

BELVEDERE COLLEGE SJ



SAFETY STATEMENT

August 2020

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Appendix 1

Risk Assessments

Appendix 2

Covid – 19 Response Plan

1. Safety, Health and Welfare Policy

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

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

The Board of Management of Belvedere College, as employer, undertakes in so far as is reasonably practicable to:

- (a) promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- (b) provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- (c) maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the College;
- (d) continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- (e) consult with staff on matters related to safety, health and welfare at work;
- (f) provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

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

Signed:.....

Mr. Brian Owens Chairperson,

Board of Management

Date:.....

2. College Profile



2.1 College size

Situated in the heart of Dublin City, Belvedere College SJ is an all-boys Voluntary Catholic Secondary School under the Trusteeship of the Society of Jesus. It continues today a tradition since 1832 in the Jesuit approach to education.

The school currently has 1007 pupils enrolled and has a number of famous alumni in the world of the arts, politics, sport, science and business. Others have become leaders in the church, academia and in social justice.

2.2 Planning Procedures

The Principal in consultation with the Health, safety and Welfare Co-ordinator and the Health, Safety and Welfare Committee lead the planning process and procedures in health, safety and welfare in the College.

2.3 Addition Educational Needs Provision

Belvedere College has been allocated a specific number of additional teaching support hours per week by the Department of Education to cater for all students with an identified AEN. These hours are to be used to provide support, based on the principles laid down in the above documentation so that the students with the greatest need, have access to the greatest level of support. This has been our normal practice to date.

The Continuum of Support framework is used to enable us to identify and respond to our students' needs in a flexible way, which has also been our normal practice to date. It enables us to continue to gather and analyse information and to put supports in place, where necessary. This support will then be reviewed for individual students by their AEN contact person and other interested parties.

Support is based on the identification of an additional educational need, which can include academic, social and emotional needs, physical, sensory or language and communications difficulties, or for students whose education has been significantly interrupted.

There are three levels of support:

Level One: Support For All: Whole school and Classroom support - this will focus on preventative and proactive approaches through testing, providing information for students, staff and parents, alongside whole class support.

Level Two: Support For Some: This will focus on providing **school support for small groups and some individuals** on a weekly timetabled basis, or short-term intervention.

Level Three: Support For a Few: This will provide individualised and **specialist support for a number of students on a regular timetabled basis**. This will include regular meetings with the individual student's AEN contact teacher.

The AEN Model of Support document forms the basis of the Whole School Plan for Students with Additional Educational Needs this academic year. It is based on Circular 0014/2017 and the Post Primary Guidelines as indicated above. The Circular and the Post Primary guidelines indicate that there is no longer a requirement to have an educational assessment from a psychologist to identify if a student has a specific, academic based, educational need, to receive school support.

The Core AEN team take on specific responsibility for a year group, each year. This will mean that this AEN teacher will be the first point of contact, providing support for parents, form tutors, year heads and subject teachers, concerning a student with AEN, in a particular year. The AEN Coordinator is also available, along with the Leadership team, as necessary. Members of the Core AEN team have the opportunity of working with a specific year group in order to build up a rapport and understanding of specific student's needs and the year groups' educational needs. This leads to greater consistency and support for the students, their parents and guardians, mainstream staff and management.

2.4 College Buildings and Facilities

The Belvedere College building is situated on Denmark Street Dublin 1.

Facilities include;

Off site:

One sports ground (our playing fields and pavilion) is located on the Navan road. Our other sports ground (4G pitch and athletic facilities) is located on Distillery Road.

On Site

Classrooms, Science Laboratories, Music rooms, Art rooms & Home Economics room. Library and two computer rooms. Lecture Theatre, Chapel and refectory areas. Sport hall, swimming pool with 5 lane athletics area and 5-a-side football pitch on the roof.

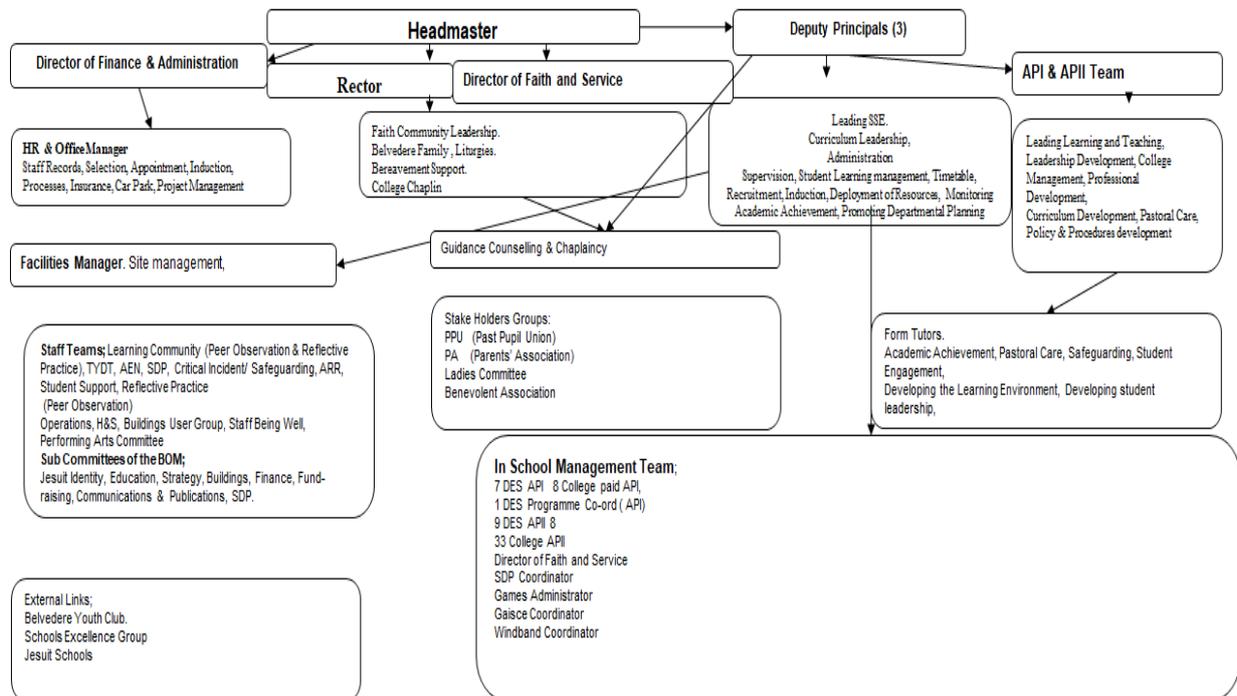
The Urban Farm is situated on the roof of the college.

‘The O Reilly Theatre’ has seating for 500, which is used for productions and school gatherings.

Belvedere House is also situated on the college ground. Within Belvedere house there is office space, meeting rooms, function rooms, staff work stations and staff canteen.

No 3 DIT Building, Art gallery, Office Space Meeting Rooms.

2.5 Organisational Chart



2.6 Visitors

Visitors to the College are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the College day. There are regular visitors in the College and those that visit the College annually. Regular visitors include

- Parents
- Guest Speakers
- Volunteers (parents, sport coaches, etc.)
- Members of the Jesuit Community
- Members of the Belvedere College Union
- External tutors (i.e. music, mock oral examiners, coaches etc.)
- Copierervice providers
- Delivery companies
- Contractors
- Couriers

Other visitors may include the following:

- Cardiac and Concussion Screening providers
- Uniform provider
- Recycling
- Department of Education and Skills Officials

These lists are not exhaustive and may vary from time to time.

2.7 Adult Education

BELL Program: Belvedere English Language Lessons.

Belvedere 5th and 6th years support our 'Guests' who are mostly refugees, asylum seekers and migrant workers associated with the Jesuit Refugee Service. They help with language skills as well as helping them integrate into life in Ireland.

3. Resources Applied

Safety, health and welfare planning is seen as an integral part of the College's existing planning and self-evaluation processes. The ***Site Cyclical Planned Preventative Maintenance*** works is our work program which is scheduled and carried out on a regular basis. It deals with the regulations and maintenance of the College building including roof access.

To secure the safety, health and welfare of those at work, Belvedere College provides the following:

3.1 Safe place of Work

The following areas are risk assessed and maintained under the relevant guidelines/regulations.

Fire Services Act 1981: maintenance of all life safety systems and any additional equipment, fire training, fire risk assessment inspections and evacuation drills.

Noise abatement regulations.

Biological Agents, Chemical Agents Code of Practice Act 2018 : Maintenance of emergency chemical eye wash and showering facilities, chemical evaporation units and storage.

Signage: Fire exits, safeguarding, hazards notification.

Defibrillators: Fully maintained annually, signage and accessibility.

Momentum Cleaning hold a copy of the cleaning assignment instructions on site with details surrounding cleaning, ensuring walkways and access areas are kept accessible and free and maintenance. (Trips slips and falls).

Noonan Security holds a copy of security assignment on site for the College campus and car park.

3.2 Safe Plant

All or equipment is maintained under the CIBSE plant and equipment guidelines.

Electricity: protection, maintenance, inspection, training, voltage, cable checks

Mobile machinery: training, driving licence and service,

Fixed wired equipment: PAT testing, general maintenance and service schedules.

Office equipment, Electro Technical Council of Ireland: Maintenance of IT, fixed power points and Data.

Lifts and Hoists Insurance Statutory Inspection Regulations and Lift Service maintenance.

3.3 Safe Systems of Work

The following training programs are in place for relevant personnel in the College

Manual handling Training

Training Induction Communication

Visual Display Units: Risk assessed annually and maintenance

Lighting: Annual LUX Level Testing and IS3217 emergency light testing

Safe storage: Annual School Risk Assessment

Emergency routes: Fire Services Act Book logs all checks

New Equipment/Systems of Work: Risk assessed annually

3.4 Welfare Facilities

The following facilities are available for staff welfare:

WC & Washing

Staff areas for drying and changing

Staff Area for dining

Drinking water. Water is sanitised and tested according to L8 regulations.

First aid room is available at reception

Personal protective equipment is available

Pregnant employees. We adhere to the needs and requirements of the staff.

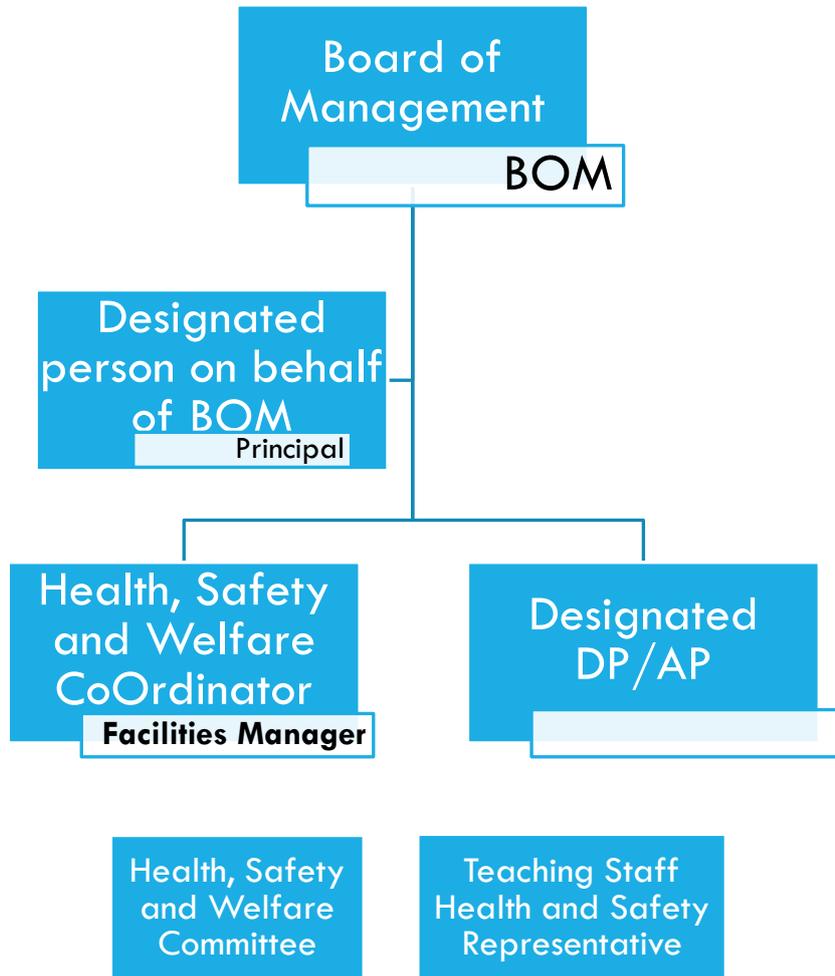
3.5 Safety Inspections

Daily, Weekly, Monthly and Annual inspections continue to take place.

4. Roles and Responsibilities

The overall responsibility for safety and health in Belvedere College rests with **The Board of Management**. The designated person for safety, health and welfare acting on behalf of the Board of Management is the **Headmaster** of Belvedere College. The **Head of Facilities** at Belvedere College is the Health, Safety and Welfare Co-ordinator, in compliance with Section 18 of the Safety, Health and Welfare at Work Act 2005 and is overseen by the **designated Deputy Principal/AP Post Holder**. Responsibility for the safety and health of employees, students and visitors within the area of the College lies with Health, Safety and

Welfare Co-ordinator. This does not in any way diminish the responsibility of The Board of Management of Belvedere College with overall responsibility.



Health, Safety and Welfare Management Structure in Belvedere College

4.1 Board of Management

- complies with its legal obligations as employer under the Safety, Health and Welfare Act 2005
- provides a safe place of work and safe systems of work
- ensures that the College has written risk assessments and an up to date safety statement
- receives regular reports on safety and health matters
- reviews the safety statement at least annually and when changes occur that might affect safety, health and welfare
- reviews the College's performance in relation to safety, health and welfare
- allocates adequate resources to deal with safety, health and welfare issues
- can appoint competent persons as necessary to advise and assist the Board of Management on safety, health and welfare matters at the College.

4.2 Designated person for safety, health and welfare acting on behalf of the Board of Management (The Principal – Mr G Foley)

- complies with the requirements of the 2005 Act
- reports to the Board of Management on the College's performance in relation to safety, health and welfare
- communicates regularly with all members of the College community on health, safety and welfare matters
- ensures all accidents and incidents are investigated and all relevant statutory reports completed
- ensures that risk assessments and corrective actions are carried out
- ensures that regular reviews of the College's performance in relation to health, safety and welfare are carried out

4.3 Safety Representative (Mr J MacGabhann)

- Staff have a right to a safety representative.
- The role of the safety representative is to consult and to make representations to the principal, BOM, Safety Committee on safety, health and welfare matters relating to all colleagues in the college.
- The Safety representative can:
 - Investigate accidents and dangerous occurrences.
 - Inspect all or part of the school if there is an accident or dangerous occurrence.
 - Investigate complaints relating to Health and Safety.
 - Accompany Health and Safety Authority Inspectors carrying out inspections.

4.4 Health, Safety and Welfare Committee

The Health, Safety and Welfare Committee of Belvedere College facilitates the consultation process on safety, health and welfare matters in the College. In addition, the Health, Safety and Welfare committee provides a forum for all staff members and management to work together to address any health, safety and welfare issues in the College.

The Designated Deputy Principal/AP is the Secretary of the Health, Safety and Welfare Committee. The Health, Safety and Welfare Committee include the following members:

- Designated Deputy Principal / AP (Colin McCarthy)
- Health and Safety Officer (Steve Gamble)
- Teaching Staff Representative (Joe MacGabhann)
- Admin Representative (Denise Reddy)

- Head of Facilities (Steve Gamble)
- Theatre Health & safety (Andy Cummins)
- Household & Events Manager (Breda O 'Dwyer)
- HR & Office Manager (Aisling Feiritéar)

Roles and responsibilities of the Health, Safety and Welfare Committee include the following:

- Review injury data and accident reports.
- Propose and evaluate various ways to improve health, safety and welfare conditions in the College
- Review and evaluate corrective actions taken by Health, Safety and Welfare Co-coordinators
- Respond to concerns raised by staff members
- Recommend training for new employees, supervisors, and managers and refresher training on health and safety practices, procedures and emergency response
- Plan and organize training programs
- Recommend new health, safety and welfare rules and practices

4.5 Teachers (including those supervising PE and Sports activities)

Teachers have traditionally carried responsibility for the health, safety and welfare of students in their charge. If for any reason (such as condition or location of equipment, or splitting of a class for practical work), a teacher considers that this responsibility is unacceptable, it should be brought to the attention of the Principal before allowing further activity to continue.

Specific responsibilities are as follows:

- Exercise effective supervision of, and provide clear instructions to students at all times when in their charge
- Be familiar with emergency procedures in respect of fire or similar hazards. Know location of all emergency exits and assembly points. Know the location of emergency equipment and first aid supplies
- Be aware of special safety measures to be adopted in their own teaching areas and ensure that they are effectively applied
- Ensure that students participating in sporting activities are physically capable of doing so and are properly instructed in any techniques necessary to minimise the possibility of any accident or injury
- Ensure that protective clothing and/or equipment is available and used where necessary, and that guards are in place when machinery is being used.

- Make recommendations to the Health, Safety and Welfare Co-ordinators (through nominated representative or head of department as appropriate) with regard to improvements in health, safety and welfare measures.
- Take any further steps they may deem necessary to protect the health, safety and welfare of themselves and the students in their charge.

4.6 Students

Students are expected to:

- Exercise personal responsibility for the health, safety and welfare of themselves and their fellow students
- Observe standards of dress consistent with safety and/or hygiene
- Wear protective clothing and use protective equipment whenever required/recommended
- Observe all of the safety rules of the College and, in particular, follow the instructions of any member of staff
- Be familiar with the location of all emergency exits and assembly points
- Respect and not wilfully misuse, damage or interfere with any item of fire or safety equipment, either provided for their use or which are part of the College infrastructure.
- Draw the attention of the Health, Safety and Welfare Co-ordinators, through any member of staff, to any situation in which they see hazards to themselves, or the potential for improvement in health, safety and welfare standards.

4.7 Contractors

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

For the purposes of the safety statement the College will:

- make available the relevant parts of its safety statement and safety file (where one exists) to any contractors working in the school on behalf of the College
- provide to contractors the College's regulations and instructions relating to safety, health and welfare
- be aware of the contractors duty to make available to the College the relevant parts of the contractor's safety statement and risk assessments in relation to the work being carried out
- co-operate and coordinate their activities in order to prevent risks to safety, health and welfare where it is sharing a workplace with a contractor.

In addition, the following precautions will be observed when contractors are engaged:

- The contractor's insurance policy should be provided by the contractor and seen by Belvedere College management in advance of any work commencing to ensure that the contractor's policy covers Belvedere College as an "away from home" site for the contractor.
- The contractor must provide a Safety Statement to detail the health, safety and welfare standards of his workers.
- The contract should state that if the contractor fails to comply with the agreed health, safety and welfare standards that the consequences will be loss of contract.
- So far as is reasonably practicable the contractor's work area should be defined.
- Any accidents involving contractors will be investigated
- Notifiable accidents involving contractors will be reported to the Health & Safety Authority.
- Relevant workers in the College will be advised in advance of contractors coming to carry out work.

5. Risk Assessment

Risk assessment is at the heart of managing safety, health and welfare effectively in the College. All activities at the College that could cause an accident or ill-health is risk assessed. All risk assessments are included in this safety statement.

The safety statement is communicated to all staff and is available for access.

6. Emergency Procedures

This section contains the College's plans and procedures to be followed and measures to be taken in the case of emergency or serious and imminent danger. Full procedures in appendix.

6.1 Lock-down Procedure

1. On hearing the continuous siren make your way into the nearest building and classroom / office.
2. Once in the classroom / office lock the door of the room using the thumb turn lock.
3. Ensure no one is left outside in the hallway. Students may or may not be joined by the teaching staff at this point.

3. Lie down on the floor, away from the sight line of the door's viewing panel.
4. Remain in this position until the sirens are silenced following shortly by a further 30 second blast and the verbal announcements all clear.
5. All students are to return to their form classrooms on the all clear where a roll call will be taken by the form tutors. Administration staff managers are to take roll calls of their team.

6.2 Fire Procedure

Each Year Head is a fire Warden for their particular area. If not in area alternative teachers to deputise.

Each teacher is an Assistant Fire Warden for that area if the emergency occurs while they are in that particular area of the building.

On hearing the fire alarm, he/she should.

1. Instruct students to go to assembly points, without any delay, via the nearest designated exit. They should accompany their classes.
2. If it is the safe to do so, windows and doors should be closed. Particular attention should be paid to students with reduced mobility.
3. Each fire warden and assistant fire warden should be particularly vigilant that all students have left the building.
4. Teachers should then proceed to the assembly point with the class they are teaching.
5. If in the Staff Room or elsewhere, do not hesitate, make your way swiftly out of the building, assisting students evacuate.
6. Form Tutors should then go to their own form assembly area.
7. Assist with roll call. Each form class captain should assist with taking the roll.
8. They should report to the Deputy or Staff Safety Rep. Liaise with the Deputy Principals:
9. Monitor student behaviour and safety.
10. Await the all-clear from the Health and Safety Officer (The Headmaster).

6.3 Accidents and Injuries

- *Minor Accidents/Injury:*

An accident witnessed by the teacher on duty should be dealt with immediately.

The activity will be stopped and the injury assessed.

Where necessary the student will be taken to the FIRST AID BASE, in reception.

Reception will contact home to inform parents/guardians of what happened.

An accident form may be completed and kept on file.

- *More Serious Accidents/Injury:*

Teacher on duty will take student to the FIRST AID BASE, in reception.

If student cannot be moved, teacher will phone for help – Reception/ Deputy Principals/ Maintenance.

Student will be kept under observation.

Reception will contact home for parents/guardians to come in.

An Accident Report Form will be completed and kept on file.

- *Very Serious Accidents/Injury:*

In the event of a serious injury teacher on duty will contact assistance - Reception/ Deputy Principals/ Maintenance.

Parents/Guardians are immediately contacted.

If professional help is required, then emergency services are called.

If ambulance arrives before parents/guardians do, then a designated teacher (by DP) will travel to the hospital with the student.

Parents/guardians are kept informed of the developing situation.

An Accident Report Form will be completed and kept on file.

- *Accidents/Injuries off Campus:*

In the event of an accident off campus, the teacher in charge will as far as possible follow the above guidelines and will record the incident as appropriate on return.

In the event of an accident/injury at a sporting event the teacher/coach in charge will as far as possible follow the above guidelines and will record the incident as appropriate on return. If Physio/Medic is available, they will treat the student.

An Accident Report Form will be completed and kept on file.

- *Staff Members:*

Any injury is reported immediately to a member of the Senior Leadership Team.

- *Recording:*

All accidents/injuries are recorded on an accident report form. This form should be returned to the FIRST AID BASE, in reception before being passed to HR. If the incident occurred at a sporting event, a copy of the accident form should be sent to the Games Master.

Where necessary the BOM will be informed.

In addition, the College insurers may be informed

6.4 FIRST AID

A fully stocked first aid kit is available in the main reception area. The College shall undertake to stock the kit adequately. A person shall be designated as the trained first aid person at specified locations and shall be trained appropriately. The exact location of all first aid boxes shall be known to all staff in each workplace and a specific notice, identifying their whereabouts, will be posted to include the name of the qualified person or appointed person.

The following contents will be provided in the first aid box:

- Sterilised dressings (small, medium and large)
- Adhesive wound dressings in assorted sizes
- Adhesive plasters
- Absorbent sterilised cotton wool in 15g packets
- Triangular bandages
- Antiseptic wipes
- Antiseptic cream
- Eye Wash
- Sterilised eye pads in sealed packets
- Pressure bandages
- Scissors (blunt nosed)
- Safety pins
- Latex disposable gloves (for use by the first aider)

First Aiders (or other staff) are not empowered to dispense analgesics or medication. Supplies of such items will not be kept in the first aid boxes. Individual staff members or students who believe they might have need of these items must be responsible for their own supplies.

Fully stocked First Aid Kits can be located in:

Reception

Games Office (each sports team will have first aid kit for training/competitions)

PE Office

Staffroom

6.5 Critical Incident Policy

Belvedere College SJ aims to protect the well-being of its students and staff by providing a safe and nurturing environment at all times. The Board of Management, through the Headmaster, Gerry Foley, has drawn up a Critical Incident Management Plan as one element of the school's policy in this regard.

Critical Incident Management Team		
Role	Name	Phone
Team leader	Gerry Foley	0863808320
School Co-ordinators	Paul Bryce Clodagh Culligan Aisling Feiritear	0868395115 0868477915 0838007665
Staff liaison	Colin McCarthy Roisin O'Donohoe	0872689932 0879395079
Student liaison	Tom Doyle Val Hamilton Eoghan Keogh	0872497568 0877758150 0857381063
School Community Liaison/CIMT Liaison	Yvonne O'Brien	0876490697
Parent liaison	Paul Bryce Clodagh Culligan Paddy Greene SJ	0868395115 0868477915 0872659202
Site Liaison	Steve Gamble	0872429030
Administrator	Denise Reddy	0876498585

COMMUNICATION	
Conference Call	<ol style="list-style-type: none"> 1) To dial the phone directly from Outside: 01 8586689, Internally: 6689 2) To join a conference call from this phone: Dial 5555 press the Phone Dial symbol , enter code 5555# 3) For external users to join the conference they should: Dial 01 8586602, enter code 5555# <p><i>In the unlikely event that the phone does not work, unplug the cable from the back of the phone and reconnect. This will reboot the phone.</i></p>
CIMT Email	cimt@belvederecollege.ie

EMERGENCY CONTACT LIST	
AGENCY	CONTACT NUMBERS
Garda	112 or 999 01-666 8600 (Mountjoy) 01-666 8400 (Fitzgibbon Street) 01-666 8000 (Store Street)
Hospital	(01) 878 4200 (Temple Street) (01) 803 2000 (Mater Hospital)
Fire Brigade	112 or 999
Local GPs	Northdoc.ie 1850 22 44 77
HSE	01 8796800
Child and Family Centre	01 8567704 (TUSLA, Dublin North City, Finglas)
Child and Family Mental Health Service (CAMHS)	01 8681400
NEPS Psychologist – Caoimhe McCarthy	0761 108660
DES	(090) 648 3600 (Athlone)
ASTI	01-6040160 / 1850 418 400
Clergy	01-8363411 (Gardiner Street)
Jesuit Communications	086 8190029
State Exams Commission	090-644 2700
Employee Assistance Service	1800 411 057
Momentum – Site Supervisor	0871483081 01-6792288 or 01-6792017

Noonan Security – Site Guard	0830605507 01-8839800
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CHILD PROTECTION

AGENCY	CONTACT NUMBERS
DLP – Gerry Foley	01-8586600 0863808320
DDLDP – Paul Bryce Clodagh Culligan	0868395115 0868477915
DLP – Society of Jesus - Saoirse Fox c/o Irish Jesuit Provincialate	01-4987339 086-3441707 safeguarding@jesuitlink.ie
TUSLA	http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/dublin
TUSLA – Dublin North City	01-8567704
TUSLA - North	01-8708000
TUSLA – Dublin South Central	076-6955749
TUSLA – Dublin South East	01-9213400
TUSLA – Dublin South West	045-882400
TUSLA – Louth/Meath	046-9098560
TUSLA – Kildare/ West Wicklow	045-9200000
TUSLA – East Wicklow	01-9219400

7. Instruction and Training

All staff members are provided with first-aid training at the start of each academic year.

Relevant staff are provided with training regarding the safe use of specialised equipment and chemicals.

In addition, induction briefings for new staff members, pre-class instruction and demonstrations in practical areas are provided by the College.

All staff and students take part in Health and Safety Week at the beginning of the academic year: Classroom Risk Assessments; Fire procedures and evacuations; Lock Down procedures.

8. Communication and Consultation

All staff have access to all information in connection with safety, health and welfare including access to the safety statement.

The safety statement will be presented to staff at the beginning of the academic year.

All staff are actively encouraged (through HM Bulletin) to make representation to management on any aspect of safety, health and welfare in the College.

Staff select a safety representative. The representative consults and makes representations to the Deputy Principal / Principal / BOM / Safety Committee, on safety, health and welfare matters relating to colleagues (including non-teaching staff) in the College.

9. Review and update

The management of safety, health and welfare is an ongoing process. This safety statement will be reviewed and updated every 12 months or when major changes in work practices, equipment, materials or environment occurs.

Safety, health and welfare matters will be discussed by Safety Committee monthly.

A review of fire drills and evacuation exercises will take place at the end of each academic year in preparation for the New Year.

There will be periodic inspections of fire safety equipment.

There will be risk assessments of new hazards as they arise.

Instruction, training and supervision arrangements will be monitored in accordance with training needs.