee assists the Board in ensuring that the Chief Executive has instituted an adequate and appropriate system of internal control, including risk management and corporate governance by carrying out the procedures set out in the ETB Code of Governance CL 18/15.

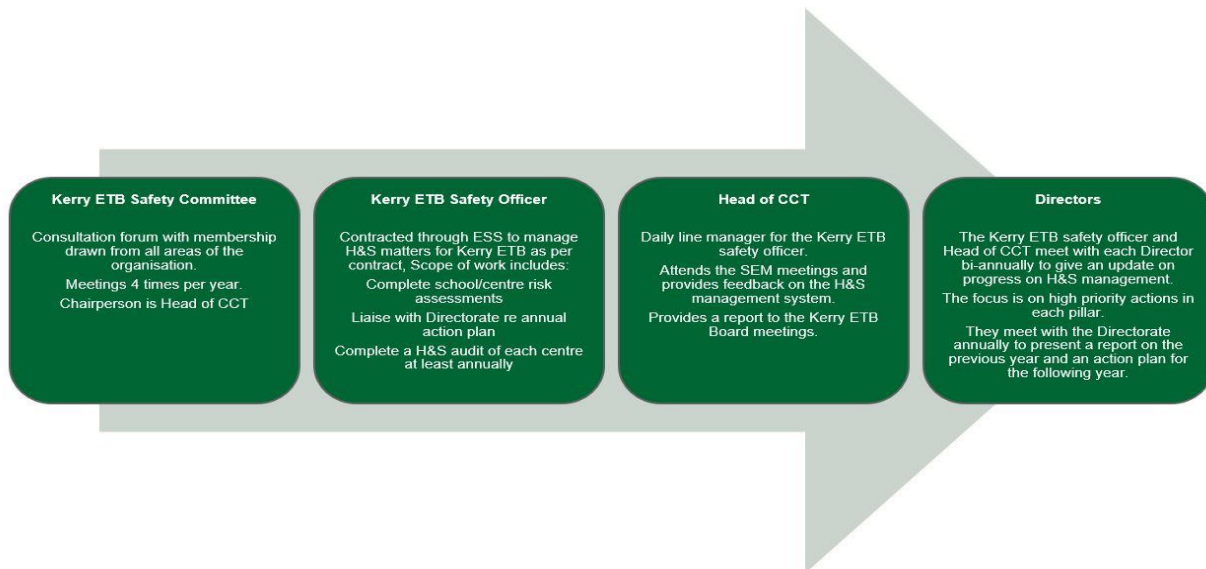
### 5.3 RESPONSIBILITIES OF KERRY ETB CEO

The CEO is responsible for the following and accountable to the Board in respect of same:

1. Including health and safety management and planning as an integral part of the overall management planning for Kerry ETB.
2. In consultation with the Directorate, set corporate objectives and targets for health and safety management.
3. Provide for access to professional health and safety support structure and expertise as required.
4. Lead in addressing the importance of Health and Safety across the organisation i.e. the implementation of the Kerry ETB Safety Statement
5. Receive and review an annual report from the Safety Committee.
6. In consultation with Directors, the Department of Education & Skills and SOLAS, address Health and Safety funding and resourcing and make every effort to achieve the necessary funding.
7. Coordinate the response of Kerry ETB to the threat of the COVID-19 pandemic and lead the Kerry ETB Head Office Response team

### 5.4 KERRY ETB SAFETY OFFICER

Egan Safety Solutions (ESS) have been contracted to fulfil the role of contracted safety advisor, heretofore called the Kerry ETB safety officer, to the organisation, assisting in the implementation of a safety management system. This function comes within the remit of the Corporate, Capital and Technology Department (CCT). The Head of CCT Department, who is accountable and responsible to the Director of OS&D, reports at the Senior Executive Management (SEM) meetings and the Kerry ETB Board meetings on the progress of implementing and monitoring of the safety management systems within the organisation as prepared by the safety officer. The safety officer attends a meeting with the Head of CCT and the Directorate once a year. This meeting highlights areas requiring attention under each Directorate; FET, SYM and OS&D. However, the Head of CCT has no Line Management responsibility in relation to staff outside of CCT and is not accountable in relation to staff reporting to the Directorate. It is the role of each Director to follow up as required with Line Managers within their area – see reporting relationship, Appendix 2. The Safety Communication and Consultation Pathway is outlined in figure 2.



**Figure 2: Safety Communication and Consultation Pathway**

## 5.5 SAFETY COMMITTEE

A Safety Committee was established made up of elected representatives from various departments and centres throughout Kerry ETB to provide a consultation and discussion forum for H&S matters.

The Safety Committee meets 4 times per year and is chaired by the Head of CCT. Directors may attend Safety Committee Meetings as required.

The Health & Safety Committee supports the safety management system and makes recommendations on the system's operation from time to time to management and to the Kerry ETB safety officer. This is primarily a consultation forum designed to share best practice and make recommendations. It is not a decision-making forum.

## 5.6 RISK REGISTER

In addition to the Kerry ETB Safety Statement, Kerry ETB has an overall corporate risk register to monitor its risk profile across all functional areas of Kerry ETB. This corporate risk register is reviewed by the CEO and Directors at the Corporate Risk Register Committee meetings scheduled at regular intervals. In addition, each separate pillar area has a separate risk register which is addressed at the relevant management forums.

- Schools, Youth and Music management forum – Principals Meetings
- Further Education and Training (FET) management forum – FET management meetings
- Organisational Support and Development management forum – Department Heads Meetings

In accordance with the provisions of Section 13, Circular Letter 0018/2015 the Director of Organisational Support and Development has been appointed as the member of staff with overall responsibility for Risk Management in Kerry ETB.

Risk Management is a standing agenda item at the Senior Executive Management (SEM) meeting, which takes place every three weeks with the CEO, Directors and Heads of Department in attendance. In addition, an update is provided to the Board at each Board Meeting on Risk Management. Formal notifications have been issued to all management across the organisation confirming that Risk Management and Health and Safety have to be standing items on all meeting agendas.

## 5.7 COMMUNICATION PROTOCOL FOR RISK ASSESSMENTS

### At Individual centres

1. ESS and the Kerry ETB safety officer lead risk assessments on centres in conjunction with the facility manager and relevant staff (e.g., Science Teacher for Science Room) according to the Risk Assessment procedure.
2. The risk assessment is presented to the facility manager and relevant staff (e.g., Science Teacher for Science Room) and discussed, control measures and responsibility for control measures are agreed.
3. The additional controls or actions and responsibility for them are agreed.
4. The actions/improvements and additional controls arising from High-risk items are assigned Priority 1 and actions from Medium and Low risk items are assigned Priority 2.
5. The risk assessment is then issued to the facility manager via the OneNote Safety Management System (SMS) filing system.

6. The relevant Kerry ETB management/Directors have access to the OneNote SMS filing system for each centre.
7. The Facility manager or the centre safety officer updates the risk assessment bi-annually in OneNote.
8. The risk assessments are reviewed annually by the Facility manager and staff with assistance from the Kerry ETB safety officer.

#### **At Director Level**

- The Directors have access to the individual centre SMS filing systems where the risk assessments are filed.
- The Kerry ETB safety officer meets each Director c. every 6 months to provide summary updates on high Priority actions from centres. Assistance or input from the relevant Director is discussed and actions agreed.
- Any actions requiring further escalation, for e.g., procurement of central contracts, are brought up at the Directorate meeting.

## **5.8 SCHOOL, YOUTH & MUSIC PILLAR**

### **5.8.1.1 Director of Schools, Youth & Music (SYM)**

The Director of SYM is responsible and accountable to the CEO in respect of the following:

1. The implementation of a health and safety management system that achieves the corporate objectives and targets set by the Directorate.
2. Understanding how the Kerry ETB Safety Statement is structured and ensuring that all management levels reporting to them have been fully briefed on the Safety Statement.
3. Ensuring that the CEO is advised on any serious safety issues arising in their area of responsibility.
4. Consulting with and assisting the Kerry ETB safety officer on health and safety matters within their area of responsibility.
5. Agreeing a schedule of regular audits and inspections of the safety management system in their areas of responsibility in conjunction with the Kerry ETB safety officer, review the findings of these audits and ensure closure of any significant non-conformances identified in a timely manner.
6. Ensuring that systems are in place to support the timely completion of accident reports and investigations in their area of responsibility.
7. Addressing items raised within their area as reported at the SEM meeting.
8. Monitoring the implementation of and compliance with the Kerry ETB COVID-19 Response plan by each centre

### **5.8.1.2 School Principals**

The Principal is responsible for the following and accountable to the Director of SYM in respect of:

1. Ensuring the Kerry ETB COVID-19 Response plan is updated to include specific information on his/her centre
2. Appointing his/her Deputy, where applicable, to the role of COVID Coordinator or assuming the role himself/herself where no deputy position exists.
3. Ensuring a COVID-19 response team is formed to assist in developing and implementing the response plan and associated measures
4. Implementing COVID-19 measures contained in Government and Dept of Education guidelines

5. Implementing and continuously monitoring measures to prevent the spread of COVID-19
6. Ensuring compliance with statutory legislation and the requirements of the Kerry ETB Safety Statement within the centre for which they have responsibility for. All safety policies and procedures are available on the Kerry ETB Policy SharePoint.
7. Develop and support the implementation of the centre Safety Statement in conjunction with the Kerry ETB safety officer.
8. Understanding how the Kerry ETB Safety Statement is structured and making the Kerry ETB Safety Statement and centre Safety Statements available to all staff
9. Ensuring all staff are familiar with the Kerry ETB Safety Statement and that relevant sections are discussed with appropriate staff.
10. Bringing the centre Safety Statement to the attention of students, contractors and visitors.
11. Ensuring, through communication with the relevant staff, that processes and activities carried out in the centre are undertaken safely.
12. Consulting with and seeking assistance from the Kerry ETB safety officer on health and safety matters within their area of responsibility.
13. Where a Safety Officer has not been appointed for the school the Safety Officer's responsibilities remain with the Principal.
14. Identifying the resources required for safety, health & welfare needs within their school and preparing the necessary report to apply for the funding.
15. Ensuring that all new equipment and machinery are fully assessed with respect to safety prior to purchase/use in Kerry ETB.
16. Providing adequate resources and time for staff to undergo necessary instruction and training as is required by legislation and risk assessments.
17. Consulting with the relevant staff Safety Representative for the school as appropriate.
18. Confirming that emergency planning arrangements are communicated to all staff within the school.
19. Co-ordinating the emergency procedures of the school including a minimum of 2 fire drills per academic year and acting as Chief Fire Marshal or delegating the position.
20. Ensuring the Fire Safety Register is in place and kept up-to-date.
21. Reporting all Accidents and Near Misses within the school as set out in the Kerry ETB Accident Reporting Procedure.
22. Assisting the Kerry ETB safety officer with the investigation into accidents and ensuring remedial actions are completed.
23. Informing the Health and Safety Authority (H&SA) and the Directorate immediately when a reportable accident occurs at work, as outlined in the Kerry ETB Accident Reporting Procedure. A reportable accident is an accident which must be reported by the employer to the HSA and includes
  - a. when an accident causes an employee to be away from their place of work for more than 3 consecutive days as a result of the accident
  - b. A fatality
  - c. An accident involving a student if he/she is injured as a result of a school-related activity and requires medical treatment.
24. Ensuring hazard identification and risk assessments have been carried out for all maintenance activities and a maintenance log is kept.
25. When contractors have been appointed, follow the Kerry ETB's Contractor management and construction compliance procedure for building works (non-capital) to verify that contractors are competent and comply with safety legislation.

26. Arranging a preventative maintenance schedule for all plant and equipment used in the workshops to ensure it conforms to current health and safety legislation.
27. Assigning a member of staff the task of restocking first aid kits and checking defibrillators.
28. Ensuring that all safety critical systems at the school such as fire-fighting equipment, gas detection equipment, emergency lighting, lifts, forklifts, air receivers, boilers, etc. are subjected to an appropriate preventative maintenance regime and statutory inspections and that records of inspection and maintenance are maintained.
29. Arranging to rectify any defects in safety critical systems.
30. Liaising with all visiting Health and Safety Inspectors.
31. Report to the Director of SYM in relation to Health & Safety Matters.
32. Report to the Board of Management on Health & Safety Matters.

#### *5.8.1.3 Deputy Principal*

The Deputy Principal (or the designated Deputy Principal if there are more than one) shall act as Principal when the Principal is absent, assuming the responsibilities and authority of the Principal's role. The Deputy Principal is also responsible for any safety duties delegated to him/her by the Principal and accountable in respect of same.

#### *5.8.1.4 Youth Officer*

The Youth Officer is responsible for the following and accountable to the Director of SYM in respect of same:

1. When organising the use, lease or rental of a centre for the purpose of holding classes etc., to obtain confirmation from the building manager that the building complies with all building and fire regulations and completing the Outreach Inspection as outlined in the [Outreach inspection policy](#).
2. Consulting with and assisting the Kerry ETB safety officer on health and safety matters within their area of responsibility.
3. Having oversight of capital projects and checking that grantees fulfil the duties of a client under the Construction Regulations 2013.
4. Requesting a statement of assurance from Service Level Agreement holders that they are compliant with child protection guidelines.

#### *5.8.1.5 Teachers*

Teachers' duties include the following and they are accountable to the Principal in respect of same:

1. Leading/participating in risk assessments in their classrooms, science laboratories, practical rooms, workshops, where relevant and updating them regularly.
2. Providing effective supervision of students undergoing training or in class.
3. Taking an attendance register at every class.
4. Ensuring that all students under their supervision receive adequate instructions appropriate for the tasks assigned.
5. Maintaining good housekeeping standards in all rooms within their control.
6. In workshops, ensuring that all machinery and equipment is in proper working order, serviced regularly and with all guards in place before being used by staff or students.
7. Ensuring that safe operating procedures are in place for all machinery in use.

8. Ensuring that students operating and adjusting machines and equipment under their control receive correct instruction and wear the correct protective clothing.
9. Reporting all observed defects in equipment or machinery to the Principal.
10. Ensuring that all materials and substances used in the area under their control are properly labelled and safely stored and/or are disposed of in accordance with the Safety Data Sheets.
11. Ensuring that all new chemicals purchased are assessed with respect to safety prior to purchase and updated Safety Data Sheets are available for all hazardous chemicals and preparations.
12. Reporting all accidents, Near Misses and Dangerous Occurrences to the Principal and completing the appropriate form.
13. Partaking in any safety training required for the role and organised by Kerry ETB.

#### **5.8.1.6 Special Needs Assistants (SNA)**

Special Needs Assistants duties include the following and they are accountable to the Principal in respect of same:

1. Assisting in ensuring that Special Educational Needs (SEN) students are learning in a safe environment
2. Assisting the SEN co-ordinator and/or safety officer in compiling a care plan for SEN students in their care.
3. Assisting with compiling a Personal Emergency Evacuation Plan for relevant SEN students in their care
4. Accompanying all SEN students in their care to assembly points during an emergency evacuation or fire drill.
5. Reporting any observed defects in equipment such as wheelchairs, walking aids to parents and informing the SEN co-ordinator.
6. Reporting any observed defects in school equipment such as hoists, slings, lifts to the SEN co-ordinator/Principal.

#### **5.8.1.7 Caretaker**

The Caretaker duties include the following and they are accountable to the Principal in respect of same:

1. Ensuring that building(s) are safe and secure at the start and end of classes, examinations or functions.
2. Upon closing the building(s) each day, inspecting all doors and windows to ensure they are securely closed and heating and other electrical equipment is switched off.
3. Keeping in safe custody the keys of all rooms of the building(s) and to ensure that no unauthorised person has access to any part of the building(s).
4. Liaising and co-operating with cleaning staff to ensure all areas are kept in a clean and hygienic condition.
5. Providing promptly to the School Principal all requisitions for repairs to any machinery or equipment used in routine work.
6. Ensuring that all machinery and equipment used by them is in proper working order, serviced regularly and only used with all guards in place.
7. Ensuring the fuel boiler is operating safely at all times, by monitoring fuel usage, safeguarding pipes during cold weather, and organising routine maintenance.
8. Wearing correct Personal Protective Equipment (PPE), gloves when handling chemicals, safety glasses when using any cutting equipment and steel toe capped boots when required.

9. Ensuring that they only carry out work at height when edge protection or other measures are in place to protect from falls.
10. Carrying out regular visual inspections on firefighting equipment and/or fire alarms as defined by the Principal and recording inspections.
11. Liaising with the Principal to organise regular preventive maintenance on electrical and mechanical equipment in the school.

#### **5.8.1.8 Safety Officers in schools**

Safety Officers' duties include the following and they are accountable to the Principal in respect of same:

1. Providing an advice and support function within each centre.
2. Assuming responsibilities for specific safety functions as delegated by the Principal.
3. Assisting the Kerry ETB safety officer and Principal in developing the centre safety statement.
4. Assisting in maintaining a filing system for all health and safety documentation (policies, risk assessments, health and safety statement and any other relevant documents)
5. Co-ordinating the completion of comprehensive hazard identification and risk assessments by centre staff for all activities within the centre.
6. Maintaining an up-to-date register of actions from the risk assessments and reviewing their status of completion regularly with the Principal.
7. Assisting the Principal in reviewing the health and safety management system on an ongoing basis.
8. Liaising with the Kerry ETB safety officer to identify training needs and risk assessment requirements in the centre.
9. Regularly inspecting the centre in a walk-through inspection with the relevant staff to ensure that safety standards are being complied with.
10. Notifying any defects in safety critical systems observed during your walk-through inspection to the Principal (fire safety equipment, emergency lighting, gas systems etc.)
11. Consulting with the staff safety representative, as appropriate.
12. Partaking in developing and implementing a Care Plan for all students with medical conditions in line with the school's Managing Chronic Health Conditions policy.

#### **5.8.1.9 Bus Escorts**

Bus escorts' duties include the following and they are accountable to the Principal in respect of same:

1. Responsible for the safety of students when opening and closing doors prior to "stop" and "drop-off"
2. Assist the students to board and alight safely from the bus
3. Ensure that all children are seated with appropriate straps and harnesses where provided
4. Watches over the safety and well-being of the students on the bus
5. Ensure that each pupil is received by some responsible person at the set down point.
6. Supervise the children travelling on the school transport and to and from the school transport into and out of the school/classrooms
7. Be aware of particular disabilities of children on the school transport and be briefed by the School Principal on how to deal with same, i.e. epilepsy etc.
8. Report all concerns to the School Principal and/or Class Teacher.



## 5.9 FURTHER EDUCATION & TRAINING PILLAR

### 5.9.1.1 *Director of Further Education & Training (FET)*

The Director of FET is responsible for the following and accountable to the CEO in respect of same:

1. The implementation of a health and safety management system that achieves the corporate objectives and targets set by the Directorate.
2. Understanding how the Kerry ETB Safety Statement is structured and ensuring that management levels reporting to them have been fully briefed on the Safety Statement.
3. Ensuring that the CEO is advised on any serious safety issues arising in their area of responsibility.
4. Consulting with and assisting the Kerry ETB safety officer on health and safety matters within their area of responsibility.
5. Agreeing a schedule of regular audits and inspections of the safety management system in their areas of responsibility in conjunction with the Kerry ETB safety officer, review the findings of these audits and ensure closure of any significant non-conformances identified in a timely manner.
6. Ensuring that systems are in place to support the timely completion of accident reports and investigations in their area of responsibility.
7. Addressing items raised within their area as reported at the fortnightly Directors meeting.
8. Monitoring the implementation of and compliance with the Kerry ETB COVID-19 Response plan by each centre

### 5.9.1.2 *Adult Education Organisers*

Adult Education Organisers (AEO) are responsible for the following and accountable to the Director of FET in respect of same:

1. Understanding how the Kerry ETB Safety Statement is structured and ensuring that management levels reporting to them have been fully briefed on the implementation of the Kerry ETB Safety Statement.
2. Ensuring that the duties of the facility manager in relation to health and safety as defined in the individual centre's safety statements are discussed with and understood by the facility manager.
3. Taking a direct interest in health and safety and support their line manager in his/her role.
4. Ensuring that their line manager is advised on any serious safety issues arising in centres under their management.
5. Consulting with and assisting the Kerry ETB safety officer on health and safety matters within their area of responsibility.
6. Regularly carrying out a walk-through inspection of a centre with centre management to ensure high safety standards are maintained.
7. Reviewing accident reports and investigations appropriate to their area of responsibility and ensuring appropriate remedial action.
8. Monitoring the implementation of and compliance with the Kerry ETB COVID-19 Response plan by each centre in his/her remit.

### 5.9.1.3 *Facility managers*

Facility managers are responsible for the following and accountable to the Director of FET in respect of same:

1. Ensuring the Kerry ETB COVID-19 Response plan is updated to include specific information on his/her centre
2. Appointing his/her Deputy, where applicable, to the role of COVID Coordinator or assuming the role himself/herself where no deputy position exists.
3. Ensuring a COVID-19 response team is formed to assist in developing and implementing the response plan and associated measures
4. Implementing COVID-19 measures contained in Government and DFHERIS guidelines
5. Implementing and continuously monitoring measures to prevent the spread of COVID-19
6. Ensuring compliance with statutory legislation and the requirements of the Kerry ETB Safety Statement within the centre that they have responsibility for. All safety policies and procedures are available on the Kerry ETB Policy SharePoint.
7. Developing and supporting the implementation of the centre Safety Statement in conjunction with the Kerry ETB safety officer.
8. Understanding how the Kerry ETB Safety Statement is structured and making it and centre Safety Statements available to all staff.
9. Ensuring all staff are familiar with the Kerry ETB Safety Statement and that relevant sections are discussed with appropriate staff.
10. Bringing the centre Safety Statement to the attention of students, contractors and visitors.
11. Ensuring, through co-ordination with the relevant staff, that processes and activities carried out in the centre are undertaken safely.
12. Consulting with and seeking assistance from the Kerry ETB safety officer on health and safety matters within their area of responsibility.
13. Where a Safety Officer has not been appointed for the centre, retain Safety Officer's responsibilities.
14. Identifying the resources required for safety, health & welfare needs within their centre and preparing the necessary report to apply for the funding.
15. Ensuring that all new equipment and machinery are fully assessed with respect to safety prior to purchase/use in Kerry ETB.
16. Providing adequate resources and time for staff to undergo necessary instruction and training as is required by legislation and risk assessments.
17. Consulting with the relevant Staff Safety Representative for the centre as appropriate.
18. Confirming that emergency planning arrangements are communicated to all staff.
19. Co-ordinating the emergency procedures including a minimum of 2 fire drills per academic year and acting as Chief Fire Marshal or delegate the position.
20. Ensuring Fire Safety Register is in place and kept up-to-date.
21. Reporting all Accidents and Near Misses within the centre as set out in the Kerry ETB Accident Reporting Procedure.
22. Leading the investigation into all accidents and ensuring remedial actions are completed.
23. Informing the Health and Safety Authority (H&SA) and the Directorate immediately when a reportable accident occurs at work, as outlined in the Kerry ETB Accident Reporting Procedure. A reportable accident is an accident which must be reported by the employer to the HSA and includes
  - a. when an accident causes an employee to be away from their place of work for more than 3 consecutive days as a result of the accident
  - b. A fatality

- c. An accident involving a student if he/she is injured as a result of a school-related activity and requires medical treatment.
24. Ensuring hazard identification and risk assessments have been carried out for all maintenance activities and a maintenance log is kept.
25. When contractors have been appointed, follow the Kerry ETB's Contractor management and construction compliance procedure for building works (non-capital) to verify that contractors are competent and comply with safety legislation.
26. Arranging a preventative maintenance schedule for all plant and equipment used in the workshops to ensure it conforms to current health and safety legislation.
27. Assigning a member of staff the task of restocking first aid kits and checking defibrillators.
28. Ensuring that all safety critical systems such as fire-fighting equipment, gas detection equipment, emergency lighting, lifts, forklifts, air receivers, boilers, etc. are subjected to an appropriate preventative maintenance regime and statutory inspections and that records of inspection and maintenance are maintained.
29. Arranging to rectify any defects in safety critical systems
30. Liaising with all visiting Health and Safety Inspectors.
31. Providing information on safety to the relevant Section 44 Committee.

#### **5.9.1.4 Program Co-ordinators**

Program Co-coordinators are responsible for the following and accountable to the Director of FET in respect of same:

1. When organising the use, lease or rental of a centre for the purpose of holding classes, to obtain confirmation from the building manager that the building complies with all building and fire regulations and completing the Outreach Inspection as outlined in the [Outreach inspection policy](#).
2. Consult with and assist the Kerry ETB safety officer on health and safety matters within their area of responsibility.

#### **5.9.1.5 Teacher/Tutor/Instructor/Resource Worker/Adult Educator**

Teachers/Tutors/Instructors duties include the following and they are accountable to the Facility manager in respect of same:

1. Leading/participating in risk assessments in their classrooms, science laboratories, practical rooms, workshops, where relevant and update them regularly.
2. Providing effective supervision of students undergoing training or in class.
3. Taking an attendance register at every class.
4. Ensuring that all students under their supervision receive adequate instructions appropriate for the tasks assigned.
5. Maintaining good housekeeping standards in all rooms within their control.
6. In workshops, ensuring that all machinery and equipment is in proper working order, serviced regularly and with all guards in place before being used by staff or students.
7. Ensuring that safe operating procedures are in place for all machinery in use.
8. Ensuring that students operating and adjusting machines and equipment under their control receive correct instruction and wear the correct protective clothing.
9. Reporting all observed defects in equipment or machinery to the Facility manager.
10. Ensuring that all materials and substances used in the area under their control are properly labelled and safely stored and/or are disposed of in accordance with the Safety Data Sheets.

11. Ensuring that all new chemicals purchased are assessed with respect to safety prior to purchase and updated Safety Data Sheets are available for all hazardous chemicals and preparations.
12. Reporting all accidents, Near Misses and Dangerous Occurrences to the Facility manager and completing the appropriate form.
13. Partaking in any safety training required for the role and organised by Kerry ETB.

#### **5.9.1.6 Caretakers**

Caretakers' duties include the following and they are accountable to the Facility manager in respect of same:

1. Ensuring that building(s) are safe and secure at the end of classes, examinations or functions.
2. Upon closing the building(s) each day, inspecting all doors and windows to ensure they are securely closed and heating and other electrical equipment is switched off.
3. Keeping in safe custody the keys of all rooms of the building(s) and to ensure that no unauthorised person has access to any part of the building(s).
4. Liaising and co-operating with cleaning staff to ensure all areas are kept in a clean and hygienic condition.
5. Listing promptly to the Facility manager all requisitions for repairs to any machinery or equipment used in routine work.
6. Ensuring that all machinery and equipment used by them is in proper working order, serviced regularly and only used with all guards in place.
7. Ensuring the fuel boiler is operating safely at all times, by monitoring fuel usage, safeguarding pipes during cold weather, and organising routine maintenance.
8. Wearing correct PPE, gloves when handling chemicals, safety glasses when using any cutting equipment and steel toe capped boots at all times.
9. Ensuring that they only carry out work at height when edge protection or other measures are in place to protect from falls.
10. Carrying out regular visual inspections on firefighting equipment and/or fire alarms as defined by the Facility manager and record inspections.
11. Liaising with the Facility manager to organise regular preventive maintenance on electrical and mechanical equipment in the school.

#### **5.9.1.7 Personal Assistants**

Personal Assistants' duties include the following and they are accountable to the Principal in respect of same:

1. Assisting in ensuring that Special Educational Needs (SEN) students are learning in a safe environment
2. Assisting the SEN co-ordinator and/or safety officer in compiling a care plan for SEN students in their care.
3. Assisting with compiling a Personal Emergency Evacuation Plan for relevant SEN students in their care
4. Accompanying all SEN students in their care to assembly points during an emergency evacuation or fire drill.
5. Reporting any observed defects in equipment such as wheelchairs, walking aids to the SEN co-ordinator.
6. Reporting any observed defects in school equipment such as hoists, slings, lifts to the SEN co-ordinator/Principal.

#### 5.9.1.8 *Safety Officers in centres*

Safety Officers duties include the following and they are accountable to the Facility manager in respect of same:

1. Providing an advice and support function within each centre.
2. Assuming responsibilities for specific safety functions as delegated by the Facility manager.
3. Assisting the Kerry ETB safety officer and Facility manager in developing the centre safety statement.
4. Assisting in maintaining a filing system for all health and safety documentation (policies, risk assessments, health and safety statement and any other relevant documents)
5. Co-ordinating the completion of comprehensive hazard identification and risk assessments by centre staff for all activities within the centre.
6. Maintaining an up-to-date register of actions from the risk assessments and reviewing their status of completion regularly with the Facility manager.
7. Assisting the Facility manager in reviewing the health and safety management system on an ongoing basis.
8. Liaising with the Kerry ETB safety officer to identify training needs and risk assessment requirements in the centre.
9. Regularly inspecting the centre in a walk-through inspection with the relevant staff to ensure that safety standards are being complied with.
10. Notifying any defects in safety critical systems observed during your walk-through inspection to the Facility manager (fire safety equipment, emergency lighting, gas systems etc.)
11. Arranging for staff to restock first aid kits and check defibrillators and keep records of same.
12. Consulting with the staff safety representative, as appropriate.
13. Partaking in developing and implementing a Care Plan for all students with medical conditions in line with the centre's Managing Chronic Health Conditions policy.

## 5.10 ORGANISATION SUPPORT & DEVELOPMENT PILLAR

### 5.10.1.1 *Director of Organisation Support & Development (OS&D)*

The Director of OS&D is responsible for the following and accountable to the CEO in respect of same:

1. The implementation of a health and safety management system that achieves the corporate objectives and targets set by the Directorate.
2. Understanding how the Kerry ETB Safety Statement is structured and ensuring that management levels reporting to him/her have been fully briefed on the Safety Statement.
3. Ensuring that the CEO is advised on any serious safety issues arising in their area of responsibility.
4. Consulting with and assisting the Kerry ETB safety officer on health and safety matters within their area of responsibility.
5. Agreeing a schedule of regular audits and inspections of the safety management system in their areas of responsibility in conjunction with the Kerry ETB safety officer, review the findings of these audits and ensure closure of any significant non-conformances identified in a timely manner.
6. Ensuring that systems are in place to support the timely completion of accident reports and investigations in their area of responsibility.
7. Identify, in conjunction with the Kerry ETB safety officer, the health and safety management targets and objectives at Kerry ETB on an annual basis.
8. Addressing items raised within their area as reported at the SEM meeting.
9. Monitoring the implementation of and compliance with the Kerry ETB COVID-19 Response plan by each department.

### 5.10.1.2 *Head of Corporate, Capital and Technology Department*

In relation to Health & Safety, the Head of CCT, under the direction and guidance of the Director of OS&D, is accountable and responsible for:

1. Ensuring the Kerry ETB COVID-19 Response plan is updated to include specific information on his/her centre
2. Appointing his/her Deputy, where applicable, to the role of COVID Coordinator or assuming the role himself/herself where no deputy position exists.
3. Ensuring a COVID-19 response team is formed to assist in developing and implementing the response plan and associated measures
4. Implementing COVID-19 measures contained in Government and Dept of Education guidelines
5. Implementing and continuously monitoring measures to prevent the spread of COVID-19
6. Understanding how the Kerry ETB Safety Statement is structured and ensure that staff reporting to them have been fully briefed on the Kerry ETB Safety Statement.
7. Consulting with and assisting the Kerry ETB safety officer on health and safety matters within their area of responsibility.
8. Reviewing accident reports and investigations appropriate to their area of responsibility and ensure appropriate remedial action is taken.
9. Ensuring the preparation and regular update of the Kerry ETB Safety Statement at least annually.
10. Reporting at the SEM meetings on the progress of implementing and monitoring of the safety management systems within the organisation. This report will highlight areas requiring attention under each Directorate; FET, SYM and OS&D.

11. Preparing in conjunction with the Kerry ETB safety officer, on an annual basis, a Safety Action Plan for Kerry ETB and identify the resources required for its implementation.
12. Ensuring that progress in the implementation of the Safety Action Plan is regularly tracked in consultation with ESS and the relevant Director.
13. Reviewing the minutes of the Safety Committee meetings and communicating outstanding issues that arise to the relevant Director.
14. Providing a regular update on Health and safety to the Kerry ETB Board.
15. Ensuring that contractors procured centrally are fully compliant with the Contractor management and construction compliance procedure for building works (non-capital).
16. Ensuring that Kerry ETB complies in full as a 'Client' with the requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2013.
17. Awarding centralised contracts for maintenance activities across Kerry ETB, where possible, for example fire equipment service, fire alarm service.

#### ***5.10.1.3 Heads of Department***

In relation to Health & Safety, the Heads of Department, under the direction and guidance of the Director of OS&D, are accountable and responsible for:

1. Implementing and continuously monitoring measures to prevent the spread of COVID-19.
2. Understanding how the Kerry ETB Safety Statement and head office safety statements are structured and ensuring that staff reporting to them have been fully briefed on the Kerry ETB Safety Statement.
3. Taking a direct interest in health and safety and supporting their line manager in his/her role.
4. Consulting with and assist the Kerry ETB safety officer on health and safety matters within their area of responsibility.
5. Reviewing accident reports and investigations appropriate to their area of responsibility and ensure appropriate remedial action is taken.

#### ***5.10.1.4 Kerry ETB safety officer (ESS contracted safety advisor)***

The Kerry ETB safety officer is responsible for:

1. Recording all H&S incidents identified through support requests or as a result of monitoring and review.
2. Assisting and complementing management in providing a safe place of work and learning.
3. Facilitating the effective communication of the Kerry ETB Safety Statement to all staff and management.
4. Assisting management of Kerry ETB in preparing a Safety Action Plan on an annual basis based on a gap analysis of the safety management system.
5. Advising management of current and new statutory legislation and amendments, and their impact on operations.
6. Providing advice to all staff and management on safe work practices, safe work procedures and safety standards.
7. Providing guidance, when requested, on the issue and use of protective materials or equipment.
8. Providing advice on, and assistance with, completion of accident report forms.
9. Attending Safety Committee meetings and advising members on safety and health issues as required.

10. Assisting with establishing centre Safety Committees.
11. Carrying out training needs analysis and implementing a central safety training plan for Kerry ETB annually.
12. Arranging a schedule of audits of Kerry ETB centres with Directors and reporting findings to relevant management personnel and carrying out follow up visits.
13. Providing assistance and feedback to Facility managers and Safety Officers on the recommendations of centre audits, risk assessments and safety statements.
14. Attending Directorate meetings as required.
15. Providing the information for regular updates to the Board of Kerry ETB on Health and Safety matters.
16. Keeping a log of hazards identified through the helpdesk, audits, feedback from Facility managers and other avenues on the relevant risk assessment and monitoring completion of action items.
17. Providing advice to management in relation to Health & Safety Authority Inspector site visits and inspections.

### 5.11 ALL STAFF

All Kerry ETB staff, along with the responsibilities relevant to their specific role, have the responsibilities outlined in *Duties of employees under the Safety, Health and Welfare at Work Act 2005* in Appendix 1 of this document.

### 5.12 CONTRACTORS/SUB-CONTRACTORS/CONSULTANTS

Contractors / Sub-Contractors / Consultants will:

1. Comply with the Construction Regulations 2013 in all work activities in Kerry ETB.
2. Comply with the Contractor management and construction compliance procedure for building works (non-capital) where relevant.
3. All contractors must comply with the Kerry ETB Safety Statement. The contractor will acknowledge in writing the receipt of Kerry ETB safety documentation.
4. Contractors appointed centrally for capital works must present their Safety Statement and insurance details to the design team consultant.
5. When contractors are appointed directly by a centre, they must provide their Safety Statement and insurance details to the Facility manager.
6. All contractor work must be carried out in accordance with relevant statutory provisions and consider the safety of others on site as well as that of the general public.
7. Contractors must make arrangements for the provision of suitable personal protective equipment, clothing, welfare centre, first aid and fire equipment for themselves and their employees in accordance with statutory provisions.
8. Any injury sustained, or damage caused, by contractors or their employees, must be reported immediately to the Facility manager of the centre.
9. With regard to matters of safety, contractors must accept responsibility for their own acts or omissions and those of their employees. The principle of the employer being responsible for the employee's safety as laid out in the Safety, Health and Welfare at Work Act 2005 will always apply.
10. All contractors must carry appropriate insurances as specified by Kerry ETB and must indemnify Kerry ETB for all the contractor's activities at any Kerry ETB centre.



## 5.13 VISITORS

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

It is a requirement that the centre gives at least the same level of health, safety and welfare to students, and all visitors as it gives to employees.

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 students / visitors should be instructed to follow directions with regard to evacuation of the premises or follow staff members to a safe exit route.

## 5.14 SAFETY ORGANISATIONAL CHART

The Safety Organisational chart in Appendix 2 outlines the safety management structure within Kerry Education and Training Board. The colour code is as follows:

- The Directors are in blue.
- The management of centre and education programs are in grey.
- The safety support staff are in green and all other staff are in yellow.
- The safety committees are in orange.
- Blue lines indicate reporting pathways.
- Orange dotted lines indicate consultation and support pathways.

## 6 COMMUNICATION AND CONSULTATION

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Safety is on the agenda of regular staff meetings from SEM meetings to FET forums, Principal's meetings and Heads of Department meetings. Staff are encouraged raise health and safety issues with their line manager or safety officer on a daily basis or at staff department meetings.

The Kerry ETB safety officer and the Head of CCT meet with the Director of SYM and FET bi-annually to review the progress on the safety management system in the relevant pillar. The Kerry ETB safety officer meets the Head of CCT to review the progress on the safety management system in the OS&D pillar. The Kerry ETB safety officer and Head of CCT meet with the Directorate once annually to report on progress on the safety management system.

There is a Kerry ETB Safety Committee established made up of representatives from various departments and locations throughout Kerry ETB to provide a consultation and discussion forum for H&S matters. The safety committee are

Head of CCT – Aileen O'Connor

Deputy Head of CCT – Danny Kerins

1 Principal/Deputy Principal/science teacher – Mairead Corridan

1 safety officer/technical teacher – Pat Cronin

1 FET Kerry College representative – John Skinner

1 Caretaker – Patrick Joy

1 Home Economics teacher – Jo McGrath

1 FET instructor/tutor, ALO or co-ordinator – Michelle-Ann Houlihan

1 representative from Kerry College, Monavalley – Andy Kane

Kerry ETB safety officer – Mary Walsh

The Safety Committee meets four times a year in September, January, March and May – and is chaired by the Head of CCT. Directors may attend Safety Committee Meetings as required.

Staff are encouraged to raise matters relating to health and safety with any members of the safety committee.

### 6.1 RIGHTS OF ELECTED SAFETY REPRESENTATIVES

In line with sections 25 and 26 of the Safety, Health and Welfare at Work Act 2005 employers have a duty to consult with their employees. Employees have a right to select a Safety Representative (or Safety Representatives) to represent them in health and safety matters with their employees. By agreement between employers and employees a Safety Committee may be established to facilitate the consultation process. The Safety Committee members shall be selected by agreement between employees and employers as outlined in Schedule 4 of the Safety, Health and Welfare at Work Act 2005. The Safety Committee must include at least one Safety Representative.

The selected Safety Representative will have the following rights:

- Make representations to management on any aspect of safety, health and welfare in the workplace.

- Receive advice and information from Health & Safety Inspectors on matters relating to Safety, Health and Welfare at work.
- Accompany an Inspector on any tour of inspection of the place of work or any accident investigation at the discretion of the Inspector.
- Carry out inspections of the centre or areas they represent, subject to prior notice and approval from the Principal.
- Investigate potential hazards and complaints made by the employees they represent, subject to prior notice and approval.
- Make oral or written representations to Health and Safety Authority Inspectors on matters of Safety, Health and Welfare.

## 7 RESOURCES AND WELFARE

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### Resources

Kerry ETB shall dedicate the resources necessary, including time, finances, equipment and personnel to ensure, in so far as is reasonably practicable, the Safety, Health and Welfare of its employees and others who may be affected by its operations.

The following resources will be dedicated:

- Kerry ETB Management, with the assistance of the Kerry ETB safety officer will develop appropriate health & safety policies, safety procedures, safety inspections and training activities.
- The Kerry ETB safety officer will support and advise the facility manager of each centre, and safety officers, where appointed, in carrying out risk assessments and developing a safety management system. ESS provide one main safety consultant who fulfils the role of Kerry ETB safety officer who will be supported by the ESS team of safety consultants.
- An allocation of time for reports, investigations, audits and meetings on Safety;
- Trained first aiders and fully stocked first aid kits are located in each centre. Each centre safety statement will identify the appointed first aider(s) and the location of the first aid kit(s);
- Firefighting equipment has been positioned throughout each location in the organisation;
- Signs have been erected in each location throughout the organisation to provide directional information, emergency exits, firefighting equipment and identification of specific hazards;
- The provision of pre-employment medicals and GP referrals;
- Liaison with insurance company;
- The provision of eye sight testing of staff operating VDUs on a regular basis in compliance with the 2007 Regulations;
- The investigation and management of any alleged incidents of sexual harassment or violent abuse, bullying or racial discrimination in the workplace;
- The evaluation of workplace risks for pregnant persons;
- The provision of suitable weather protection gear for staff working outdoors;
- The provision of suitable PPE for staff as identified in the risk assessments.

### Welfare

Various welfare facilities are provided by Kerry ETB at each centre and these are controlled by specific personnel who will be designated on each of the centre safety statements. These include:

- The provision of kitchen/dining facilities (where applicable)
- The provision of toilets and washrooms

### Health and Wellbeing

Staff health and wellbeing is supported by Kerry ETB by the provision of the [Employee Assistance Support Service](#).

## 8 TRAINING AND INDUCTION

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In relation to the training of employees, Kerry ETB will comply with the duties placed upon it by the *Safety, Health and Welfare at Work Act, 2005*. Kerry ETB is committed to providing appropriate health and safety training and instruction for its employees applicable to their function within the organisation. This training begins with induction training on commencement of employment. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required to provide a safe place of work. Induction training is delivered in accordance with the Kerry ETB Induction Policy available from HR.

Training is also given in specialised areas where staff may require specific skills to ensure the required high level of safety is maintained. This training is provided where possible by competent staff of the organisation. Additional training is delivered by the Kerry ETB safety officer and external experts as required by risk assessment. Training needs analysis is carried out and reviewed annually by the Kerry ETB safety officer in conjunction with management to devise a training plan.

Safety training for Managers is given to all management throughout the organisation.

The following are the common training courses which apply across all areas of Kerry ETB. Additional site-specific training is applied in each centre to ensure site competency:

1. Induction training
2. First Aid training (of appointed personnel)
3. Manual Handling training
4. Emergency Evacuation Procedures
5. Use of Fire Extinguishers (of appointed personnel)
6. Fire marshal training
7. Chemical Safety training

This is not a comprehensive list of all training.

Training, apart from being a legal requirement, is one of the most effective ways of establishing and maintaining high standards of health and safety. It is impossible to legislate against human error, but well-trained staff are less likely to cause or suffer accidents.

Kerry ETB keeps training records on all courses completed. The standard of information retained on these records includes:

- Name of staff member being trained
- Date and duration of the training
- Training details and methods used
- Signature of both the trainer and the employee to the effect that the training has been completed to the required standard.

The Kerry ETB safety officer keeps records of all central safety training completed. A training register is kept of all safety training for staff in each centre in the OneNote SMS filing system and updated when necessary by a designated person in each centre.

- Employees must attend all training which Kerry ETB reasonably requires them to undertake.

## 9 COVID-19 POLICY

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In response to the COVID-19 pandemic, Kerry ETB have developed a [COVID Response plan](#) to detail the policies and practices necessary to prevent the spread of COVID-19 in all Kerry ETB centre. The Kerry ETB COVID-19 Response Plan has been developed in line with the *Kerry ETB Business Continuity Plan*. It pays due consideration to the Government Roadmap for the Reopening of Society and Business, the Transitional Protocol – Good Practice Guidance for Continuing to Prevent the Spread of COVID-19 and advice issued by the National Public Health Emergency Team (NPHET).

The response plan addresses the risks arising from COVID-19, specific to Kerry ETB facilities, and sets out appropriate and preventative measures. The Kerry ETB response plan is used as a template for each centre within Kerry ETB to develop its own response plan. The facility manager is required to update the response plan specific to his/her centre including:

- Sign and Date the COVID-19 Policy Statement
- Complete the Centre Information Form
- Provide the names of the Centre Response Team, Coordinator and Lead worker Representative (LWR)
- Complete the isolation procedure for suspected cases of COVID-19 by assigning isolation areas

The additional elements required by each centre to make up the response plan include:

- A completed COVID-19 site-based risk assessment on the centre
- Implemented control measures identified in the risk assessment
- Complete the Kerry ETB Covid-19 response team and Coordinator Self-Assessment Form specific to their centre
- Ensure the Lead Worker Representative (LWR) completes the LWR Self-Assessment Form
- Ensure all other requirements highlighted in the Kerry ETB COVID-19 Response Plan are carried out in the centre

All risk assessments and safe work procedures have been reviewed and revised to ensure the measures to prevent the spread of COVID-19 can be implemented.

Further details can be found in the [COVID Response plan](#).

## 10 EMERGENCY PROCEDURES

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### Definition

To provide instruction on how to assume a state of readiness which anticipates any emergency, provide for a network of communications to alert those who may be involved as to the degree of threat and to provide a controlled effective response to all eventualities. This is a basic requirement of the Safety, Health and Welfare at Work Act, 2005, the Fire Services Act, 1981 and the General Application Regulations (Workplace) 2007.

### Policy

Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situations to occur within each centre will differ and will be identified in the relevant safety statements.

### 10.1 FIRE SAFETY MANAGEMENT

The method of raising the alarm is detailed in each Kerry ETB centre safety statement and the staff and students are made aware of the procedures at least annually.

Emergency procedures are compiled and reviewed on an ongoing basis. Regular Fire Drills are carried out and firefighting and detection equipment is serviced regularly.

A Fire Safety Register is compiled in each centre and contains records of daily/weekly and monthly checks, fire alarm service records, fire extinguisher service records, emergency lighting inspections, evacuation procedure and drawing of evacuation routes and buildings.

A maintenance register is kept in each centre which contains details of the service contracts and frequency of servicing for all critical equipment and machinery.

### 10.2 LIST OF EMERGENCY PROCEDURES

Each Kerry ETB centre has the following emergency procedures in their safety statement.

- Fire Procedure
- Procedure for Suspected Gas Leak
- Procedure for Bomb Threat
- Emergency Evacuation Procedure
- Emergency Procedure for Accidents
  - Accident reporting procedure
  - First Aid procedure
  - Serious accident procedure
- Severe Weather
- Electrical Power cut
- No mains water supply
- Flooding
- Student/ learner absconding

- Critical Incident Management Plan (CIMT) developed with reference to the guidance by NEPS

Each centre complies with the Kerry ETB Accident Reporting Procedure.



# 11 RISK ASSESSMENT PROCEDURE

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Risk assessments form the foundations of the safety management system within Kerry ETB. Each centre produces risk assessments specific to their own premises and activities. See *Section 5.7 Communication Protocol for Risk Assessments* for details on how risk assessments are carried out and recorded within Kerry ETB. The risk assessment procedure is in the Kerry ETB Policy SharePoint.

## Responsible Person

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 Facility manager to reduce or eliminate in a planned and co-ordinated manner, which may require assistance and support from head office.

The Facility manager is responsible for ensuring that documented risk assessments are undertaken for all workplaces and routine and non-routine work activities under their control.

## Completing Risk Assessments

The Kerry ETB risk assessment template is on SharePoint - [RA template](#). The risk assessment template is based on *The Guidelines on Managing Safety and Health in Post-Primary Schools* published by the Health and Safety Authority:-

Risk assessments are required for each area within a Kerry ETB centre. High risk work activities require risk assessments also, for e.g.: work at height. Completed risk assessments are filed in the SMS OneNote file for each centre in the “Completed Risk Assessments” tab and are made available to the relevant centre staff.

## Definitions

**Hazard:** is anything that has the potential to cause harm to persons or property

**Risk:** is the likelihood that someone could be harmed by the hazard together with an indication of how serious the harm could be.

**Risk Rating:** The risk rating assigned to each hazard is a numerical value representing a combination of the likelihood of injury from the hazard and the severity of that injury.

**Risk Assessment:** is the overall process of hazard identification, rating of risks, and identification of control measures and assignment of responsibility for implementation of control measures.

**Control Measures:** are those measures which are put in place to eliminate the risk or to reduce the residual risk to as low a level as is reasonably practicable.

### Assessing Risk Step by Step

- Identify the hazards and list them on the risk assessment template in the *Hazard* column.
- Identify the risks associated with the hazard and record in the *Risk* column.
- List the control measures already in place in the *Existing Controls* column.
- Assess each risk (risk rating) associated with the hazard using the Risk Rating Matrix in Section 1.4.
- Record the Risk Rating as Likelihood x Severity = Risk Rating (LxS=RR), for e.g. 2x3=6 in the *Risk Rating* column.
- Identify the control measures required to reduce the risk and record in the *Improvements and Additional Controls* column.
- Allocate responsibilities for the implementation of the control measures and record in the *Action by Who* column. Consult the Facility Manager for this.

#### RISK RATING MATRIX

<b>LIKELIHOOD</b>				
4: VERY LIKELY	4	8	12	16
3: LIKELY	3	6	9	12
2: MEDIUM	2	4	6	8
1: LOW	1	2	3	4

**SEVERITY**      1: MINOR      2: MODERATE      3: MAJOR      4: SEVERE

When both severity and likelihood are assigned in the Risk Rating Matrix the Risk Rating will be a green box = Low, amber box = Medium or red box = high.

RISK RATING		
LOW	MEDIUM	HIGH

## 12 LINKS TO KERRY ETB SAFETY DOCUMENTS

Kerry ETB produce a suite of policies, procedures and associated documents that make up the safety management system for each centre. The following are the range of documents found in the safety management system. All centres comply with the Kerry ETB policies and procedures that make up the safety management system. The template documents and policies are issued centrally and accessible on Kerry ETB Policy SharePoint ([Health and Safety Policies folder](#)). Related documents such as registers and risk assessments are held locally at each centre as indicated below.

Document Identification	Central Kerry ETB Link	Local
Health & Safety Statement	<a href="#">Kerry ETB Safety Statement</a>	School/centre safety statement
Staff Health & Safety Roles and Responsibilities	<a href="#">Roles &amp; Responsibilities</a>	In this document
Risk Assessment (RA)	<a href="#">RA Procedure</a> <a href="#">RA template</a>	Completed centre risk assessments on OneNote
Emergency evacuation procedure	<a href="#">Evacuation procedure template</a>	Completed evacuation procedure in safety statement
Personal Emergency Evacuation Procedure (PEEP)	<a href="#">Personal Emergency Evacuation Procedure (PEEP)</a>	Completed PEEP for anyone requiring it
Maintenance Register	<a href="#">Maintenance register template</a>	Completed Maintenance register
Safety Training	<a href="#">Health and safety training register procedure</a> <a href="#">Training Register Template</a>	Completed Training Register for all centre staff
Accident Reporting Procedure	<a href="#">Accident Reporting Procedure</a> <a href="#">Accident report form</a>	Completed accident reports on file in centre
PAT Testing Policy	<a href="#">PAT test policy</a> <a href="#">PAT Register template</a>	PAT Register completed for centre
Lone working Policy	<a href="#">Lone working policy</a> <a href="#">Lone working RA template</a>	Completed RA for any employee lone working
Contractor management and construction compliance procedure for building works (non-capital)	<a href="#">Procedure</a>	Contractor safety documents received
Outreach Centre Inspection Policy	<a href="#">Policy and checklist</a>	Completed checklist for each outreach centre
COVID-19 Response plan	<a href="#">COVID Response plan</a>	Response plan and risk assessment
Outings Risk Assessment	<a href="#">Template RA</a>	Completed risk assessment for each outing
Safe operating procedure for science rooms	<a href="#">Procedure</a>	
Pregnancy employee policy	Policy in this safety statement <a href="#">Pregnancy RA template</a>	Completed RA for each pregnant employee
Driving for Work Policy	Policy in this safety statement	
Dust Extraction Bin Check form	Dust cleaning procedure and form	Completed form in Woodwork room

## 13 MAINTENANCE SCHEDULE

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In each centre the facility manager ensures that the equipment and installations in the maintenance register are serviced, tested and maintained at the correct frequencies. Details of contracts in place for equipment and machinery are kept on the maintenance register - [Maintenance register template](#).

Items which require statutory inspections are inspected and tested by Irish Engineering Services (IES) under a central Kerry ETB contract through Kerry ETB's insurers (IPB).

## 14 DRIVING FOR WORK POLICY

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All Kerry ETB staff who drive a Kerry ETB vehicle must comply with the Motor Vehicle Usage Policy in the Policies section on SharePoint. All Kerry ETB staff who are required to drive their own vehicles during work must have insurance for driving for work added to their car insurance. Staff must also ensure that they are:

- Legally entitled to drive the vehicle they are using
- Using a vehicle that is safe and road worthy
- Properly informed, trained, competent and fit to drive it safely
- Using the vehicle safely.

### **Safe Driver**

Drivers must hold a valid driving licence for the vehicle being driven and carry it while driving. The company will review employee driving licenses annually and employees are obliged to inform us about any driving license endorsements or penalties when received.

It is important to obey the rules of the road. Drive with consideration for other road users.

Always comply with the Kerry ETB Mobile phone/device policy on SharePoint. It is illegal to hold or use a hand-held phone while driving. Only use a hands-free phone when necessary as it is still a major distraction.

### **Safe Vehicle**

All vehicles shall be properly taxed, insured and NCT tested. Always carry out a daily vehicle pre-check before using your vehicle. Make sure loads are securely stowed in the vehicle. Arrange for servicing of your car at intervals specified by the manufacturer.

Tyre pressure and condition should be checked monthly and tyres changed if showing signs of being worn.

## 15 PREGNANT EMPLOYEES POLICY

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Kerry ETB are committed to safeguarding the safety and welfare of any pregnant employees and their unborn baby. As specific under the Safety, Health and Welfare (General Applications Regulations) 2007, we will carry out a risk assessment on the pregnant employee as soon as we are aware that she is pregnant and make any alterations necessary to her working conditions.

All employees are advised to make their line manager or Human Resources aware that they are pregnant as soon as possible. This information will be dealt with in the strictest of confidence. The template for carrying out a pregnancy risk assessment is on SharePoint – [Pregnancy RA template](#). The pregnant employee's line manager is responsible for carrying out the risk assessment and implementing the appropriate controls. The Kerry ETB safety officer will assist where necessary.

## 16 MONITORING AND REVIEW

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The management of safety, health and welfare is an ongoing process. Monitoring and review are an essential process that checks that the safety management system is being implemented.

All risks that require control measures to be implemented within the organisation are recorded on the appropriate risk assessment. In line with our safety improvement plan, the control measures or actions are tracked until the action is implemented. The risk assessments are reviewed and audited by the Kerry ETB safety officer.

The manager or safety officer in each centre maintains and updates the risk assessment in the SMS file on OneNote.

The manager or safety officer in each centre undertakes regular inspections of various sections of the centre throughout the year. This provides an ongoing awareness of safety within the centre and provides the information necessary to review the risk assessment and safety statement. The relevant staff in the section of the centre assist in the inspection and items checked are work practices, machinery/equipment, housekeeping, access/egress, etc.

The Kerry ETB safety officer completes audits of each centre throughout the year during which various sections will be inspected and the risk assessment reviewed to establish the status of actions.

The emergency procedures in each centre are reviewed after each fire drill and changes made where necessary.

A review of accidents and near misses will be undertaken by the Kerry ETB safety officer for lessons learned, corrective actions and after care of those involved.

The safety management system is reviewed at least annually or more frequently where changes occur.

## 17 MANAGEMENT REVIEW OF THE CORPORATE AND CENTRE SAFETY STATEMENTS

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In order to keep the corporate and individual centre safety statements operational and applicable to the changing functions of Kerry ETB, they are reviewed and updated on a yearly basis by the facility manager, supported by the Kerry ETB safety officer, or more often if there are significant changes to the centre or applicable legislation. This end of year revision update will be based on a collection of all the changes made to the corporate and centre safety statements throughout the year.

A meeting will take place at year-end between the Kerry ETB safety officer and the Head of CCT to review the changes to the corporate and individual centre safety statements.

### **Areas to be covered in the review are:**

- Changes and amendments to this revision of the corporate and individual centre safety statements
- Changes and revisions to Health and safety legislation applicable to Kerry ETB
- Safety training completed during the year
- Overview of the High Priority actions
- Breakdown of accident statistics for the year
- Overview of planned safety programme for the coming year



## APPENDIX 1: DUTIES OF EMPLOYEES

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### Duties of Employees under the Safety, Health and Welfare at Work Act 2005

Safety must be seen as everyone's responsibility. Kerry ETB staff are expected to discharge their work in a safe manner, to avoid injury to themselves or other employees and avoid damage to equipment and property.

**Under Sections 13 & 14 of the Safety, Health and Welfare at Work Act, 2005, the Statutory Responsibilities of every employee are as follows:**

13. (1) 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.

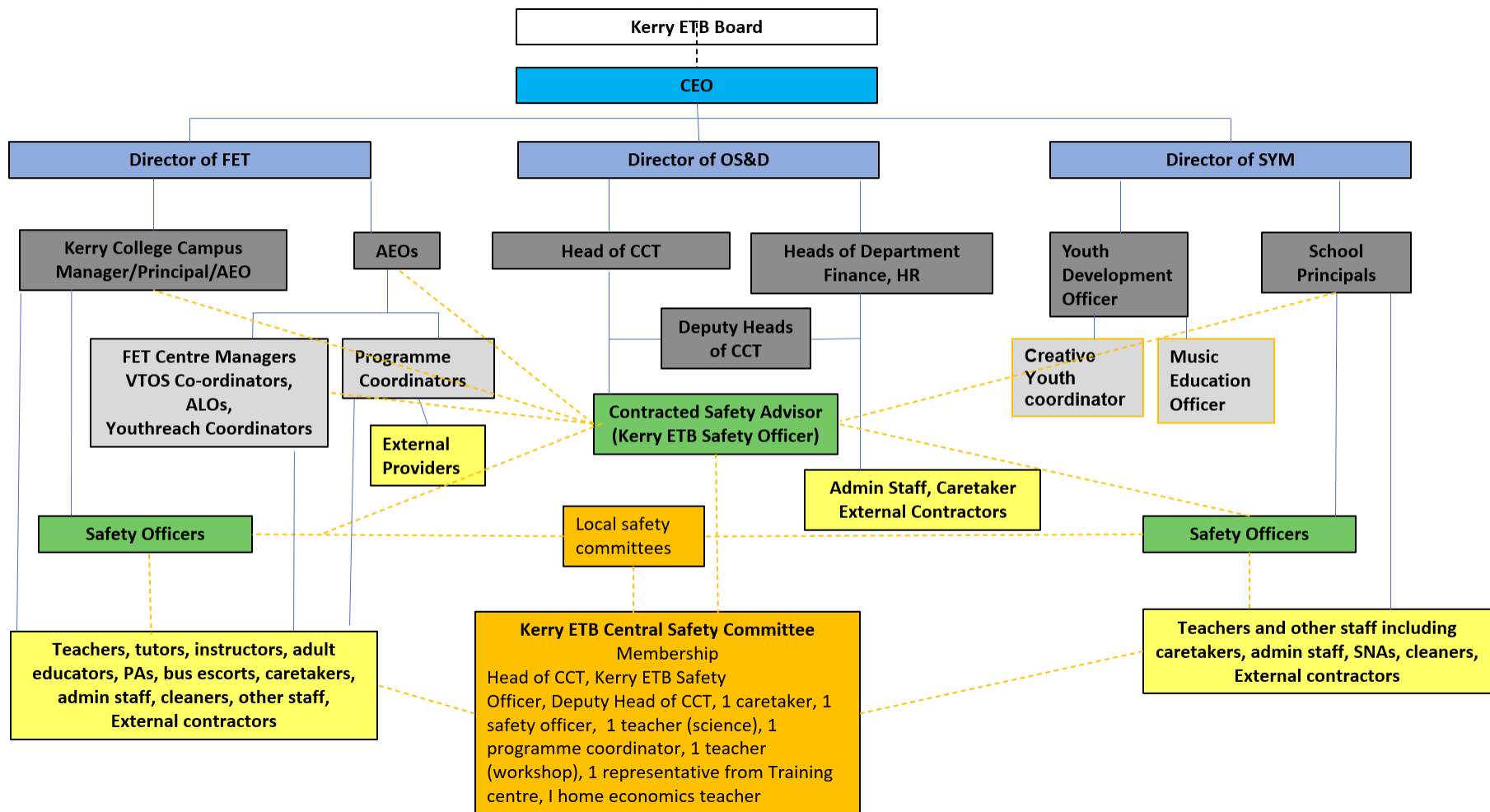
13 (2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under subsection (1) (f).

14. A person shall not intentionally, recklessly or without reasonable cause—

- (a) Interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
- (b) Place at risk the safety, health or welfare of persons in connection with work activities.

## APPENDIX 2 SAFETY ORGANISATIONAL CHART

### Kerry ETB Safety Organisational Structure



## APPENDIX 3 HR POLICIES RELEVANT TO SAFETY

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These Kerry ETB policies can be found on Kerry ETB Policy SharePoint in [HR Policies](#).

- [Bullying Prevention Policy and Guidelines](#)
- [Harassment Prevention Policy and Guidelines](#)
- [Alcohol and Drug Policy](#)
- [Disciplinary Procedure for Kerry ETB staff](#)








# Corporate Health and Safety Statement V4.0

Final Audit Report

2023-08-30

Created:	2023-08-23
By:	Patricia Tierney (PTierney@kerryetb.ie)
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